

臺北基督書院成績更正或補登申請書

Christ's College Grade Change Form

班級 Class	姓名 Name	學號 ID	更正 學年度第 學期成績 For: Semester _____ Year _____
科目名稱 Course Name			

1.原本應有成績以Inc.登記。

Correct Inc. grade

2.成績筆誤、誤填、計算錯誤、漏計部分成績，或其他原因詳述如下(由任課老師填,須檢附個別試卷或成績登記原始憑證等相關資料以資證明。)

Error due to instructor's writing or inputting, miscalculations, overlooking student's Work or other reasons as explained below (To be filled here by the instructor with Substantiating documents)

3.系主任或教務長依申訴委員會決議申請修改成績(須檢附簽字會議記錄正本)。

Grade change requested by Grade Appeals Committee (CLA chair or dean of AA will Sign this form and provide meeting minutes, etc.) In rare cases, the academic committee may request grade changes taking the function of Grade Appeals Committee.

※ 註冊組除非經由此表格，不做任何成績改動。

Under no circumstances would the registrar change grade without this form.

若本欄不敷使用，請以另紙詳述

The applicant (instructor) may provide attachment, were there not enough space here.

類別		平時成績 Assignments	期中考成績 Midterm Grade	期末考成績 Final Exam Grade	學期總成績 Semester Grade	備註 Note
送 成績 old	實得分數 scores					
	估學期百分比 Weight					
更正 成績 new	實得分數 scores					
	估學期百分比 Weight					

附件 attachment

試卷 tests 作業 Assignments 報告 report 成績計算原始憑證 (例如點名記分表) Grade book and /or Roll book 其他: Other:

申請教師
簽名
Instructor (sign)

年 月 日

聯絡電話

(O) (H)
(行動)

主修主任簽名
Major chair (sign)

/ /
(Date: YYYY/MM/DD)

原本應有成績以Inc.登記者，教師簽字即可。 Change from Inc., the instructor's signature suffices.

更正成績送教務會議者，需教師與主修主任簽字。 Change due to academic meeting, the instructor and major chair need sign.

申訴委員會決議修改成績者，教師不需簽字。 Change due to appeal process, the instructor needs not sign.