

東海大學學生成績作業要點

Tunghai University Grading Guidelines

108年11月12日第164次教務會議通過

Approved by the 164th Academic Affairs Meeting on November 12, 2019

112年04月18日第171次教務會議通過

Approved by the 171st Academic Affairs Meeting on April 19, 2023

一、東海大學（以下簡稱本校）為辦理學生成績評量相關事宜，依本校學則第二十五條規定訂定本要點。

1. Tunghai University ("THU") hereby establishes the guidelines herein in compliance with Article 25 of the THU Academic Regulations to govern matters of student grades.

二、本校自 112 學年度起入學各學制一年級新生學期成績實施百分制與等第制併列紀錄於成績單，學生各項成績排名均以百分制計算。

2. Students admitted in the 2023 academic year and after will receive both a numerical grade and letter grade on their report cards but rankings will be based on letter grades.

三、學生學業成績處理及轉換規範如下：

(一) 112 學年度起入學一年級之新生：

1. 學期成績以百分制與等第制併列呈現。

2. 排名依百分制平均成績計算。

(二) 108 學年度起入學一年級之新生：

1. 學期成績以等第制呈現。

2. 排名依等第積分平均成績（GPA）計算。

(三) 107 學年度（含）前入學之學生及實施等第制後轉學至百分制之學生：

1. 學期成績以百分制與等第制併列呈現。

2. 排名依百分學業平均成績計算。

(四) 原採百分制、等第制或百分制與等第制併列之學生，因休學、降轉、延畢、提高編級等因素，其學期成績呈現及排名均與編入班級同班或同系同學一同排序。

(五) 學生學期成績實施等第制，各科目學期成績（含跨校或國外修課）依附表一「等第制與百分制成績對照表」自動轉換成績。另訂附表二「等第積分平均成績（Grade Point Average, GPA）與對應之百分數對照表」，供參酌使用。

(六) 校際選課

1. 外校至本校：提供百分制與等第制成績併列呈現，成績單加註等第制與百分制對應表供他校對應參考。

2. 本校至外校：依附表一「等第制與百分制成績對照表」轉換為本校對應之成績登錄。

3. The regulations for handling and converting student grades are as follows:

(1) For students admitted in the 2023 academic year or after:

a. Semester grades will be shown in both numerical grades and letter grades.

b. Rankings will be based on numerical grade averages.

(2) For students admitted between the 2019 (inclusive) academic year and 2023 (exclusive)

academic year:

- a. Semester grades will be shown in letter grades.
- b. Rankings will be based on GPAs.

(3) For students admitted in or before the 2018 academic year or students who transferred into THU after the letter grade system was adopted:

- a. Semester grades will be shown in both numerical grades and letter grades.
- b. Rankings will be based on average grades out of 100.

(4) For students who were originally assessed using the percentage system, letter grade system, or a combination of both but are affected by factors like suspension, demotion, delayed graduation, or reclassification, their semester grades and rankings will be handled according to their new class year or new department.

(5) Students' semester grades are evaluated using the letter grade system. The grades for each subject (including cross-campus or overseas courses) will be automatically converted according to Table 1. Numerical Grade & Letter Grade provided in Table Conversion. Additionally, Table 2 provides the basis of conversion values between GPA and corresponding percentages.

(6) Cross-campus Course Selection

- a. Outside Students Selecting THU Courses: THU will provide both a numerical grade (out of 100), a letter grade, and THU's conversion between numerical and letter grades for other schools.
- b. THU Students Selecting Outside Courses: Grades received from other institutions will be converted to grades for THU according to Table 1. Numerical Grade & Letter Grade Conversion Table

四、各項排名依學則第二十九條規定辦理。

4. Rankings will be compiled in compliance with Article 29 of the THU Academic Regulations.

五、學期成績公佈後，學生如對成績有疑義時，應依下列程序申請複查：

- (一) 至遲應於本校行事曆次學期上課開始日前，檢具「學期成績複查申請表」及學期成績通知單，向開課單位（系、所、學位學程、室或中心）提請複查。
- (二) 開課單位受理後轉授課教師查核，授課教師應於更正成績截止日前（次一學期上課開始日一週內）回覆複查結果並通知學生。
- (三) 複查後如有評分或計算錯誤情形時，由授課教師依本校「教師繳交及更正成績作業要點」向所屬開課單位提案更正，至遲應於次一學期上課開始日一週內完成更正程序。

5. Students who have questions about their grades after their grades are announced should follow the process below to apply for a review:

- (1) Submit a Semester Grade Review Application Form and notice letter of their grades to the academic unit (department, institute, degree program, office, or center) before the start of the class in the following semester.
- (2) The academic unit should receive the application and inform the instructor to confirm their grades. The instructor should also review and inform the academic unit of their findings before the grade correction deadline (within one week of the start of class in the following semester) and notify the student.
- (3) If the review uncovers a grading error or miscalculation, the instructor shall apply to correct the erroneous grades to the academic unit offering the course in compliance with the THU Guidelines on Grading & Correction of Grades by Faculty Members. Such

application shall be completed, by the latest, within one week of the start of class in the following semester.

六、學生對複查結果如有不服，得於收到複查結果次日起三十日內，檢附相關文件及影響其權益之事實，向本校學生申訴委員會提出申訴。

6. Students who object to the results of the review may appeal to the Student Grievances Appeal Committee with related documents and information on how the grades have impacted their interests within thirty days of receiving the results of the review.

七、學業成績排名於每學期開學後第二週起進行成績排名作業，事後因補交成績或成績更正案之程序完成時，如已逾排名作業時間，為保障學生權益，得重新計算其補交或更正成績學生之個人排名。

7. The academic ranking process begins in the second week of each semester. In cases where grades are supplemented or corrected after the ranking process after rankings are closed, to protect the rights and interests of students, the individual ranking of students with supplemented or corrected grades may be recalculated.

八、本要點如有未盡事宜，依本校學則及相關規定辦理。

8. Any matters not specified herein shall be handled in compliance with the THU Academic Regulations and related regulations.

九、本要點經教務會議通過後實施。

9. The Guidelines herein shall be promulgated upon approval by the Academic Affairs Meeting.