

國立雲林科技大學學生成績作業要點

National Yunlin University of Science and Technology Student Grading Guidelines

99 年 4 月 9 日第 63 次教務會議通過

Enacted at the 63rd Academic Affairs Meeting on Apr. 9, 2010

104 年 10 月 12 日第 87 次教務會議修訂

Amended at the 87th Academic Affairs Meeting on Oct. 12, 2015

105 年 3 月 21 日第 89 次教務會議修訂

Amended at the 89th Academic Affairs Meeting on Mar. 21, 2016

105 年 10 月 11 日第 91 次教務會議修訂

Amended at the 91st Academic Affairs Meeting on Oct. 11, 2016

106 年 10 月 3 日第 96 次教務會議修訂

Amended at the 96th Academic Affairs Meeting on Oct. 3, 2017

一、國立雲林科技大學（以下簡稱本校）為處理學生學期成績作業事宜，特訂定本要點。

1. The National Yunlin University of Science and Technology (hereinafter referred to as “Yuntech”) hereby establishes these Guidelines for handling student grading.

二、任課教師應於本校行事曆各學期送交成績期限內，上網完成成績登錄，成績登錄完畢並確認送出後，即完成成績繳交。

如因特殊原因（實務專題或因病）無法如期完成者，應於該個案學生學期成績欄內註明「I」（Incomplete）；惟仍應於次學期開學日前一週繳交完畢。

逾期仍未繳交成績者，次學期開學後提教務會議討論予以結案，任課教師需親自到場說明，不得以書面替代；惟任課教師已離職或其他原因無法處理時，應請各系所主管負責解決，並提教務會議。

2. Instructors shall enter grades online within the timeline for grade submission specified for each semester in Yuntech’s calendar. Once grades have been entered and confirmed as submitted, the grade submission process is complete.

In case for a student it is impossible to complete the submission on time due to special circumstances (such as a practical project or illness), an “I” (Incomplete) shall be noted in the semester grade column for that student; however, a grade shall still be submitted by the week prior to the start of the following semester.

If again grades are not submitted by the deadline, the matter will be brought before the Academic Affairs Meeting when the following semester begins for discussion and resolution, where the instructor should appear in person to provide an explanation, and a written statement will not be accepted as a substitute. However, in case the instructor has left Yuntech or is otherwise unable to address the matter, the head of the respective department/college shall be responsible for resolving the issue and presenting it to the Academic Affairs Meeting.

三、任課教師送交教務處之學生學期成績，均應依學生實得成績給分。

暑修成績登錄最後截止日為次學期開學日前。

3. Instructors shall submit students' semester grades to the Office of Academic Affairs based on the students' actual performance.

The deadline for entering summer session grades is the day before the start of the following semester.

四、教師更正成績依學則第二十八條規定辦理之。

4. Instructors shall correct grades in accordance with Article 28 of the Academic Regulations.

五、教師未如期繳交成績者暨更正成績之教師名單，將由教務處主動提供教評會作甄選優良教師、教師評鑑及教師升等時之參考。

5. A list of faculty members who failed to submit or correct grades by the deadline will be proactively provided by the Office of Academic Affairs to Faculty Evaluation Committee for use as a reference in the selection of outstanding faculty members, faculty evaluations, and faculty promotions.

六、學生各項成績排名均以百分制計算，學生成績以班級為單位排名。如為雙班者，為兩單位。

學籍分組者，比照前項規定排名。

研究所因專業領域不同不作排名。如特殊原因，當事人得申請名次證明。

6. All student rankings are calculated on a 100-point scale, and students are ranked by class. In the case of split classes, rankings are calculated for each class separately.

For students grouped by enrollment status, rankings shall be determined in accordance with the provisions of the preceding passage.

Rankings are not practiced in graduate schools due to differences in their fields of specialization. If there are special circumstances, the individual concerned may apply for a certificate of ranking.

七、大學部學生修課達九學分以上者，始計算當學期排名。

7. An undergraduate student is not ranked in the semester when he/she has enrolled in less than nine credits.

八、學生學業成績排名分為在校生與畢業生：

(一)在校生成績排名

1. 學期成績排名：以當學期之同班級（學系、組）學生（含延長修業年限學生，以下簡稱延修生），依據當學期學業平均成績排名一同排名。

2. 歷年成績排名：以同班級（學系、組）學生，依據學業總平均成績排名。

(二)畢業生成績排名：同學年（期）度畢業之班級（學系、組）學生，依據畢業成績排

名，但延修生、提前畢業學生不作畢業成績排名。

8. Academic performance rankings are divided into current students and graduates:

(1) Academic Performance Rankings for Current Students

A. Semester Grade Ranking: Students in the same class (department, program) for the current semester (including students who have extended their study period, hereinafter referred to as “extended-study students”) are ranked based on their average academic performance for that semester.

B. Academic Ranking by Year: Students are ranked based on their cumulative GPA within their respective class (department, program).

(2) Graduation Ranking: Students in the same class (department, program) who graduated in the same academic year (semester) are ranked based on their final grades; however, extended-study students or students graduated early are not included in the graduation ranking.

九、本校學期成績通知單於當學期教師成績繳交期限截止一週後寄發。學期成績通知單一律寄至通訊地址，寄發對象為學生或家長。

9. At Yuntech semester report cards are mailed one week after the deadline for faculty members to submit grades for that semester. Semester report cards are mailed exclusively to the registered mailing address and are addressed to either the student or a parent.

十、本要點經教務會議通過，陳請校長核定後公布實施，修正時亦同。

10. These Guidelines, and amendments hereto, shall be implemented upon adoption at the Academic Affairs Meeting and ratification by the President.

※本要點中文版與英譯版語意有所差異時，依中文版為主。

In the event of any discrepancy between the Chinese version and the English translation of these Guidelines, the Chinese version shall prevail.