臺北醫學大學授課教師更改成績申請表
Taipei Medical University Grade Correction Application Form

教師填寫欄 Filled out by the instructor　　　　申請日期 Date of Application：　　　年(yyyy)　　月(mm)　　日(dd)

授課老師 (親簽或蓋章) Instructor's Signature		開課單位 Department	
科目名稱及班別 Course Title and Class		授課學期 Semester	第　　　學期　學年度 Academic Year Semester
聯絡電話 Phone	(H) (C) (O)	學生所屬 系所/學位學程 Student's Dept.	(人數眾多請列清單) (Have a list if there's no enough space)
學生姓名 Student Name	(人數眾多請列清單) (Have a list if there's no enough space)	學號 Student ID	(人數眾多請列清單) (Have a list if there's no enough space)
更正分數 Correct Grade	(人數眾多請列清) (Have a list if there's no enough space)	原始分數 Original Grade	(人數眾多請列清) (Have a list if there's no enough space)
事由 Reasons for the Correction			

簽核意見 Permission Procedure

(開課單位)主任 / 所長 Director of the Department (Institute of the Course Unit)	註冊組 Registration Section	副教務長 Associate Dean of Office of Academic Affairs	教務長 Dean of Office of Academic Affairs
□同意 Agree □不同意 Disagree，原因 Reason： 簽章(含日期)： Signature (including Date):			

註冊組處理結果 Registration Section Final Result	承辦人 Officer		組長 Chief	

注意事項 Note：

1. 申請前請詳閱本校「授課教師繳交及更改成績辦法」。
   Please read "TMU Regulations for Submission and Correction of Grade by Instructors" carefully before application.

2. 各科成績送註冊組後，除經複查確實計分錯誤，或有依據顯示成績登錄錯誤外，不予更改；與評分有關文件由授課教師保存兩年。
   After submission, grades couldn't be altered except wrong calculation and recording after reviewing with proofs. All original documents regarding grades should be reserve for two years.

3. 授課教師因成績誤填為零分或缺考、輸入或計算錯誤，得申請更改成績，填妥本表及檢附試卷、成績登記原始憑證等相關資料正本。成績修改最遲於次學期本校行事曆開學日前一週內完成，逾期不予受理。
   The instructor should complete this form due to mistaken scores or missed exams, input or calculation errors, and attach the original documents such as test papers and original certificate of scores. Scores modification should be completed one week before school begins, and will not be accepted after the deadline.

* **The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**