

## 淡江大學學生成績複查申請表

- 一、申請人請親自填寫本申請表，連同填妥申請人地址之回郵信封(複查 1 科填寫 1 張申請表、2 個回郵信封，以此類推)寄至『251301 新北市淡水區英專路 151 號 淡江大學教務處註冊課務發展中心(成績業務)收』，並於信封左下角註明所屬學系別。
- 二、申請期限：以每學期行事曆公告日期為準，逾期不予受理。
- 三、本中心收到學生申請表後，將轉送任課老師查核，待任課老師回函後，再函復學生。

系組	學系	組	學號	
年級(班)	年級	班	姓名	
聯絡電話	(H) (手機)		申請日期	年 月 日
聯絡地址	郵遞區號□□□□			
複查科目			科目代號	
任課老師			學期成績	
申請人須詳細填寫各項成績表現	期中評量成績			
	小考成績			
	期末評量成績			
	報告成績			
	助教成績			
	出席情形			
	其他			

\*依本校個人資料管理規範，本表單各項個人資料僅作為業務處理使用，並於保存期限屆滿後，逕行銷毀。

# Tamkang University Student Grade Review Application Form

1. Applicants shall personally fill out this application form and send it along with **a self-addressed return envelope**. For each subject being reviewed, submit one application form and **two return envelopes**. Send the materials to:

Center for Registration-Curriculum Development (Academic Record)

Office of Academic Affairs, Tamkang University

No.151, Yingzhuang Rd., Tamsui Dist., New Taipei City 251301, Taiwan

**Please indicate your department in the lower-left corner of the envelope.**

2. **Application deadline: Deadlines are indicated in the academic calendar for each new semester. Late applications will not be accepted.**
3. Upon receipt of the application form, it will be forwarded to the instructor for review. The review results will be sent to the student once the review process is completed by the instructor.

<b>Department</b>		Student ID	
		Name	
Tel No.	(H) (Mobile)	Application Date	____/____/____(YYY/MM/DD)
Address	Zip code□□□		
Subject for Review		Course Number	
Instructor		Semester Grade	
<b>Applicant shall Provide the Detailed Performance Information</b>			
Midterm Exam Grade			
Quiz Grade			
Final Exam Grade			
Report Grade			
Teaching Assistant Grade			
Attendance Grade			
Others			

\* In accordance with personal data management regulations of university, personal data collected in this form is used solely for academic affairs and will be destroyed after the retention period expires.