

東海大學教師繳交及更正成績作業要點

Tunghai University Guidelines on Grading & Correction of Grades by Faculty Members

96 年 12 月 4 日教務會議通過
Approved by the Academic Affairs Meeting on December 4, 2007
98 年 11 月 24 日教務會議修正通過
98 Amended and approved by the Academic Affairs Meeting on November 24, 2009
99 年 11 月 23 日教務會議修正通過
99 Amended and approved by the Academic Affairs Meeting on November 23, 2010
101 年 4 月 17 日教務會議修正通過
Amended and approved by the Academic Affairs Meeting on April 17, 2012
104 年 11 月 17 日教務會議修正通過
Amended and approved by the Academic Affairs Meeting on November 17, 2015
105 年 4 月 12 日教務會議修正通過
Amended and approved by the Academic Affairs Meeting on April 12, 2016
107 年 5 月 31 日臨時教務會議修正通過
Amended and approved by the interim Academic Affairs Meeting on May 31, 2018
108 年 4 月 16 日第 163 次教務會議修正通過第 8、9、10 點
Amended and approved by the 163rd Academic Affairs Meeting on April 6, 2019 (Article 8, 9, 10)
108 年 11 月 12 日第 164 次教務會議修正通過第 9、10、11、12 點
Amended and approved by the 164th Academic Affairs Meeting on November 12, 2019 (Article 9, 10, 11, 12)
111 年 4 月 26 日第 169 次教務會議修正通過第 9 點
Amended and approved by the 169th Academic Affairs Meeting on April 26, 2022 (Article 9)
114 年 11 月 11 日第 179 次教務會議修正通過第 5 點
Amended and approved by the 179th Academic Affairs Meeting on November 11, 2025 (Article 5)

一、本校為處理教師繳交及更正成績事宜，特訂定本要點。

1. The Guidelines herein are established to govern matters relating to faculty members submitting and correcting grades.

二、本辦法所稱成績為各學制學業成績，包含各科目學期成績、補考後之學期成績及暑期成績，但不包含碩、博士論文成績。

前項所稱補考，指學生依本校學生請假規則規定，向學務處申請期末考試請假經核准後所舉行之補考。

2. The term "grades" in these guidelines refers to academic performance in various academic programs, including semester grades, grades after make-up exams, and summer course grades, but does not include grades for master's or doctoral theses.

The term "make-up exams" in the preceding paragraph refers to the exams held after a student's application for final exam leave is approved by the Office of Student Affairs in accordance with the school's regulations on student leave.

三、各科目學期總成績，由授課教師參酌平時成績、期中考試成績及學期考試成績計算，各科學期總成績以四捨五入法計算，不採用小數點。

前項各項目評定成績佔學期成績之比例，由授課教師自行決定，明列於課程大綱，並應於教學網站公告，俾便學生瞭解以避免爭議。

3. Semester grades are determined by the instructor based on regular performance, mid-term exam scores, and final exam scores. These grades are rounded to the nearest whole number, without decimal points.

The weightage of each assessment component in determining the final semester grade is at the discretion of the instructor, and should be clearly outlined in the course syllabus. This information should also be made available on the course website for the convenience of students and to avoid any potential disputes.

四、授課教師應使用網路成績輸入系統登錄成績，登錄完畢經確認送出後即完成成績繳交。授課教師得將成績繳交結果自行存檔或列印存查，俾成績有疑義時，依本要點規定辦理更正。

同一科目由二位以上教師授課者應自行協調一人負責總合學生學期成績，並依前項方式完成成績登錄作業。

4. Instructors should use the online system to enter and submit grades. Once the entry is confirmed and submitted, the grade submission process is considered complete. Instructors may save or print the results in case of any questions about the grades or any corrections in compliance with the guidelines herein.

Co-instructors should communicate and designate one person to be responsible for submitting student's grades in compliance with the process above.

五、各項成績應於下列期限內完成登錄提交作業，且須完成該科所有學生成績評定始得提交，逾期提交者列為成績遲交。

(一) 學期成績：行事曆訂定每學期寒假或暑假開始起7日內。但碩、博士班授課教師要求研究生須以較長時間撰寫該課程研究報告者，其學期成績繳交期限第一學期至遲於次學期上課開始日前；第二學期至遲於七月三十一日前。

(二) 暑期成績：暑修課程期末考試結束之翌日起五日內。

(三) 補考成績：補考結束之翌日起三日內。

5. Instructors should register and submit student grades before the following deadlines and should complete all student grades before submitting. Late submissions will be noted on the instructor's records.

(1) Semester Grades: According to the academic calendar, within seven days after the start of the winter or summer break each semester. Instructors of graduate courses that have asked their students to spend a longer time on their research report for the course should submit student grades by the start of the next semester if the course was in the first semester or by July 31 if the course was in the second semester.

(2) Summer Course Grades: Within five days after the finals.

(3) Make-up Exam Grades: Within three days after the make-up exam.

六、授課教師未依前點規定期限繳交成績亦未申准延期繳交，經通知授課教師至次學期上課開始之一週內仍未處理者，視為授課教師評定該科目為零分，該科成績以零分計。

6. If an instructor fails to submit grades within the specified deadline without approved extensions, and despite being notified, still does not rectify the situation within one week of the start of the next semester's classes, it will be considered that the instructor has assessed a zero for that course. The grade for the course will be recorded as zero.

七、學期課程需至寒假、暑假期間始得完成課程或實習，或授課教師要求研究生須以較長時間撰寫研究報告，或因其他特殊情形，不克依第五點規定期限繳交成績者，應於當學期行事曆上課終了日之前由授課教師填妥延期繳交成績申請表，經所屬單位主管、院長同意，並送教務長核可者，得延期繳交。

前項延期繳交期限，第一學期為次學期上課開始之一週內；第二學期為八月十五日前。但於暑假期間始得完成課程或實習者，其第二學期成績應於課程結束後一週內繳交成績。逾期未送交者，比照前點規定處理。

7. The following courses are not subject to the deadlines in Article 5: courses that extend into winter breaks or summer breaks, for internships or other reasons; courses where instructors require students to spend a longer time on their research report; or courses with other special circumstances. In these cases, instructors should submit a completed application for delayed grade submission before the last day of class for approval from their department head or college

dean. A delay will be granted upon confirmation by the Dean of Academic Affairs.

The grade submission deadline for those approved for delays will be within the first week of the start of class in the following semester (if the delay was applied in the first semester) or August 15 (if the delay was applied in the second semester). For courses that extend into winter breaks or summer breaks, for internships or other reasons, the instructor may submit the grades for the second semester within one week of the end of class. Any delayed submissions will be handled in compliance with the provisions above.

- 八、學期成績公佈後，學生如對成績有疑義時，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。

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回覆複查結果並通知學生。

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。

8. Students with questions about their grades after their grades have been announced should 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.

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 and notify the students.

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.

- 九、授課教師如於成績提交期限內發現錯誤者，得逕請教務處註冊課務組退回修正。但在提交成績截止日後始發現錯誤者，得由授課教師填妥「更正成績申請表」，並檢附足資證明資料，向所屬開課單位提案更正。

更正成績案，須經系、所、學位學程會議議決，通過者須依序送經院長、教務長核定後，成績始得更正，事後應提報教務會議報備。

前項更正成績案至遲應於次一學期上課開始日一週內完成更正程序。

9. Instructors who uncover errors in their grades before the grade submission deadline may request the Registration and Curriculum Office to return the grades to the instructor for corrections. Instructors who uncover errors after the grade submission deadline shall complete a Grade Correction Application Form and submit related documents to the academic unit offering the course to request a correction.

Grade corrections shall be deliberated and approved by department, institute, or degree program councils before being submitted to the college dean and Dean of Academic Affairs for approval. After grades are corrected, instructors should also notify the Academic Affairs Meeting for their reference.

The grade correction process in the previous provision should be completed within one week of the start of class in the following semester.

- 十、學生成績分學業（學士班含體育、全民國防教育）、操行二種。各種成績之評定採用百分計分法。學士班各科學期成績之評定以一百分為滿分（等第制 A+），六十分為及格（等第制 C-）；研究生各科學期成績以一百分為滿分（等第制 A+），七十分為及格（等第制 B-）。性質特殊之科目，提經教務會議通過後，得採「通過」、「不通過」之考評方式。

經本校核准赴境外修課交換生（不含雙聯學制），其學分採認由所屬學系或權責單位審核認定，且成績一律採「通過」、「不通過」方式，並送教務處核定登錄。

採「通過」、「不通過」考評方式之科目，計入其畢業學分，不計入學業平均。

10. Student performance is assessed in two categories: academic (including PE and All-out National Defense courses for undergraduate programs) and conduct. Instructors should mark grades in percentages. Undergraduate and graduate programs are all scored out of one hundred points (letter grade: A+). A passing grade for undergraduate students is set at 60 (letter grade: C-). A passing grade for graduate students is set at 70 (letter grade B-). Courses unique in nature may adopt a pass/fail system upon approval by the Academic Affairs Meeting.

For students participating in approved overseas exchange programs (excluding dual-degree programs), credits will be recognized by their respective departments or responsible units. The evaluation of performance will be officially recorded as either "pass" or "fail" and submitted to the Office of Academic Affairs for confirmation.

Courses evaluated on a pass/fail basis are included in the total credits required for graduation but not in the GPA.

十一、本要點如有未盡事宜，悉依本校學則相關規定辦理。

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

十二、本要點經教務會議通過後公告施行。

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