

National Sun Yat-sen University

Guidelines for the Faculty to Submit and Correct Grade Reports

Approved by the 115th Academic Affairs Council Meeting, March 20, 2008

Amendment approved by the 125th Academic Affairs Council Meeting, October 11, 2010

Amendment approved by the 1st extraordinary meeting of the Academic Affairs Council in 2010 Academic Year, April 21, 2011

Amendment approved by the 128th Academic Affairs Council Meeting, June 13, 2011

Amendment approved by the 132nd Academic Affairs Council Meeting, June 11, 2012

Amendment approved by the 134th Academic Affairs Council Meeting, December 17, 2012

Amendment approved by the 154th Academic Affairs Council Meeting, December 11, 2017

- Article 1. The Guidelines were formulated for the submission and correction of grade reports by instructors at the university.
- Article 2. The academic grades for the semester are assessed on the basis of daily observation, regular exams, mid-term exams, final exams or other criteria. The assessment methods and their percentage of the academic grades for the semester is left up to the discretion of the instructor but should be listed clearly in the course syllabus to aid in student comprehension.
- Article 3. For undergraduate students, A+ (100 in the percentage system) is the highest grade and C- (60 in the percentage system) is the passing grade. For graduate and post-graduate students, A+ (100 in the percentage system) is the highest grade and B- (70 in the percentage system) is the passing grade. Except for courses of a specialized nature, the previous section is not applicable to courses given approval by the Academic Affairs Council to use a "Passed" or "Failed" grade.
- Article 4. The instructor should enter the grades through the online Academic Grading System; and after entering and confirming the grades, the instructor shall submit the grade report. The instructor shall save or print out the submitted grade report. If the instructor has any doubts as for the grades later on, they should proceed to the correction according to the relevant regulations. If a course is taught jointly by two or more instructors, the evaluation methods are as follows:
A single grade shall be awarded by the agreement of all instructors. The chief instructor shall enter the grade into the online system and confirm it (GPA or centesimal formula).
All instructors shall enter grades separately according to the evaluation proportion; the chief instructor submits the grades after confirmation (GPA or centesimal formula).
- Article 5. All grade reports should be input online and confirmed within the deadline specified in the academic calendar.
- Article 6. If the grades of some of the students can't be confirmed by the time the grade report is input online by the instructor then it may be handled as follows:
1.If a student's grade is unconfirmed then leave the student's final semester grade blank.
2.Partial confirmation of the grade report can be done if there are other definite grades.
3.When the unconfirmed grades mentioned in the previous item are confirmed, they shall be input online and confirmed.

the Registration Division of the Office of Academic Affairs.

- Article 7. To avoid affecting the rights of student applying for employment, further study, scholarships, change of department, minor study, and double major, the Registration Division of the Office of Academic Affairs shall notify the instructors of late submissions and also notify the heads of the relevant units to remind the instructor:
1. The Office of Academic Affairs shall notify the instructor in writing if the grade report is not submitted by the deadline.
 2. If the grade report is not submitted one week after the deadline, a written notice is sent to the instructor and copied to the related departments (institutes, degree program, Center for General Education divisions).
 3. If the grade report has not been submitted two weeks after the deadline, a written notice is sent to the instructor and copied to the related colleges and departments (institutes, degree program, Center for General Education divisions).
 4. If the grade report still has not been submitted by the deadline after three notices this is then reported to the Executive Council. One instructor's notification record will be used as a reference in faculty assessments and promotions.

- Article 8. If the grade cannot be given by the deadline due to graduate or post-graduate students needing more time to finish their research report, or the course can only be completed in the summer or winter break, or the experiment (practical training) has not been completed, the grade can be input with a provisional grade of "I" (Incomplete). The "Incomplete" grade must be entered within one week after the enrollment date of the next semester; if the final grade is not entered online and confirmed by the deadline it shall be reported to the Executive Council. The "Incomplete" grade may not be submitted in the semester results of graduating graduate and post-graduate students.

- Article 8-1. The grades for some service courses at the Center for General Education can only be issued after the completion of community service during the winter and summer sessions. In these cases, a grade of "I" (Incomplete) can be temporarily issued before inputting the grade report. Grades input and confirmation can be finalized once community service has been completed. The deadline for entering the missing "Incomplete" grades is one week before enrollment for the following semester. The "Incomplete" grade may not be submitted in the semester results of graduating undergraduate students.

- Article 9. No grades may be changed once the grade report has been submitted by the instructor. In the case that a student's grades must be changed due to an error on the part of the instructor, the instructor must provide concrete proof, fill out the "Application Form for Alteration of Academic Final Grades" form and submit it to the head of the course faculty (institute, degree program, Center for General Education divisions). The change must be discussed and passed by three-quarters of members present at an administration meeting of the department (institute, degree program, Center for General Education divisions) before the Registration Division is notified in writing to make the correction.

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The department (institute, degree program, Center for General Education divisions) must complete the above result correction procedure within one week of the enrollment date for the next semester and report the matter at the next meeting of the Academic Affairs Council.

Article 10. The list of instructors who fail to submit or correct students' grades by the given deadline in accordance with the Guidelines shall be reported to the Faculty Evaluation Committee of the university.

Article 11. The Guidelines shall be implemented once approved by the Academic Affairs Council. Modifications shall follow the same procedure.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

國立中山大學教師繳交及更正學期成績辦法

97.3.20 本校第 115 次教務會議修正通過

99.10.11 本校第125次教務會議修正通過

100.4.21 本校99學年度第1次臨時教務會議修正通過

100.6.13 本校第128次教務會議修正通過

101.6.11 本校第132次教務會議修正通過

101.12.17 本校第134次教務會議修正通過

106.12.11 本校第154次教務會議修正通過

第一條 本校為辦理教師繳交及更正學生學期成績事宜，特訂定本辦法。

第二條 學期成績，係依據日常考查、平時考試、期中考試、期末考試，或其他方式等加以評定。

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，惟應明列於課程大綱中，俾便學生瞭解。

第三條 學士班學生成績以 A+等第(百分制一百分)為滿分，C-等第(百分制六十分)為及格。碩、博士班學生成績以 A+等第(百分制一百分)為滿分，B-等第(百分制七十分)為及格。

除性質特殊之科目，經教務會議通過採「通過」、「不通過」考評方式者不在此限。

第四條 授課教師應使用網路輸入成績系統，輸入完成並確認後即完成成績繳交。授課教師得將成績繳交結果存檔或列印存查，日後若對成績有疑義時，應依相關規定辦理更正。

課程如為兩位(含)以上教師合授者，其學期成績評定方式如下：

一、由全體合授教師共同評定得出單一成績，由主授教師上網輸入並確認(採等第簡式或百分簡式)。

二、合授教師依評分比例分別輸入成績，由主授教師確認後送出(採百分運算式)。

第五條 學期成績應依行事曆規定期限內上網輸入並確認。

第六條 教師上網輸入成績時，若有少數學生之成績無法確定，其處理方式

如下：

一、成績不確定者，該生學期總成績欄暫時不輸入成績。

二、其餘已確定成績可先進行部分成績確認。

三、前項不確定之成績已確定時，應即上網輸入成績並確認。

第七條 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，未依規定之期限繳交成績者，應由教務處註冊組通知授課教師，並副知相關單位主管協助催繳：

一、成績繳交截止日尚未繳交成績時，由教務處發文通知授課教師。

二、截止日後滿一星期未繳交時，發文授課教師，副本知會相關系（所、學位學程、通識教育中心各組）。

三、截止日後滿二星期未繳交時，再發文授課教師，副本知會相關各院、系（所、學位學程、通識教育中心各組）。

四、催繳三次後仍未依限繳交成績者，提行政會議報告。

教師成績催繳紀錄納入教師評鑑與升等參酌成績。

第八條 碩、博士班學生修習之碩、博士班課程，若需較長時間撰寫研究報告經授課教師同意；或課程須至寒、暑假期間始能完成；或實驗（實習）未完成，致無法於行事曆規定繳交成績期限內評定成績者，「未完成」成績評定部份得暫以「I」(Incomplete) 輸入於成績欄後繳交。

「未完成」成績補登之期限，為次學期註冊後一週內；逾期仍未上網輸入並確認成績者，提行政會議報告。

碩、博士班學生畢業當學期之成績不得以「未完成」繳交。

第八條之一 通識教育中心部分服務學習課程須至寒、暑假期間進行社區服務後，始能評定成績者，得以「未完成」(Incomplete)方式，暫以「I」輸入於成績欄，待社區服務結束後再完成輸入並確認。「未完成」成績補登之期限，為次學期註冊前一週內。學士班畢業當學期之成績不得以「未完成」繳交。

第九條 教師學期成績完成繳交後不得更改。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、通識教育中心各組）主管提出，經由系（所、學位學程、通識教育中心各組）務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。系（所、學位學程、通識教育中心各組）必須於次學期註冊日後一週內完成上述更改成績程序，並提下一次教務會議核備。

第十條 教師未依本辦法規定期限處理學生成績繳交及更正事宜者，名單轉送本校教師評審委員會參考。

第十一條 本辦法經教務會議通過後施行，修正時亦同。