

# CYCU Application Sheet for withdrawing the recording of 「 Overdue for Submitting Grades 」

December 25, 2018. Passed by the 15th Academic Affairs Meeting, fall semester, Academic Year 2018-2019.

May 18, 2021. Revised by the 9th Academic Affairs Meeting, spring semester, Academic Year 2020-2021.

October 18, 2023. Revised by the 3rd Academic Affairs Meeting, fall semester, Academic Year 2023-2024

Academic year/semester: \_\_\_\_\_ / \_\_\_\_\_

Date: DD/ MM/ YY

Name instructor :	ID number :	Contact way(in detail)	
		Tel:	Mobile:
		E-mail:	
Department :	Subject/code : _____ / _____	Syllabus Registration date : <u>DD / MM / YY</u>	
Reason for withdrawing record (please attach information for proving):			
Category: <input type="checkbox"/> Course project (please attach the syllabus)			
(choose one) <input type="checkbox"/> Intern (please attach the intern contact)			
<input type="checkbox"/> There are force majeure or circumstances that could not be attributed to the teacher.			
<input type="checkbox"/> Other			
Detail description of cancelling :			
Resolution by departmental conference/course conference : <input type="checkbox"/> Agree <input type="checkbox"/> Disagree			
(please attach the related conference recording)			
Instructor	Supervisor	Contractor at Curriculum & Registration Division	Director of Curriculum & Registration Division
(sign)	(sign)	(sign)	(sign)

**Instructions :**

1. "Grade Submission" regulations are established by CYCU's Office of Human Resources following the guidelines of "Faculty Multiple Promotion" and the criteria outlined in the 「 Teaching Aspects 」 of the "Faculty Multiple Promotion".
  - (1) The examination of Faculty Multiple Promotion —for Teaching Practice Review: Timely completion of student grade submissions, and have no serious negligence record in the recent three years, except for cases where the responsibility cannot be assigned to the teacher.
  - (2) Teacher promotion review in "teaching aspect" —for the Basic indicator: Timely completion of student grade submissions, and do not have no overdue negligence record in the recent three years, except for cases where the responsibility cannot be assigned to the teacher.
2. Instructions for the process of notifying instructors of overdue Course Syllabus Registration: The system will download the list of instructors who are recording overdue at 9 AM on the first stage of course selection each semester, and inform the department or unit regarding the appointment of teachers with this application sheet.
3. For teachers who are overdue for "submitting grades" because of responsibilities that cannot be assigned to the teacher, they can fill in the application form and submit it to the curriculum committee of the course offering unit or the department meeting. After the discussion and approval, the application form and relevant meeting minutes will be sent to the Curriculum & Registration Division for compilation one week before the start of each semester. The submission will undergo review by the Executive Committee of the Academic Affairs Meeting. Once approved, it will be reported to the Academic Affairs Meeting for record-keeping and the record will be revoked.