

國立中山大學教師更正學生學期總成績申請書

National Sun Yat-sen University

Application Form for Correction of Semester Final Grades

115.3 月更新 Last Updated: March 2026

更正 學年度第 學期成績

年 月 日

Correction of Final Grades for Academic Year

, Semester

Date: YYYY / MM / DD

學生姓名 Student Name				學號 Student ID No.			
課程資料 Course Details		開課系所年級 Year & Department/Institute: 課別代號 Course code: 科目名稱 Course Name: 開課教師 Instructor's Name & Affiliated Department/Institute:					
更正原因 Reason for Correction		※請詳述事實過程並附繳相關資料 (Please provide a detailed explanation of the circumstances leading to this correction and attach relevant supporting documents.) <input type="checkbox"/> 學生成績(缺席)記載簿。 Student's grade/attendance record <input type="checkbox"/> 試卷 Exam paper(s) <input type="checkbox"/> 其他有關記錄或說明附件。 Other supporting documents or relevant explanations					
類別 Type		平時成績 In-Class Result	期中考成績 Mid-Semester Result	期末考成績 Final Exam Result	學期總成績 Semester Final Result	備註 Remarks	
原送成績 Original Result	實得分數 Actual Grade						
	佔學期百分比 Weighting						
更正成績 Corrected Result	實得分數 Actual Grade						
	佔學期百分比 Weighting						
申請教師簽名 Instructor Signature		年 月 日 YYYY / MM / DD		聯絡電話 Telephone			
教學單位(系、所、學位學程、 西灣學院各教育中心) Academic Unit (Department / Institute / Degree Program / General Education Center, Siwan College)		1. 本案業經本教學單位____年____月____日系(所、學位學程、西灣學院各教育中心)會議與會人員 3/4 通過，同意更正。 The motion to correct the grade was approved by the Department (Institute/Degree Program/General Education Center, Siwan College) on _____ (YYYY/MM/DD), with a three-fourths majority vote of the members present at the meeting. 2. 檢附會議紀錄一份 (Please find attached a copy of the meeting minutes). 3. 教學單位主管簽名： Signed by Chairperson, Department (Institute/Degree Program/General Education Center, Siwan College): 年 月 日 (YYYY/MM/DD)					

<p>教務處 (註冊組) Office of Academic Affairs (Registration Division)</p>	<p><input type="checkbox"/> 本案符合本校教師繳交及更正成績辦法之規定，擬請同意更正。 This application complies with the University's regulations regarding faculty submission and correction of student grades. Approval for the grade correction is recommended.</p> <p><input type="checkbox"/> 其他意見(Other opinions):</p> <p>收件日期：____年____月____日 Received: Year Month Day</p> <p>經辦人(Staff-in-charge):</p>	<p>註冊組組長 Director of Registration Division</p>	<p>教務長 Vice President for Academic Affairs</p>
	<p>本案牽涉及格更正：<input type="checkbox"/>是 <input type="checkbox"/>否 Is a grade correction involved in this case? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

說明：

1. 本校教師繳交及更正學期成績辦法第九條規定：教師將學期成績送交教務處註冊組後不得更改。
2. 但如有因屬教師之失誤而需更改學生成績者，必須由授課教師提出確實證明，填寫「更正學生學期總成績申請書」，向開課系（所、學位學程、西灣學院各教育中心）主管提出。
3. 再經由系（所、學位學程、西灣學院各教育中心）會議與會人員四分之三通過後，以書面送交教務處註冊組更改。
4. 系（所、學位學程、西灣學院各教育中心）必須於次學期註冊日後一週內完成上述更改成績程序，並由教務處提下一次教務會議核備。

Note：

1. Under Article 9 of the *National Sun Yat-sen University Regulations for Submission and Correction of Semester Grades by the Faculty*: Once an instructor has submitted a student's final grade report to the Registration Division of the Office of Academic Affairs, the grade may not be altered.
2. In the case that a student's grades must be corrected due to an error on the part of the instructor, the instructor must provide substantial evidence, complete the Application form for Correction of Student Semester Final Grades and submit it to the head of the course's Academic Unit (Department / Institute / Degree Program / General Education Center, Siwan College)..
3. The proposed correction must be reviewed and approved by a three-fourths majority of members present at a meeting of the Academic Unit before the written request is submitted to the Registration Division for processing.
4. The Academic Unit must complete the above grade correction procedure within one week after the registration date for the following semester, and the Office of Academic Affairs shall submit the matter for record at the next meeting of the Academic Affairs Council.