

National Sun Yat-Sen University

Appealing Procedure for Review of the Semester Grades

Approved at the 89th meeting of academic affairs, October 05, 2001
Approved at the 158th meeting of academic affairs, December 10, 2018

- Article 1 A student who is doubtful about his/her semester grades can apply for review to the teacher. If the result of the review is still doubtful, the student may apply for another review to the unit that gave the course within 14 days after receiving the transcript, applications after this deadline will not be accepted.
- Article 2 The student who applies for review to the unit giving the courses must attach a written description of the reason, the transcript of the semester and related evidence. (If the teacher has distributed the original grading data to the student regarding his/her test paper, homework or paper, they must be attached to the application for the review.)
- Article 3 After the course-giving unit receives the application, the head of the unit convenes 3 to 5 teachers (excluding the teacher of the course concerned) to form a “Grade Review Team” to make professional judgment academically and gives result of the review to the applicant within 10 days. The result must provide the information on the grading of each subject, the calculation method of the semester grades and the process of the review. If any grade must be changed according to the result of the review, it shall be changed according to the “Guidelines for the Teacher to Submit and Change Grade Records” of the university.
- Article 4 If the result of the review made by the course-giving unit is doubtful, the student may, with related data, appeal to the Office of Academic Affairs within 7 days after receiving the result. The student is allowed to make the appeal only once. Appeals filed after the deadline will not be accepted.
- Article 5 For carrying out the appeal procedure, the dean shall convene 7 ~ 9 representatives of the colleges and common course teachers to form a “Grade Appeal Review Team” for final decision on the reasons and facts that the student alleges.
- Article 6 If the Team finds that the grading of the course or the calculation method of the grade is inappropriate, the “Grade Review Team” or “Grade Appeal Review Team” shall submit the appeal to the meeting of academic affairs, and the grade shall not be changed without the final resolution of the meeting.
- Article 7 The student who applies for review of his/her grade is not allowed to view the grade of other students regarding their test paper, homework or paper.
- Article 8 The teacher shall be respected with regard to the grading of the course and the calculation method of the grade unless they are inappropriate obviously.
- Article 9 The Procedure is passed at the meeting of academic affairs and implemented after approved by the president.

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.

國立中山大學學生學期成績複查暨申訴處理要點

中華民國 90 年 10 月 5 日第 89 次教務會議通過

中華民國 107 年 12 月 10 日第 158 次教務會議修正通過

- 一、學生對其學期成績有疑問者，應即向任課教師複查。如仍有異議，得於收到成績單後 14 日內，向開課單位再提出複查，逾期不予受理。
- 二、向開課單位申請複查之學生須書面敘明理由並檢附學期成績單，及相關佐證資料（若學生試卷、作業、報告等成績評分之原始資料任課教師已發給學生，學生申請複查時需一併提出）。
- 三、開課單位收件後，由其單位主管召集相關教師（不含任課教師）三～五人組成「成績複查小組」作學術專業判斷，並於 10 日內將處理結果回覆申請人，處理結果需說明該科各項成績之評分、學期成績計算方式及處理過程；複查結果若需更正成績，則依本校教師繳交及更正學期成績辦法辦理。
- 四、學生對開課單位之複查結果如有異議，應於 7 日內檢附相關資料向教務處提請申訴，但以一次為限，逾期不予受理。
- 五、申訴程序由教務長邀集各學院代表組成七～九人之「成績申訴評議小組」，就學生所提理由及事實，再進行裁定。
- 六、裁定結果如認為評分或成績計算方式明顯不當，由「成績複查小組」或「成績申訴評議小組」提教務會議議決，始得更正成績。
- 七、申請複查學生不得要求查看其他學生之試卷、作業、報告等之評分。
- 八、處理學生複查案件過程，對於各項評分及學期成績計算方式除非有明顯不當，應尊重任課教師之決定。
- 九、本要點經教務會議通過，陳請校長核定後實施。