

# National Taiwan University Application Form for Deferral of Grade Submission

## Explanatory Notes:

- I. According to Articles 7 and 9 of “NTU Regulations Governing the Submission and Correction of Grades by Faculty Members” (hereinafter the “Regulations”), end of term grades shall be submitted within 10 days from the day following the “End Date of Final Examination” marked on the NTU Calendar. Nevertheless, in the event of the following circumstances, a course instructor should complete the “Application Form for Deferral of Grade Submission” prior to the official end date of term courses, and then notify the Office of Academic Affairs after the application is signed and approved by the director of the unit offering the course.
  1. The course instructor requires graduate students to spend more time on their research papers.
  2. The course or required internship will not be completed unless otherwise lasting into the winter or summer vacation, which makes it impossible to submit grades by the prescribed deadline.
- II. If end of term grades of more than 50% participating students can be submitted by the prescribed deadline, the course instructor is exempt from filling out this application form. Please complete the submission in accordance with Article 6 of the Regulations.
- III. Information concerning the final deadline for deferred grades, please refer to Article 10 of the Regulations.
- IV. If a graduate or PhD course (with its fifth course code being M or D) has a total of no more than 5 participants, the course instructor is exempt from filling out this application form when deferring the submission of grades. Please submit the deferred grades by the deadline specified in Article 10 of the Regulations.
- V. The Regulations and this application form are available to download at the website of the Undergraduate Academic Affairs Division.

Instructor's Name		Application Date	Date    Month Year
Department/Graduate Institute/Program		Semester & Academic Year	_____ Semester of _____ Academic Year
Course Name		Course & Class Code	
Contact Information	M: _____ (H): _____ Office or Lab: _____		
Reasons for the Deferral	<input type="checkbox"/> The course instructor requires graduate students to spend more time on their research papers. <input type="checkbox"/> The course has not been completed yet and is scheduled to end on _____ date _____ month _____ year. <input type="checkbox"/> The internship (experiment) has not been completed yet and is scheduled to end on _____ date _____ month _____ year. (Note: Deferral is limited merely to the three aforesaid reasons. Failure to submit late grades within two weeks following the deadline prescribed in the Report of Grades will be reported to the administrative meeting.)		
Scheduled Date of Submission	Prior to _____ (month) (date)	Note: If graduate students are required to spend more time on their research papers, the 1 <sup>st</sup> term grades shall be submitted 10 days prior to the start date of the following semester as marked on the NTU Calendar, and the 2 <sup>nd</sup> term grades shall be submitted prior to July 31 <sup>st</sup> .	
Signed and Approved by Chair/Director of the Department/Institute Program			

According to the corresponding range of course codes, this application form shall be submitted respectively to the following divisions of the Office of Academic Affairs:

Ranges of Course Codes	Responsible Division
Classes with their first code being E	Continuing Studies Academic Affairs Division
Courses with their first code being 4 or 8	Branch Office of Academic Affairs in the College of Medicine
Courses with their fifth code being M or D after the above mentioned ranges are excluded	Graduate Academic Affairs Division
All of the remaining courses after the above mentioned ranges are excluded	Undergraduate Academic Affairs Division