

National Cheng Kung University Guidelines for Faculty's Submission and Correction of Grades

Approved at the Meeting of Academic Affairs in the 1st semester in the academic year of 2004, November 26, 2004

Approved at the 2nd Meeting of Academic Affairs in the academic year of 2011, May 22, 2012

Modified and approved at the 2nd Meeting of Academic Affairs in the academic year of 2012, May 14, 2013

- I. These Guidelines are established in order to govern the faculty's submission and correction of grades in the University.
- II. The grades referred to herein shall mean the course grades, including the final course grade for each subject, final course grade after make-up examination and summer course grade, but excluding the grades of the master's program and doctoral theses.
- III. Where it is impossible for a course instructor to complete the evaluation of a grade within a specific time limit with special cause when submitting the grade record, the following measures shall be taken:
 1. In the circumstances attributed to the students, the course instructor shall present a written explanation, together with the final course grade report, to the Office of Academic Affairs. The incomplete grade evaluation shall be marked "N/A" in the grade section.
 2. Where the course instructor fails to submit the grades as scheduled due to course planning, the instructor shall complete the application form for deferred submission of grades prior to the commencement of the final exam, and the application form shall be submitted to the Dean of Academic Affairs upon approval of the relevant department (institute or academic degree program) and college.

Upon completion of the incomplete grade evaluation referred to in the preceding two sub-paragraphs, the evaluation shall be entered into the original grade record and the duplicate thereof shall be signed or affixed with a seal. The record shall be submitted to the Office of Academic Affairs within one week after the school begins in the next semester at the latest. Where the record is not submitted within the specific time limit, the grade will be entered as "0".
- IV. Upon the completion of the final course grade evaluation and submission to the Division of Registration within a specific time limit, the 1st semester starts from January 31 and the 2nd semester starts from July 10. The summer course shall start before the school begins in next semester.

The final course grade for a make-up examination upon the application for leave on the final exam shall be submitted to the Office of Academic Affairs within 3 days as of the day following the end of the make-up examination.

If the grade record submitted by a faculty member appears to be blank, the grade will be entered as "0".

If the deadline for submission falls on a holiday, it shall be postponed for one day.

V. In order to avoid affecting the students' employment, further study, application for scholarship, transfer to another department, minor study and double major, the course instructor who fails to submit the grade record as scheduled shall be notified by the Office of Academic Affairs, with a carbon copy to the relevant department (institute) to help remind the course instructor. If the case is critical, it shall be reported at the Meeting of Academic Affairs.

VI. No alterations may be made to the grade record after the record is submitted to the Office of Academic Affairs. In the circumstances attributed to the course instructor, it shall be dealt with in the following manner, subject to the circumstances:

1. If the original grade is entered as "0" or "absent" in error, or the entered grade is written in error as proven by the examination paper or original score report, the "application form for the correction of grade" may be completed and submitted to the department (institute) director, college dean and Dean of Academic Affairs, and the correction may be made upon the approval of the department (institute) director, college dean and Dean of Academic Affairs.
2. In the other circumstances or those resulting in drop-out, the course instructor shall submit the relevant examination paper or original score report and may correct the grade upon the approval of the President.

No application for correction or re-entry of the total grades for the given subject with respect to the courses including the drafting of a report may be made on the grounds of students' delay or a delay caused by other circumstances.

VII. The correction of the grade shall be completed within one week as of the date when the "school begins" as identified in the University's calendar.

Where the correction of grade is completed beyond the time limit of ranking, no ranking may be rearranged lest the other students' interests and rights should be injured.

VIII. Any matters not provided herein shall be handled in accordance with the University's Academic Policies.

IX. These Guidelines shall be enforced after they have been passed at the Meeting of Academic Affairs. The same shall apply where these Guidelines are amended.

國立成功大學成績更正申請書

National Cheng Kung University

Application Form for Semester Final Grade Correction

更正學期 (Semester Enrolled) : _____ 學年度 (Academic Year) _____ 學期 (Semester)

科目序號 Course Serial No.		科目名稱 Course Title			
系所 Department		學號 Student No.		姓名 Name	
原成績 Original Grade		更正後成績 Corrected Grade			
<p>註：更正人數超過二人者，請以另紙詳列以上各欄位資料。 Note: An application for grade correction involving more than two students shall be submitted with the designated columns above specified on additional pages.</p>					
成績錯誤原因 Reason for grade correction	<input type="checkbox"/> 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。 The grades of "0" or "/" (absent from exam) was mistakenly marked. The exam paper is attached as proof. <input type="checkbox"/> 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。 A wrong grade was mistakenly marked. The exam paper, original record of grade calculation and relevant items are attached as proof. <input type="checkbox"/> 原成績計算方式 Description of original grade calculation:				
學期總成績計算方式 Semester grade calculation	(請註明各種考試、作業、報告等所佔之比例，若本欄不敷使用，請以另紙詳述) (Please list the percentage of exams, assignments, reports, etc.) <input type="checkbox"/> 更正後成績計算方式： (Description of corrected grade calculation)				
附件 Attachment	<input type="checkbox"/> 試卷 Exam 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 record of grade calculation <input type="checkbox"/> 其他 others				
申請教師簽名 Signature of Instructor		聯絡電話 Tel	(O)	(H)	(M)
學系(所)主任、所長 Department Chair		院長 College Dean			
註冊組承辦人 Staffer in charge at Registrar's Division	<input type="checkbox"/> 註冊組承辦人檢附該生當學期選課明細表 (含成績) Student's list of enrolled courses (with grades) <input type="checkbox"/> 本案符合本校教師繳交及更正成績要點之規定，擬請同意更正。 It is recommended that this application, which accords with the NCKU Regulations for Grade Submission and Correction, should be approved. <input type="checkbox"/> 其他意見 (Other opinion) : <p style="text-align: right;">承辦人： Registrar Division</p>				
組長 Director of the Registrar Division		教務長 Vice President of Academic Affairs		校長 President	

