

# 國立中央大學更改學生成績提案申請書

## Request for Changing Students' Grades

授課教師資料 Instructor's Information				
老師姓名 Instructor's Name		所屬單位 Department/Institution		連絡電話 Phone No.
開課資料 Course Information				
學期別 Semester of the Course		開課單位 The Unit that Provided the Course		課號 Course No.
科目名稱 Course Title				
學年度第 學期 1st/2nd semester in Academic Year _____				
更改學生成績資料 (更改多人得另附文件表列)				
Information of the Student Whose Grade is to be Changed (If more than three students' grades are to be changed, a list of their information should be attached.)				
系級 Department	學號 Student ID No.	姓名 Name	原成績 Previous Grade	更改成績 New Grade
更改成績原因 Reason for the Change		需附之相關文件 Required Documents		
<input type="checkbox"/> 轉謄錄登記錯誤 Typo		1. 成績登記原始憑證 The original grading record 2. 成績計算方式 (百分比) Grading calculations (percentages)		
<input type="checkbox"/> 計算錯誤 Calculation Error		1. 成績登記原始憑證 The original grading record 2. 成績計算方式 (百分比) Grading calculations (percentages).		
<input type="checkbox"/> 考試成績漏計 Omitted exam score		1. 成績登記原始憑證 The original grading record 2. 成績計算方式 (百分比) Grading calculations (percentages) 3. 試卷影本 A copy of the exam paper.		
<input type="checkbox"/> 報告成績漏計 Omitted assignment score		1. 成績登記原始憑證 The original grading record 2. 成績計算方式 (百分比) Grading calculations (percentages) 3. 報告或作業 The report or assignment 4. 以 E-mail 繳交報告作業需附檔案資料及傳送記錄 An electronic file of the report or assignment and its transmission record should be provided if the report or assignment is submitted via E-mail.		
<input type="checkbox"/> 其他原因 Other Reason:		(依情況繳交相關文件) (Submit relevant documents if need be.)		
開課單位審查 Verification from the Unit that Provided the Course				
<input type="checkbox"/> 未改變及格狀態者 (經開課單位主管簽核後, 於次學期開學後一週前提送教務處)。 <b>The status of a pass or a fail remains unchanged.</b> (After the head of the unit that provided the course has verified the change and has signed below, this request should be submitted to the Office of Academic Affairs within one week after the next semester begins.)				
<input type="checkbox"/> 改變及格狀態者 (送交開課單位主管召開系 (所、學位學程、專班) 務會議或課程委員會討論, 會議審查後, 連同會議紀錄及相關證明文件, 於次學期開學後一週前提送教務處)。 <b>The status of a pass or a fail is changed.</b> (After this request has been discussed and reviewed by the meeting of department (institute / degree program / in-service training program) affairs or the meeting of curriculum committee convened by the head of the unit that provided the course, this request should be submitted along with meeting minutes and relevant documentation to the Office of Academic Affairs within one week after the next semester begins.)				
授課老師 Instructor	開課單位經辦 Secretary at the Unit that Provided the Course	開課單位二級主管 Middle-Level Supervisor of the Unit that Provided the Course	開課單位一級主管 Head of the Unit that Provided the Course	
註冊組經辦 Clerk at the Division of Registrar	註冊組組長 Chief of the Division of Registrar	教務長 Dean of Academic Affairs		

簽核順序：授課老師→開課單位經辦→開課單位二級主管→開課單位一級主管→註冊組經辦→註冊組組長→教務長