

中國醫藥大學學期成績更正申請書

China Medical University Semester Grade Change Form

科目名稱 Course Name		課程代號 Course Code		更正 學年度第 學期成績 Grade Change for the _____ Semester of the _____ Academic Year
系所 Department/Graduate Institute		學號 Student ID		姓名 Name of the Applicant
原成績 Original Grade		更正後成績 Corrected Grade		
成績錯誤原因 Reason(s) for grade error(s)	<input type="checkbox"/> 1.原本應有成績而誤填為零分或缺考，並已附試卷正本以資證明。 Error filling in the grade resulting in a zero grade or absence. An original copy of the test paper is attached for verification. <input type="checkbox"/> 2.所填成績明顯為筆誤，已附試卷、成績登記原始憑證等相關資料正本以資證明。 Displayed grade is the result of clerical error. Original copies of the test paper, original grade record and relevant documents are attached for verification. <input type="checkbox"/> 3.成績計算錯誤、漏計部分成績，或其他原因詳述如下，已附試卷、成績登記原始憑證等相關資料正本以資證明。 Miscalculation of the grade or other reason(s) as specified below. Original copies of the test paper, original grade record, and other relevant documents are attached for verification. (本欄若不敷使用，請以另紙填寫 Please use additional paper(s) if the space provided is not enough)			
學期總成績 計算方式 Calculation of semester grades	(請註明各種考試、作業、報告等所佔之比例 Please indicate the percentage of each exam, assignment, and report)			
附件 Attachment	<input type="checkbox"/> 試卷(Test Paper) <input type="checkbox"/> 作業(Assignment) <input type="checkbox"/> 報告(Report) <input type="checkbox"/> 成績計算原始憑證(Original Grade Record) <input type="checkbox"/> 其他(Other)			
申請教師簽名 Teacher's Signature	年(Y) 月(M) 日(D)	聯絡電話 Contact Number		
系、所、學位學程、 通識中心主任 Program, Director(s)		院長 Dean of the College		
教務處承辦人 Office of Academic Affairs(Person in Charge) / 北港分部教務分組 Division of Academic Affairs,Beigang Branch / 研究生處承辦人 Personnel of Graduate Student Affairs		註冊課務組組長 Director of Registration and Curriculum Section / 研究生處教學課務組 組長 Curriculum and instruction section chief of Graduate Student Affairs		
教務長 Dean of Academic Affairs/ 研究生處事務長 Dean of Office of Graduate Student Affairs	<input type="checkbox"/> 不通過(Rejected) <input type="checkbox"/> 通過(Accepted) <input type="checkbox"/> 送交教務會議(Submit to the Academic Affairs Committee) <input type="checkbox"/> 送交研究生教育委員會議(Submit to the Office of Graduate Student Affairs Committee)			

說明：學期成績更正時間，最遲應於每學期開始上課後兩週內提出申請，逾期概不受理。

Explanation: Semester grade change applications shall be submitted within the first two (2) weeks of the start of each semester, otherwise they will not be accepted.