

# 國立中山大學教師更正學生學期總成績申請書

## National Sun Yat-sen University

### Application Form for Correction of Semester Final Grades

114.3 月更新 Last Updated: March 2025

更正 學年度第 學期成績

年 月 日

Correction of Final Grades for Academic Year

, Semester

Date: YYYY / MM / DD

學生姓名 Student Name				學號 Student ID No.		
課程資料 Course Details		開課系所年級 Year & Department/Institute: 課別代號 Course code: 科目名稱 Course Name: 開課教師 Instructor's Name & Affiliated Department/Institute:				
更正原因 Reason for Correction		※請詳述事實過程並附繳相關資料 (Please provide a detailed explanation of the circumstances leading to this correction and attach relevant supporting documents.)  <input type="checkbox"/> 學生成績(缺席)記載簿。 Student's grade/attendance record <input type="checkbox"/> 試卷 Exam paper(s) <input type="checkbox"/> 其他有關記錄或說明附件。 Other supporting documents or relevant explanations				
類別 Type		平時成績 In-Class Result	期中考成績 Mid-Semester Result	期末考成績 Final Exam Result	學期總成績 Semester Final Result	備註 Remarks
原送成績 Original Result	實得分數 Actual Grade					
	佔學期百分比 Weighting					
更正成績 Corrected Result	實得分數 Actual Grade					
	佔學期百分比 Weighting					
申請教師簽名 Instructor Signature		年 月 日 YYYY / MM / DD		聯絡電話 Telephone		
系(所、學位學程、各教育中心) Department (Institute, Degree Program, Generation Education)		1、本案業經本系(所、學位學程、各教育中心)____年____月____日系(所、學位學程、各教育中心)務會議與會人員 3/4 通過，同意更正。 The motion to correct the grade was approved by the Department (Institute/Degree Program/Generation Education) on _____ (YYYY/MM/DD), with a three-fourths majority vote in the respective academic affairs meeting. 2、檢附會議紀錄一份 (Please find attached a copy of the meeting minutes).  (所、學位學程、通識教育中心)主管簽名： 年 月 日 Signed by Chairperson of Department (Institute/Degree Program/Generation Education) (YYYY/MM/DD)				

教務處 (註冊組) Office of Academic Affairs (Registration Division)	<input type="checkbox"/> 本案符合本校教師繳交及更正成績辦法之規定，擬請同意更正。 This application complies with the University's regulations regarding faculty submission and correction of student grades. Approval for the grade correction is recommended.	註冊組組長 Director of Registration Division	教務長 Vice President for Academic Affairs
	<input type="checkbox"/> 其他意見(Other opinions):  收件日期：____年____月____日 Received:      Year    Month    Day 經辦人(Staff-in-charge):  本案牽涉及格更正： <input type="checkbox"/> 是 <input type="checkbox"/> 否		

說明：本校教師繳交及更正學期成績辦法第九條規定：教師將學期成績送交教務處註冊組後不得更改。但如有因屬教師之失誤而需更改學生成績者，必須由授課教師提出確實證明，填寫「更正學生學期總成績申請書」，向開課系（所、學位學程、通識教育中心各組）主管提出，經由系（所、學位學程、通識教育中心各組）務會議與會人員四分之三通過後，以書面送交教務處註冊組更改。

系（所、學位學程、通識教育中心各組）必須於次學期註冊日後一週內完成上述更改成績程序，並提下一次教務會議核備。

Note :

1. Under Article 9 of the *National Sun Yat-sen University Guidelines for the Instructor Submit and Correct Grade Reports*: Once an instructor has submitted a student's final grade report to the Registration Division of the Office of Academic Affairs, the grade may not be altered.
2. In the case that a student's grades must be changed due to an error on the part of the instructor, the instructor must provide substantial evidence, complete the Application form for Correction of Student Semester Final Grades and submit it to the head of the course faculty (Institute/Degree Program/Generation Education).
3. The change must be discussed and passed by three-quarters of members present at an administration meeting of the department (Institute/Degree Program/Generation Education) before the Registration Division is notified in writing to make the correction.
4. The department (Institute/Degree Program/Generation Education) must complete the above result correction procedure within one week of the enrollment date for the next semester and report the matter at the next meeting of the Academic Affairs Council.