

國立勤益科技大學教師申請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.
學年度第 學期 1st/2nd semester in Academic Year _____				科目名稱 Course Title
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"/> 修改 The status is changed.				
<input type="checkbox"/> 不修改 The status is unchanged. 送交開課單位主管召開系(所、學位學程、專班)務會議及課程委員會討論, 會議審查後, 連同會議紀錄及相關證明文件提送教務處。After this request has been discussed and reviewed by the meeting of department (institute / degree program / in-service training program) affairs and 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.				
授課老師 Instructor		開課單位承辦 Secretary at the Unit that Provided the Course		開課單位主管 Head of the Unit that Provided the Course
註冊組承辦 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→開課單位承辦→開課單位主管→註冊組承辦→註冊組組長→教務長