

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，送至或郵寄至『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，待任課老師回覆後，再通知學生。

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|----------------|--|---|---------------|
| 系組 | 學系 | 組 | 學號 |
| 年級(班) | 年級 | 班 | 姓名 |
| 聯絡電話 | | | 申請日期 年 月 日 |
| 通知方式 | <input type="checkbox"/> E-mail : <input type="checkbox"/> Ms Teams | | |
| 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 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.

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|--|--|------------------|---------------------------|
| Department | | Student ID | |
| | | Name | |
| Tel. | | Application Date | ____/____/____(YYY/MM/DD) |
| Notification | <input type="checkbox"/> E-mail : <input type="checkbox"/> Ms Teams | | |
| Subject for Review | | Course Number | |
| Instructor | | Semester Grade | |
| Applicant shall Provide the Detailed Performance Information | | | |
| 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.