

東海大學學生成績作業要點

108 年 11 月 12 日第 164 次教務會議通過

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。

二、本校自 108 學年度起各學制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。

三、本校另訂附表二「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。

四、學生學業成績處理及轉換規範如下：

（一）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。
3. 原採等第制之學生因提前入學、提前畢業等原因提前至百分制，或原採百分制之學生因休學、保留學籍等原因延修至等第制，其學期成績以等第制呈現，排名則依附表一「等第制與百分制成績對照表」轉換，與同班或同系其他同學一起排名。

（二）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. 等第制實施前，原有之百分制成績及排名不變，等第制成績依附表一「等第制與百分制成績對照表」轉換。等第制實施後，學期成績採百分制及等第制並列。
2. 排名依百分學業平均成績計算。
3. 原採百分制之學生因休學、降轉、延畢等原因延修至等第制，或原採等第制之學生因抵免學分提高編級等原因提前至百分制，其學期成績以百分制及等第制並列呈現，排名則依附表一「等第制與百分制成績對照表」轉換，與同班或同系其他同學一起排名。

（三）校際選課

1. 外校至本校：提供等第制成績，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。

五、各項排名依學則第二十九條規定辦理。

六、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。

- 七、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。
- 八、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。
- 九、本要點如有未盡事宜，依本校學則及相關規定辦理。
- 十、本要點經教務會議通過後實施。



THU Policy for Transcript Notation

Passed Academic Affairs Council on November 12, 2019

- Article 1 According to article 25 in **Tunghai University Academic Regulations**, Tunghai University (hereafter referred to as THU) stipulates “THU Grading Policy and Transcript Notation.”
- Article 2 Starting from September 2019 (Fall semester of 108 academic year), all scores in all educational systems (including credits earned across-campus or in foreign countries due to exchanges) will be noted in Letter Grade system. Please refer to appendix 1: Converting Table from letter grades to grades in percentage.
- Article 3 Appendix 2 is a spread-out delineation of points in percentage and corresponding GPA value.
- Article 4 Description :
- 4-1 2019 Fall freshmen
 - a. Performance will be presented in letter grades.
 - b. So do the class (departmental) ranking in average.
 - c. For the returning ones due to suspension, those enrolled early or graduating early, thus causing a score presentation conflict between percentage and letter grade systems, please make the necessary conversions according to Converting Chart from Letter Grades to Grades in Percentage for class (departmental) ranking.
 - 4-2 2018 Fall freshmen and before as well as Letter Grade ones who need to be converted back to percentage system.
 - a. Scores and rankings in percentage system shall remain unchanged before letter grade system is enforced. If needs be for reference sake, please convert according to Converting Chart from Letter Grades to Grades in Percentage.
 - b. Ranking shall be based on scores in percentage.
 - c. For the returning ones due to suspension, those transferring to a lower grade/year, or extending graduation, thus having to switch from percentage system to letter grade system; or the other way round, the ones in letter grade system having to switch to percentage system due to credits waived or being advanced to a higher grade/year, their semester scores will be shown in both systems of notation according to Converting Chart from Letter Grades to Grades in Percentage for class (departmental) ranking.
 - 4-3 Cross-campus course registration
 - a. Inbound ones: scores presented in GPA system with conversion table (to percentage system) attached.
 - b. Outbound ones: Likewise, to convert off-campus scores to THU system in use according to Converting Chart from Letter Grades to Grades in Percentage.
- Article 5 Rankings shall be handled according to Article 29 in THU Academic Regulations.



- Article 6 Doubts about scores and applications for a recheck shall follow the following procedures after semester scores are officially released.
- 6-1 Should there be doubts concerning grades, please fill the Grades Recheck Form before the ensuing semester begins and file for a recheck (along with the original transcript) to the concerned units where the courses are offered, i.e., Center, Department, Degree Program, or Graduate School.
 - 6-2 The unit concerned shall refer the grade recheck form to the teacher in charge, who has to notify the recheck result to the student concerned before the deadline of grade correction (within a week after the new semester starts).
 - 6-3 If a miscalculation of score is found, the teacher concerned shall proceed with the grade change application to the course-offering unit (according to THU Regulations for Grades Submission and Correction) and get the correction done within one week after the semester starts.
- Article 7 If the result of the recheck turns out to be not satisfactory, the student may appeal to the Student Grievance Committee with relevant proofs affecting the score, which the student thinks s/he is entitled to.
- Article 8 Semester ranking takes place in the 2nd week of a new semester. However, if due to a late grade submission or grade change, the ranking shall be realigned for fairness.
- Article 9 For other necessary clarification not covered in this policy, please refer to THU Academic Regulations.
- Article10 This policy is in effect after passing the Academic Affairs Council.