

## 國立成功大學教師繳交及更正成績要點

### National Cheng Kung University Directions for Grade Submissions and Corrections

93. 11. 26 九十三學年度第一學期教務會議通過

Approved by the Academic Affairs Council in the 1st semester of the 2004-05 academic year, Nov. 26, 2004

101. 05. 22 100 學年度第 2 次教務會議通過

Amended and Approved at the 2<sup>nd</sup> Meeting of the Academic Affairs Council in the 2011-2012 academic year, May 22, 2012

102. 05. 14 101 學年度第 2 次教務會議修正通過

Amended and approved at the 2<sup>nd</sup> Meeting of the Academic Affairs Council in the 2012-13 academic year, May 14, 2013

110. 12. 22 110 學年度第 1 次教務會議修正通過

Amended and approved at the 1<sup>st</sup> Meeting of the Academic Affairs Council in the 2021-22 academic year, Dec. 22, 2021

111. 6. 1 110 學年度第 2 次教務會議修正通過

Amended and approved at the 2<sup>nd</sup> Meeting of the Academic Affairs Council in the 2021-22 academic year, June 1, 2022

一、國立成功大學（以下簡稱本校）為辦理教師繳交及更正成績事宜，特訂定本要點。

I. These Directions are established by National Cheng Kung University (NCKU) to regulate the administration of grade submissions and corrections.

二、本要點所稱成績，為學業成績，包含各科目學期成績、補考後之學期成績及暑期班成績，但不包含碩、博士論文成績。

II. The grades defined in these Directions refer to course grades including the final grade for each course in each semester, the final grade for each course as a result of a make-up examination, and a grade for each course in a summer session. The grade for a master's thesis or a doctoral dissertation is excluded.

三、教師繳交成績時，如有特殊事由，致未能於期限內完成成績評定者，其處理方式如下：

(一) 因歸責於學生之事由，教師登錄「成功大學教師線上成績登錄系統」（以下簡稱系統），於該科成績欄註記「N/A」。

(二) 授課教師因課程規劃事由，無法如期繳送成績者，應於期末考試開始日前，填具延期繳交成績申請表，經所屬學系（所、學位學程）、院同意後，送教務長核定。

前項原因消滅後，教師應立即登錄系統完成成績評定，並送出成績，至遲應於次學期開學日前送交教務處。

III. Under special circumstances, should a course instructor fail to complete all grade assignments on the final grade roster before the grade submission deadline, the following measures shall be taken:

(I) In case of an incomplete grade assignment incurred by a student, an instructor shall log on to the Online NCKU Faculty Grading System and mark "N/A" for an incomplete grade in the designated column on the final grade roster.

(II) An instructor who is unable to submit the final grade roster by the deadline due to course planning shall complete an application for deferred submission, which shall be approved by the related department (institute or degree program) and college, and submitted to the Vice President of Academic Affairs for final approval before the beginning of the final exam.

Upon completion of grade assignments for incomplete grading conditions specified in the preceding two sub-paragraphs, the instructor shall log on to the grading system to complete grade assignments and submit the final grade roster to the Office of Academic Affairs before the beginning of the new semester.

四、本校當學期行事曆公告之成績繳交期限前，教師應登錄系統完成學期成績評定並送交教務處；暑修為次學期開學日前。

學期考試請假之補考學期成績，應於補考結束之翌日起三日內登錄系統完成成績評定，並送交教務處。

成績表欄內成績不得為空白，若註記「N/A」者，成績超過次學期開學日前仍未送交教務處，其成績以零分登錄。

IV. An instructor shall log on to the grading system to complete grade assignments and submit the final grade roster to the Office of Academic Affairs by the designated deadlines according to the NCKU calendar.

In case of summer sessions, the course instructor shall log on to the grading system to complete grade assignments and submit the final grade roster to the Office of Academic Affairs before the beginning of the next semester.

In case of a make-up examination, resulting from an approved application for leave from the final exam, the course instructor shall log on to the grading system to complete the grade assignment and submit the final grade roster to the Office of Academic Affairs within 3 days of the make-up examination.

An instructor shall not submit a final grade roster with blank grade columns. With a grade column marked N/A, the grade will be entered as "0" in the transcript, should the instructor fail to submit a grade to the Office of Academic Affairs before the beginning of the next semester.

五、為避免影響學生就業、升學、申請獎學金、轉系、輔系、雙主修等各項權益，未依期限繳交成績者，應由教務處通知授課教師，並副知開課學系（所）協助催繳，其情況嚴重者，提教務會議報告。

V. To secure the rights of students to seek employment or advanced study, and apply for scholarships, program transfer, minor study, and double major, a course instructor who fails to submit the final grade roster as scheduled shall be notified by the Office of Academic Affairs. Meanwhile, the related department (institute) will receive a carbon copy to help remind the instructor. In case of a severe violation, the instructor shall be reported to the Academic Affairs Council.

六、成績繳交教務處後不得更改。但如有歸屬教師之失誤致錯誤者，視錯誤情況之不同，分別依下列程序辦理：

- (一) 若原本應有成績而誤填為零分或缺考，或登打之成績有誤，且提出試卷、成績登記原始憑證等相關資料正本加以證明者，得填妥「成績更正申請書」，經教師所屬學系（所）主任、院長、教務長同意後更正。
- (二) 其他情況或影響退學者，教師應檢附相關試卷、成績登記原始憑證等資料，簽請校長核定後，成績始得更正。  
含有撰寫報告之課程，不得以學生遲交或其他原因延誤為理由，申請更正或補登該科目學期總成績。

VI. No alteration shall be made to the final grade roster upon submission to the Office of Academic Affairs. Under the circumstances attributed to the course instructor, grade changes shall be administered in the following manner:

1. If a grade column in the roster is mistakenly marked with “0”, “absence”, or a wrong grade, the course instructor shall submit an application form for grade corrections, with the examination paper or original grading documents as proof, to the department (institute) director, college dean and Vice President of Academic Affairs for approval to make corrections.
2. Under other circumstances, including a dismissal resulting from a grading error, the course instructor shall submit an application form for grade corrections, with the examination paper or original grading documents as proof, to the President for approval to make corrections.

In case of a course with a project report assignment, the instructor shall not apply for grade correction or re-entry for a delayed report submission.

七、成績更正案至遲應於本校行事曆「上課開始」日期起一週內完成更正程序。成績更正案之程序全部完成時，若已超過排名作業時間者，不得再重新排名，以免損及其他學生權益。

VII. Grade corrections shall be completed within the first week of class according to the NCKU calendar.

If a grade correction is completed later than the administration schedule for academic ranking calculation, to protect the interests and rights of other students, the rankings shall not be renewed.

八、本要點如有未盡事宜，悉依本校學則有關規定辦理。

VIII. Matters that are not regulated shall be administered in accordance with the NCKU Academic Regulations.

九、本要點經教務會議通過後實施，修正時亦同。

IX. These Directions shall be approved by the Academic Affairs Council before taking effect. Amendments shall be processed accordingly.

*These regulations were translated from the original Chinese. In the event of any discrepancy between the two versions, the Chinese always takes precedence.*