

National Kaohsiung University of Hospitality and Tourism Regulations for Instructor Review and Alteration of Student Grades

任課教師受理學生複查成績及更正成績處理要點

104 年 12 月 10 日教務會議修正通過(修正§4、§5)

Amended and approved by academic affairs conference, December 10, 2015 (amendment §4; §5)

一、為建立學生複查學業成績機制及教師更正成績之處理，依本校學則訂定本要點。

1. This regulation is formulated in accordance with the University's constitution to establish review mechanisms for academic results of students and facilitate instructor alterations of such results.

二、各任課教師至遲應於上課第一週內，讓學生知悉所授科目之學期成績計算比例。

2. Instructors shall inform students of grade calculation ratios for the classes and semesters involved within 1 week after the start date of classes involved.

三、學生期中、期末試卷各任課教師應保存一年，但學生依規定提起申訴者，該試卷應保存至申訴程序結束為止。

3. Instructors shall retain midterm and final examination results of their students for 1 year. However, if a student initiates an appeal in accordance with regulations, all examination results involved in that appeal shall be retained until that appeal is concluded.

四、自行事曆表訂教師登錄成績結束次日起，學生可自行上網查詢該科目成績，如對成績有疑義，須於二週內填寫「學業成績複查申請表」，敘明理由，**並繳交複查費用每科目 50 元**，提出複查，將申請單交至教務處彙辦，逾期不予受理。

4. Students may conduct online searches for their academic results for a class starting from the day after the instructor of that class is required by their academic calendar to complete registration of grades. If a student disagrees with their results, they need to complete an "academic result review application" to explain their reasoning and initiate the review process within two weeks. The application form shall be submitted to and processed by the Academic Affairs Office. Overdue applications will not be accepted.

任課教師應於收到複查申請表後一週內回報複查結果。

Instructors shall report review results within 1 week after receiving a review application.

五、學生各項成績經任課教師完成繳交後，不得更改。但如發現須更正事項，應出具相關書面證明陳請校長同意後逕予辦理，辦理情形彙整於次學期第一次教務會議提報；如有改變學期成績及格狀況者，**需經系務、院務會議討論決議後**，提請教務會議審議通過，方得受理。

5. After an instructor has submitted their students' grades, such grades cannot be altered. However, if alterations are required, relevant written proof shall be submitted to the president for approval before alterations can be made. Such alterations shall be reported in the 1st academic affairs

conference of the next semester. If a semester grade alteration involves altering a student's pass or fail status for any class in any semester, such matters need to be discussed during departmental and institutional affairs conferences and receive final review and approval from an academic affairs conference before such alterations can be made.

六、教師申請更改成績，依下列不同情況，檢附相關憑據並註明錯誤原因，以備查核。

6. Instructors applying to alter grades shall submit relevant proof for one of the following scenarios and explain reasons for errors for future reference.

(一) 試卷評分錯誤者：檢附試卷、成績登記表。

(1) Examination score error: please submit the examination and grade registration form involved.

(二) 成績計算錯誤者：檢附成績登記表，註明計分標準。

(2) Grade calculation error: please submit the grade registration form involved and indicate the grade calculation standard involved.

(三) 成績登載錯誤者：檢附試卷、成績登記表。

(3) Grade registration error: please submit the examination and grade registration form involved.

(四) 遺漏學生成績者：檢附該生平時、期中考試或期末考試原始成績憑據並註明計分標準。

(4) Missing student grades: please submit proof of original results of regular assignments, midterm examinations, or final examinations of the student involved, and indicate the grade calculation standard involved.

(五) 其他：檢附相關證明文件。

(5) Other: please submit relevant proof documentation.

七、學期成績更正至遲應於行事曆表訂次學期正式上課日前，由任課教師提出更改申請。因教師延誤成績更正，致影響學生權益者，列入教師評鑑考核。

7. Grade alteration applications for a semester shall be submitted by the instructor involved no later than the official start date of classes for the subsequent semester, as defined by the academic calendar involved. If an instructor has delayed a grade alteration process such that a student's rights were compromised, such incidents shall be recorded in that instructor's evaluation file.

八、任課教師申請更正學期成績，得親自出席教務會議說明；未親自出席時，由會議代表逕行審議及表決。如經表決不同意更正學期成績，不受理申復。

8. An instructor applying to alter semester grades may attend an academic affairs conference in person to provide their explanations. If that instructor does not attend such conferences in person, discussion and decisions for such matters shall be conducted by the attendees of such

conferences. If such conferences have rendered decisions to not alter the semester grades involved, no further appeals will be accepted.

九、本要點經教務會議審議通過，陳請 校長核定後實施，修正時亦同。

9. These regulations were passed by an academic affairs conference, and submitted to the president for approval. The same process is applied for amendments.