

國立清華大學教師延繳成績申請流程說明

Instructions : Applying for Grading Extension

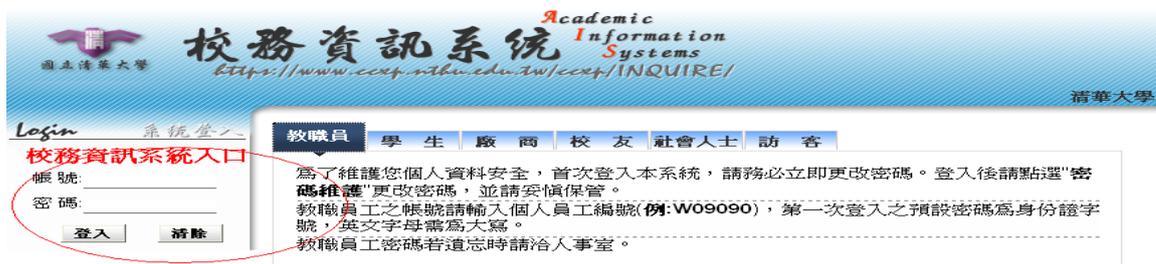
Step 1: Enter the website of Academic Information Systems.

Website address: <https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>

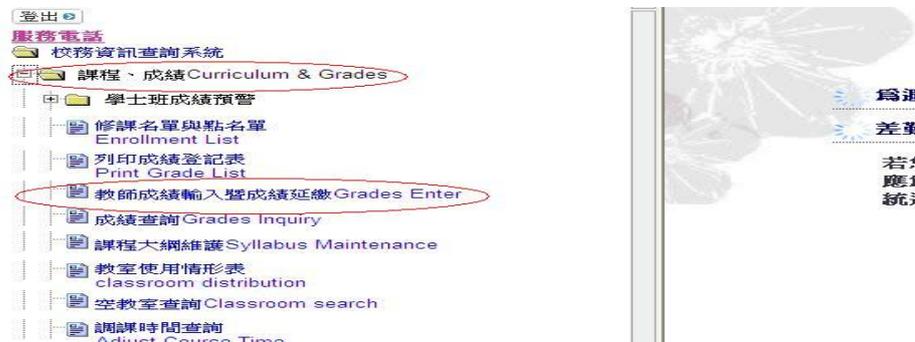
Step 2: Log in with your account number and password.

Account number: your employee number (ex: A09999).

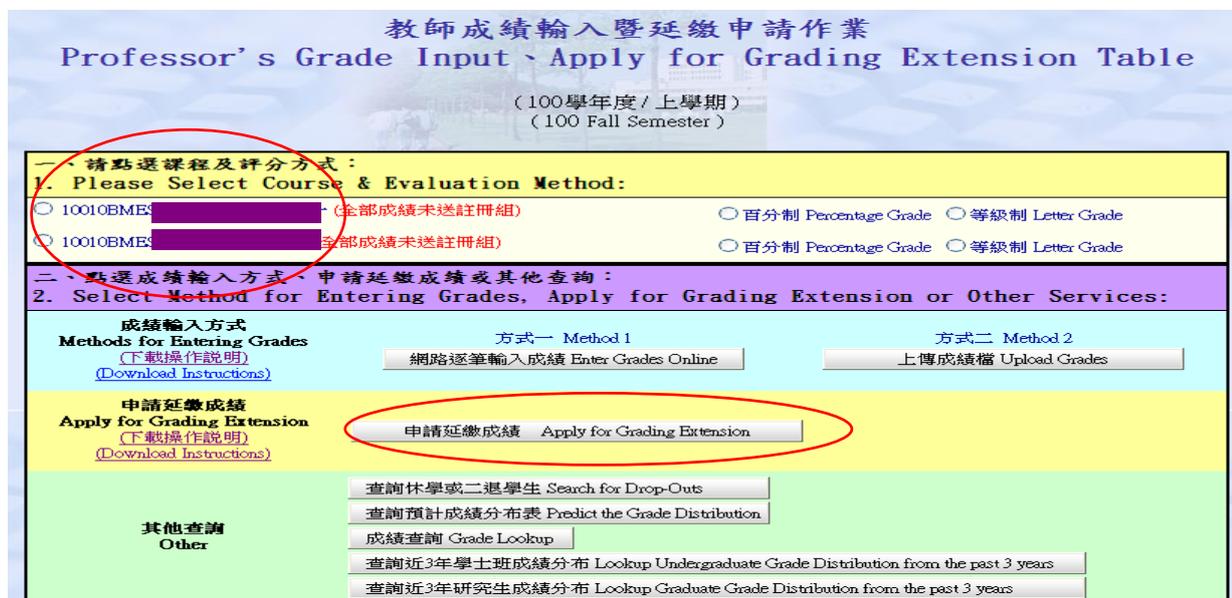
Password: the preinstalled password is your ID number (including the capitalized English letter). After you log in, you can change your password. If you forget your new password, you can contact Mrs. Ku at the Office of Personnel (extension: 31312).



Step 3: Click on "Curriculum & Grades," and then choose "Grades Enter."



Step 4: Select the course, and then click on "Apply for Grading Extension"



Step 5: Fill out the application Form and the press "Save" or "Print Form".

填寫延期繳交成績申請表 Application for Grading Extension Form

請點選學生類別：
Please Select Student:

全部 All
 本校生 NTHU Students Only
 應屆畢業生 Effect Graduating Students
 非應屆畢業生(含在校學生、校際選課、社會人士) Not Effect Graduating Students
 校際選課 Cross Registrations
 社會人士、交換生 Working Individuals / Exchange students

科號組別 Department & Year	科目名稱 Course Name	授課教師 Professor	學分數 Credits	類別 Type	節次 Meeting Time	總人數 Total Enrollment
09920			2	全部 All		

【填寫延期繳交成績申請表】
(Application for Grading Extension Form)

學年、學期 Year / Semester: 099學年度 第2學期 開課單位 Department: [Redacted]

教師姓名 Professor: [Redacted] 科號 Course Number: 09920-[Redacted]

課程名稱 Course Name: [Redacted]

是否有應屆畢業生 Will this effect graduating students?
 是 Yes 否 No (下學期填寫 Fill out next semester)

延期繳交成績原因 Reason for Grading Extension (可複選) (Check All Applicable)

本人要求學生以較長時間撰寫研究報告。
I assigned a long-term report.

課程尚未完成，預訂課程之結束日期：____(西元)年 ____月 ____日。
Course had not ended, course will end:

實習(實驗)尚未完成，預訂結束日期：____(西元)年 ____月 ____日。
Experiments incomplete, scheduled completion:

其他原因：____
Other Reasons:

預訂繳交成績日期 Anticipated Grade Submission Date: Before: ____ (西元)年 ____月 ____日之前 day
(限次學期2011年9月13日上課開始前 last submission date 2011/9/13 before the start of class)

【選擇延期繳交成績之學生】
(Select Students that Require Grading Extension)

說明：成績「105」為預設值，表成績未送
Instructions: Grades are set to "105" by default. Grades have not yet been submitted.

勾選 Check	序號 No.	系所班級 Department & Year	學號 Student Number	姓名 Name	教師輸入成績 Grade 【等級制】 (Letter Grade)	學生適用成績 Displayed Grades (系統自動轉換) (System will automatically calculate this)	備註 Comments
<input type="checkbox"/>	1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
<input type="checkbox"/>	2	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
<input type="checkbox"/>	3	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	

Step 6: Choose the item you want to print, and then click on "Print Form" again.

列印已填寫之延期繳交成績申請表 Print Form

科 號 Course Number : [Redacted]
科目名稱 Course Name : [Redacted]

點選 Check	序號 No.	是否有應屆畢業生 Which Can't Not Be Hand On Time	無法如期繳交筆數 Amounts Which Can't Not Be Hand On Time	申請延繳期限 Deadline	學生 Student				填表時間	核准日期
					系所班級 Department & Class	學號 Student Number	姓名 Name	備註 Comments		
<input checked="" type="radio"/>	01	否 No	部分 Part	2011.08/30	[Redacted]	[Redacted]	[Redacted]	[Redacted]	2011.06/13 09:16:15	
<input checked="" type="radio"/>	02	否 No	部分 Part	2011.07/30	[Redacted]	[Redacted]	[Redacted]	[Redacted]	2011.06/13 09:22:28	

Step 7: Click on "Print" and print out the application form. Then submit the application form to the department office.

預訂繳交成績日期	2010年2月22日之前 (隴大學期2010年2月22日上課開始前)		
任課教師	簽章：	聯絡電話：	日期：
單位主管			
院會主管			
註冊組			
教務長			

說明：

97學年度第二次教務會議決議：成績無法如期繳送成績，應填妥本申請表，經開課單位主管、院長同意，送教務長核定，成績未依規定申請延繳而逾期繳送者，將提送教務會議。

附表：

98學年度第1學期
全部成績無法如期繳交之學生名冊

系所班級	學號	姓名	備註

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確定列印

If you have any questions regarding grading extension, please contact the Division of Registration (Extension: 31390,31388,31389,31391,31397,31012,72301,72302,72304).