

# 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<br>Course Name                                      |  | 課程代號<br>Course Code      |  | 更正 學年度第 學期成績<br>Grade Change for the _____ Semester of the _____ Academic Year |
| 系所<br>Department/Graduate Institute                      |  | 學號<br>Student Number     |  | 姓名<br>Name of the Applicant  |
| 原成績<br>Original Grade                                    |  | 更正後成績<br>Corrected Grade |  |  |
| 成績錯誤原因<br>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。<br>Error filling in the grade resulting in a zero grade or absence. An original copy of the test paper is attached for verification.<br><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。<br>Displayed grade is the result of clerical error. Original copies of the test paper, original grade record and relevant documents are attached for verification.<br><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。<br>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.<br><br>(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<br>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<br>Attachment   | <input type="checkbox"/> 試卷(Test Paper) <input type="checkbox"/> 作業(Assignment) <input type="checkbox"/> 報告(Report)<br><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<br>Teacher's Signature                            | 年(Y)    月(M)    日(D)   | 聯絡電話<br>Contact Number   |  |  |
| 系、所、學位學程、通識中心主任<br>Program, Director(s)                  |  |                          | 院長<br>Dean of the College                                  |  |
| 教務處承辦人<br>Office of Academic Affairs<br>Person in Charge |  |                          | 註冊課務組組長<br>Director of Registration and Curriculum Section |  |
| 教務長<br>Dean of Academic Affairs                          | <input type="checkbox"/> 不通過( Rejected ) <input type="checkbox"/> 通過(Accepted)<br><input type="checkbox"/> 送交教務會議( Submit to the Academic 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.