

# 景文科技大學學生成績更正申請表

申請日期： 年 月 日

Application Form for Scores Correction

Date:

(YY/MM/DD)

教師姓名 Teacher's name		職稱 Title		學系(所)科 Department	
學生姓名 Student's name		學號 School Registration number		<div> <div>_____系(所)科_____班</div> <div>Dep. : Class:</div> </div>	
科目 Subject		開課班別 Class being taught in 學年度 學期 Academic Year Semester	學分數 Credit(s)	原得分數 Scores Previously given	擬更正為 Scores Corrected as
<b>發現緣由(可複選)Reasons (multiple choice)</b> <input type="checkbox"/> 教務人員提醒 found by staff <input type="checkbox"/> 教師自己發現 found by teacher <input type="checkbox"/> 學生提問 Questioned by student <input type="checkbox"/> 學生強力要求 Requested by Student <input type="checkbox"/> 其他： Others		<b>失誤原因 Mistake because of</b> <input type="checkbox"/> 跳格登記錯誤 Scores given to wrong person <input type="checkbox"/> 計算錯誤 miscalculation <input type="checkbox"/> 漏計成績 :Scores not given <input type="checkbox"/> 其他：Others		<b>相關文件 Documents attached</b> <input type="checkbox"/> 點名記分正本(必需附呈) Roll Call Sheet (essential) <input type="checkbox"/> 相關試卷 份 Exam Sheet(s) (Copies) <input type="checkbox"/> 相關作業或報告 份 Assignments or Written Reports <input type="checkbox"/> 其他(請說明)： Others (Pls. Specify)	
<b>說明(成績計算方式及其他)</b> Description by Teacher (How the scores are calculated)					
<div>教師簽字(Signature)</div>					

<p><b>學生所屬學院系意見</b> Opinion from the Student's Department</p>          <p>系主任(簽署)                      院長(簽署) Director (Signature)              Dean (Signature)</p>	<p><b>開課學院系意見</b> Opinion from the Department teaching the Class</p>          <p>系主任(簽署)                      院長(簽署) Director (Signature)              Dean (Signature)</p>
<p><b>所系院會議審查意見</b> Discussion Result of Department Meeting</p>          	
<p><b>教務主管意見</b> Opinion of Dean of Academic Office</p> <p><input type="checkbox"/> 送教務會議審議 Further Evolution by Academic Affair Meeting</p> <p><input type="checkbox"/> 予以駁回 Rejected</p>	<p><b>教務會議決議</b> Resolution of Academic Affair Meeting</p> <p><input type="checkbox"/> 同意更正成績為      分 Agree to Change to Scores to</p> <p><input type="checkbox"/> 不同意更正 Disagree</p>

註：本申請表請於教務會議開會兩週前送件，逾期恕不列入議程討論。                      (保存期限三年)

Remark: The application should be presented 2 weeks before the Academic Affair Meeting or it will not be included in the agenda. (The form will be kept for 3 years for review)