

中國醫藥大學學生成績作業要點
China Medical University Regulations for Student Grade

一、 本校為辦理學生學業成績相關事宜，特訂定本要點。

These guidelines are established to handle matters related to student academic grade at China Medical University.

二、 自 111 學年度起實施百分制，授課教師以百分制輸入成績，成績單則以百分制與等第制並列呈現，等第成績由系統依「單科成績等第制與百分制對照表」自動轉換。校際成績若為等第成績，由教務處或研究生事務處以等第制輸入成績，百分制成績依「單科成績等第制與百分制對照表」轉換。

105 至 110 學年度期間之單科成績保留原等第制成績，百分制成績依「單科成績等第制與百分制對照表」轉換。

Starting from the 2022 academic year, the University adopts the percentage-based grading system. Instructors are required to submit the percentage grades. Transcripts will display both percentage grades and letter grades. Letter grades are automatically converted by the system based on the "Grade Conversion Table between Percentage and Letter Grades."

For inter-university course results presented in letter grades, the Office of Academic Affairs or the Office of Graduate Student Affairs will input the grades using the letter system, and the corresponding percentage grades will be converted according to the same conversion table.

For courses taken from 2016 to 2021 academic year, the original letter grades will be retained, and percentage grades will be converted accordingly.

三、 單科成績等第制與百分制對照表如下：

等第 (grade, G)	等第績分 (grade point, GP)	百分制 分數區間	單科成績等第制轉 換為百分制分數
A+	4.3	90-100	95
A	4.0	85-89	87
A-	3.7	80-84	82
B+	3.3	77-79	78
B	3.0	73-76	75
B-(研究生及格標準)	2.7	70-72	71

C+	2.3	67-69	68
C	2.0	63-66	65
C-(學士班及格標準)	1.7	60-62	61
D	1.0	50-59	55
E	0.0	1-49	49
X	0.0	0	0

學業平均成績計算方式如下：

(一)百分制平均

- 1.各科目百分制成績乘該科目學分數之總和為績分總數。
- 2.學生所修科目之學分總和為學分總數。
- 3.以績分總數除以學分總數為學業平均成績，計算至小數點以下4位，第5位四捨五入。

(二)等第績分平均(GPA)

- 1.各科目成績(GP)乘該科目學分數之總和為等第績分總數。
- 2.學生所修科目之學分總和為學分總數。
- 3.以等第績分總數除以學分總數為學業等第績分平均(GPA)，計算至小數點以下4位，第5位四捨五入。

學業平均成績之計算，包括不及格科目及零分之科目。暑修成績不列入學期(年)、歷年學業平均成績計算，但列入畢業成績計算。

體育、全民國防教育軍事訓練選修課程併入核計。

The Grade Conversion Table between Percentage and Letter Grades is as follows:

(grade, G)	(grade point, GP)	Range of percentage grade	Percentage grade converted from GP
A+	4.3	90-100	95
A	4.0	85-89	87
A-	3.7	80-84	82
B+	3.3	77-79	78
B	3.0	73-76	75
B- (Graduate passing standard)	2.7	70-72	71

C+	2.3	67-69	68
C	2.0	63-66	65
C- (Undergraduate passing standard)	1.7	60-62	61
D	1.0	50-59	55
E	0.0	1-49	49
X	0.0	0	0

Calculation of Academic Average Grades:

(1) Percentage-based Average

- i. Multiply each course's percentage grade by its credit hours to obtain the total grade points.
- ii. Sum the total number of credits taken by the student.
- iii. Divide the total grade points by the total credits to obtain the average grade, rounded to the fourth decimal place (the fifth digit is rounded off).

(2) GPA (Grade Point Average)

- i. Multiply each course's GP by its credit hours to obtain the total GPA points.
- ii. Sum the total number of credits taken by the student.
- iii. Divide the total GPA points by the total credits to obtain the GPA, rounded to the fourth decimal place (the fifth digit is rounded off).

All subjects, including those failed or scored as zero, are included in the academic average calculation. Grades for summer courses are excluded from semester and year GPA calculations, but are included in graduation GPA calculation.

Grades for physical education and military training elective courses are included in GPA calculations.

四、學期成績更正：

(一)學生學期成績經任課教師評定後，於教務處規定之成績登錄截止日前至教師資訊系統登錄，登錄後不得請求更改。如確因教師計算錯誤或漏登成績時，任課教師應填「中國醫藥大學學期成績更正申請書」，並檢附下列資料，以憑辦理：

- 1.因試卷、報告有漏閱，或成績計算錯誤者，應檢附作答試卷原件，並註明漏閱題號及相關核計資料等。
- 2.學科成績（含實驗）分數核計錯誤，應檢附學期成績計算原始資料；若有比率加分之情形者，則應檢附相關加分規定。
- 3.成績登記錯誤者，應檢附成績登記原始資料。

4.授課教師其他相關疏失應附相關資料。

(二)學期成績更正時間，除成績未送者(999)應於次一學期開學日前提出書面申請外，其餘最遲應於次一學期開學後兩週內提出書面申請，逾期概不受理。

(三)教師應將申請書及相關佐證送交開課系（所、學位學程、通識教育中心）主任、院長及教務長或研究生事務長審核後，始得更正。必要時得送教務會議或研究生教育委員會審議。

(四)成績更正案之程序全部完成時，若已超過排名作業時間者，當學期不得再重新排名，以免損及其他學生權益。

(五)為避免學生對學期成績有疑義時，因無法聯絡授課教授以致錯過成績更正之期限，授課教授應於學期結束之前，告知學生聯絡方式。

Correction of semester grades:

(1) Once a semester grade has been evaluated and submitted to the system before the deadline announced by the Office of Academic Affairs, no changes are allowed.

However, if a miscalculation or omission is found, the instructor must submit the "Application Form for Grade Correction" along with the following supporting documents:

- i. For overlooked questions or miscalculations in test papers or reports: submit the original answer sheet and clearly indicate the overlooked question number and relevant calculation.
- ii. For miscalculated course grades (including laboratory courses): submit the original grading data and any bonus rules if applicable.
- iii. For incorrect data entry: submit the original grade entry record.
- iv. For other instructor errors: provide relevant supporting documents.

(2) Grade correction requests must be submitted no later than two weeks after the start of the following semester. Grades marked as "999" (not yet submitted) must be corrected before the start of the following semester. Late submissions will not be accepted.

(3) The instructor shall submit the application form and supporting documents to the Director of the course offering unit, the Dean of the College, and the Dean of Academic Affairs or the Dean of Graduate Student Affairs for review. The grade correction may only be made upon approval. If necessary, the case may be referred to the Academic Affairs Meeting or Graduate Education Committee.

(4) If the correction process is completed after class rankings have been finalized, the corrected grade will not be reflected in that semester's ranking to protect the right of other students.

(5) To prevent students from missing the correction deadline due to inability to contact the instructor, instructors must inform students of their contact information before the end of the semester.

五、成績排名：

依本要點第三點第二項第一款計算之學業平均成績，由高而低排序。

(一)學期排名：

依當學期學業平均成績排名，學業平均成績相同者，實得學分數多者排前；兩者均相同者，並列排名。

學士班學期修課未達九學分者不予排名，延修生併入最高年級排名。

每學期排名作業時間點為開學第三週第一個工作天。

(二)學年排名：

依當學年學業平均成績排名，學業平均成績相同者，上、下學期合計實得學分數多者排前；兩者均相同者，並列排名。

學士班當學年上、下學期修課皆未達九學分者不予排名，延修生併入最高年級排名。

每學年排名作業時間點為第二學期排名作業完成後。

(三)在校歷年成績排名：

依在校歷年修習科目之學業總平均成績排名，學業總平均成績相同者，實得總學分數多者排前；兩者均相同者，並列排名。

學士班延修生併入最高年級排名。

(四)畢業成績排名：

凡於同學年度畢業之學生，依入學至畢業所修科目之學業總平均成績排名，學業總平均成績相同者，實得總學分數多者排前；兩者均相同者，並列排名。

第一學期畢業生併入第二學期畢業班排名。

Grade Ranking:

(1) Semester Ranking:

Based on the semester percentage average. Students with the same average are ranked by total credits earned; if still tied, they share the same rank.

Undergraduate students with fewer than 9 credits in a semester are not ranked.

Extended-year students are included in the ranking of the highest year level.

Ranking is conducted on the first working day of the third week of the semester.

(2) Academic Year Ranking:

Based on the yearly percentage average. Students with the same average are ranked by total credits earned across both semesters; if still tied, they share the same rank.

Undergraduate students with fewer than 9 credits in both semesters of the academic year are not ranked. Extended-year students are included in the highest year level.

Ranking is conducted after the second-semester ranking is completed.

(3) Cumulative Ranking:

Based on the cumulative GPA of all courses taken at the University. Students with the same cumulative GPA are ranked by total credits earned; if still tied, they share the same rank.

Extended-year undergraduate students are included in the highest year level.

(4) Graduation Ranking:

For students graduating in the same academic year, rankings are based on the cumulative GPA from enrollment to graduation. If tied, students are ranked by total credits earned; if still tied, they share the same rank.

Students graduating in the first semester are included in the ranking of second-semester graduates.

六、 教師成績輸入時程與注意事項：

(一)成績輸入時程依本校行事曆或教務處公告辦理。教師應於成績輸入時程登錄成績，以利確認期中預警學生名單並及時進行課業輔導事宜。

(二)課程無期中評量，或特殊個案使教師完全無法評估學生之學習情形者，成績輸入「999」後，選擇(1)屬軍訓、體育及實習課程；(2)學習情形正常；(3)學習情形不佳；(4)課程另有安排期中考時間；(5)無法評估等選項。

1.除軍訓、體育及實習等 3 類課程外，其餘課程（例如實驗或整合型課程）如無法給予學生期中考成績，則依學生的出席與學習情形進行評估，選擇「學習情形正常」、「課程另有安排期中考時間」或「學習情形不佳」。「學習情形不佳」者視為不及格成績，並列入期中預警不及格學分數計算。

2.若有特殊情況無法評估學生之學習情形，請選擇「無法評估」，則不列入期中預警不及格學分數計算。

Grade Submission Timeline and Notices for Instructors:

(1) Grade submission timelines are based on the University calendar or announcements from the Office of Academic Affairs. Instructors must submit grades on time to identify students needing midterm academic warnings and to provide appropriate counseling.

(2) For courses without a midterm assessment or when instructors are unable to assess student performance, the grade “999” should be entered, along with a selection from the following options: a) Military training, physical education, or internship courses; b) Normal learning performance; c) Poor learning performance; d) Midterm exam scheduled separately; e) Unable to assess.

i. Except for the specific course types (military training, physical education, internships), other courses (e.g., laboratory or integrated courses) should be evaluated based on attendance and participation. Instructor shall select either “Normal learning performance,” “Midterm exam scheduled separately,” or “Poor learning performance.” Students marked as “Poor learning performance” will be considered as failing and included in midterm academic warnings.

ii. For cases where assessment is impossible due to special circumstances, select “Unable to assess.” This will not be included in the midterm warning calculation.

七、 本要點如有未盡事宜，依本校學則及相關規定辦理。

Matters not addressed herein shall be subject to the relevant regulations of the China Medical University Academic Regulations.

八、 本要點經教務會議通過，陳請校長公布後實施，修正時亦同。

These regulations shall take effect after approval by the Academic Affairs Meeting and subsequent promulgation by the President. Amendments follow the same procedure.