

臺北基督學院學生成績處理要點

Guidelines for the Administration of Students' Grades at Christ's College Taipei

民國 104 年 4 月 23 日 第六次教務會議通過

- 第一條 為及時處理學期成績避免困擾，維護學生權益，特訂定本要點。
- Article 1: In order to process students' grades in a timely manner, avoid potential problems and protect students' rights the Guideline has been established.
- 第二條 學生成績之評定，悉依本校學生學業成績考核辦法規定辦理。
- Article 2: The evaluation of students' grades will be in compliance with the rules of the Evaluation Procedure of Student's Academic Performance at Christ's College Taipei.
- 第三條 請任課教師將學期成績登錄於校務系統，於該科學期考試結束之日起七天內（畢業班為該科學期考試結束之日起三天內。未參加學校統一排考者，以學期考試期間之最後一日起算），並列印學生成績（含平時及各次考試成績）、百分比並簽名後，親自持送或限時掛號寄送教務處註冊組。
- Article 3: The course instructor should enter students' grades for each course into the school's computer system. Grades should be on a 100 point scale. Then the instructor should print out the grades, sign the paper, and turn in the grades. Grades are due 7 calendar days after the last day of exam week. With the exception that grades for the graduating seniors are due 3 workdays after the exam. All grades should be submitted to Academic Affairs Office (the "AAO") either in person or via registered mail.
- 第四條 凡與成績相關之報告、平時測驗、期中考試卷等應於批閱後發還學生或由授課教師自行保存一年。期末考試卷由教師自行保存一年。給予學生各項評分及學期總分，授課教師需要保存一年。以維護學生學習成果評量之公平與公開之原則，並避免成績爭議與糾紛。
- Article 4: In order to maintain the fairness and transparency of the evaluation of students' grades and avoid potential disagreements and arguments regarding the grades, all materials pertinent to students' grades, such as reports, quizzes, and midterm should be returned to students after grading or kept by the course instructor for one (1) year. Final exams should be kept by the teacher for one (1) year. Teachers are required to keep a copy of all grades given to each student for one (1) year.
- 第五條 任課教師逾期提送成績，依逾期情節輕重列入記錄，除知會各級主管外，並作續聘及各項教學考評之參考，情節嚴重因此引起申訴、訴訟案件者，除應負相關行政、法律責任外，並應承擔因此引發之相關訴訟費用。
- Article 5: It is important for teachers to turns in their grades on time. If they are late, the incidence shall be recorded at AAO and immediately submitted to the supervisor of the instructor. This will be taken into consideration for their future performance appraisal and future renewal of their contract. Should such event cause any appeals or law suits, the instructor will bear all administrative and legal responsibilities and pay for all relevant expenditures incurred.
- 第六條 學期考試無故曠考之學生，該次成績以零分計算，不得私下准其補考。
- Article 6: If a student is absent from a semester exam without a reasonable excuse, the

student's grade for the exam will be zero (0) and the course instructor cannot allow the student to take a makeup exam without prior approval from the Academic Affairs meeting.

第七條 應屆畢業生於第二學期修習非應屆年級課程者，不得提前自行予以考試，仍應參加非應屆年級學期考試。

Article 7: When a graduating student takes a non-senior course during the second semester, the course instructor cannot allow the student to take the final exam prior to the official exam schedule. The student will take the exam during the exam period for non-senior courses.

第八條 學生成績如有計算或登錄錯誤需要更正者或申訴，除不可歸責學生之原因外，最遲應於事件發生之次學期期中考前提出申請。申請時應以書面說明原因，附上課程成績正本及其他證明文件經由系主任，提交成績更正單送教務會議審議。

Article 8: When a student's grade needs to be corrected or appealed due to computation or recording error, the application for correcting the grade should be submitted no later than the beginning of the next midterm exam week. When submitting this application, a written explanation should be attached with the original course grade sheet and any other relevant documents. This should be submitted by CLA department chairman to the Academic Affairs Meeting for deliberation.

第九條 學生若有專題、報告或術科考試因故不能如期完成，因而無法如期結算成績者，得由教師於成績送交期限內提出申請補送成績；其補送成績期限比照前條規定。在教師未如期補送成績之前，學生成績以 INC 登錄。

Article 9: If a special project, report, or subject skill examination of a student cannot be completed by the deadline for turning in the course grade, the instructor should submit a request for more time to submit the final course grades. This request should be submitted before grades are due. Students will receive an INC and the instructor should turn in the grades no later than the beginning of the next midterm week.

第十條 註冊組將會給教師成績更正表格填寫學生的更正成績。次學期註冊後期中考前，學生仍缺上學期分數者，註冊組逕以零分登錄。

Article 10: The registrar will give a Grade-Change Form to the teacher for each student that received an INC. If a student has an INC (Incomplete) from the previous semester it must be made up before the end of midterm exam week of next semester. If it is not made up the student will receive from a zero (0) for the course.

第十一條 任課教師對成績之計算與登錄應再三核對其正確性及完整性。對於成績不及格的學生尤應再予核算，並在備註欄內簽註確認。

Article 11: If a student's final course grade is below sixty, the teacher should double check the student's grades for accuracy.

第十二條 本辦法如有未盡事宜，悉依本校學則及有關人事法規之規定辦理。

Article 12: If the Guideline does not address a specific matter dealing with instructors issues, it will be administered in accordance with the regulations of the College and the rules and regulations of Human Resources.

第十三條 本辦法經教務會議通過，並報請校長核准後，公布實施。

Article 13: The Guideline will be deliberated by the Academic Affairs Committee and, then submitted to the President for approval. AAO will make the announcement and implementation.