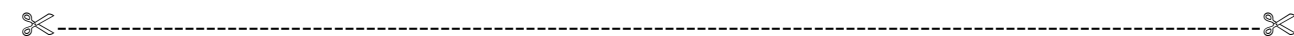


# 南臺科技大學學生學期成績複查申請書

## STUST Grade Review Application Form

(本聯由授課教師受理收執 The upper part of this form should be received and kept by the instructor.)

學生姓名 Student's Name		學 號 Student No.	
系 所 Department		班 級 Class	
通訊地址 Address	□□□		
聯絡電話 Tel	宅 Landline: ( ) 行動 Cellphone:	Email	
科 目 Subject			
申訴理由 (請詳述) Reason of the Review (in detail)			
西元                      年 yyyy                      月 mm                      日 dd			



## 教師成績複查申請書回覆 The Instructor's Reply

(本聯由教師回覆後返還學生收執 The lower part of the form should be filled out by the instructor and returned to the student.)

學生姓名 Student's Name		學 號 Student No.	
系 所 Department		班 級 Class	
複查結果回覆 (教師填寫) Result of the Review (comment by the instructor)			
授課教師簽名 Instructor's Signature			
西元                      年 yyyy                      月 mm                      日 dd			

- ※ 學生對授課教師評定之學期成績認有明顯錯誤致有損及其權益時，得於規定期限（第一學期為2月20日，第二學期為9月20日）前檢具成績複查申請書，向授課教師提起複查。
- ※ 學生填妥此申請書後，上聯由授課教師受理收執，下聯由授課教師回覆後返還學生收執。
- ※ 學生對複查結果仍有異議時，得於收到授課教師回覆後次日起10日內向學生申訴評議委員會提出申訴。
- ※ If a student believes that an obvious error in a semester grade was made to the detriment of the student's rights, the student may submit this Grade Review Application Form to the instructor by the prescribed deadline (February 20 for the 1<sup>st</sup> semester.; September 20 for the 2<sup>nd</sup> semester).
- ※ When the form is submitted to the instructor, the instructor should keep its upper part and fill out and return its lower part to the student.
- ※ If the student still disagrees with the result of the review, the student may file a complaint to the Student Grievance Review Committee under the Office of Student Affairs within 10 days after the day receiving the instructor's reply.