



河北水利电力学院 关于完成 2022 届专科毕业生 毕业资格预审的通知

教务通知 2022[12]号

各系:

2022 届专科学生毕业在即, 学生除本学期顶岗实习以外, 应已经修完其他所需学分, 请各系于本周五(3月11日)前完成毕业资格预审, 初步确定未达到毕业条件的学生名单, 待本学期顶岗实习完成后, 再进行毕业终审。预审通过教务系统进行统计。

一、审核要求

学生需修完人才培养方案规定的课程, 并获得学分, 准予毕业, 取得毕业证。学生课程分为必修课(含限选课)、公共选修课(包括公选课和网络通识课)、任选课、第二课堂四类, 不同专业的学分要求须查看人才培养方案。对未达到毕业条件的学生, 要如实上报。

二、审核方法

(一) 方法一: 通过成绩管理菜单进行统计

1. 必修课学分统计。必修课(含重修后)全部及格即获得了必修课的学分。统计菜单: 教务系统→成绩管理→成绩统计分析→补考重修仍不及格名单。进入菜单后选择相应的条件进行统计, 界面如下:

统计结果可以导出，根据结果再次核查其毕业成绩单，确定该课程是否因重修成绩未回到原成绩列所导致的不及格，如果有特殊情况，须联系教务处进行处理。

2. 公共选修课、任选课、第二课堂获得学分情况的统计。统计菜单：教务系统→成绩管理→成绩统计分析→课程性质学分统计。界面如下：

The screenshot shows the '课程性质学分统计' (Course Nature Credit Statistics) interface. On the left, there are several filter sections: '统计学期' (Statistics Semester) with '2019' selected; '学院' (College) with '全部' (All) selected; '专业' (Major) with '全部' (All) selected; '班级' (Class) with '全部' (All) selected; '学生' (Student) with '按学号姓名查询' (Search by ID and Name) selected; '条件关系' (Condition Relationship) with '并' (AND) selected; '按条件查' (Search by Condition) with '有学籍' (Has Record) and '无学籍' (No Record) selected; '成绩查询' (Grade Query) with '主修' (Major), '辅修' (Minor), '二学位' (Second Degree), '二学位转一专' (Second Degree Transfer to First Specialization), and '学位课程' (Degree Course) selected; '作废不统计' (Invalid and Not Statistics) with '正考' (Regular Exam), '正补考最大' (Regular Make-up Max), '最大' (Max), and '全程' (Full Process) selected; '补考课程不统计平均学分绩点' (Make-up Courses Do Not Statistics Average Grade Point); '重修课程不统计平均学分绩点' (Retake Courses Do Not Statistics Average Grade Point); '扣除重修记录' (Exclude Retake Records); '不计算重修' (Do Not Calculate Retake); '统计' (Statistics) with '60' selected; '学分未达标应修学分' (Credit Not Reached Should Study Credit); '比例' (Ratio) with '60%' selected; '课程性质' (Course Nature) with '必修' (Required), '选修' (Elective), '反选' (Reverse Select), and '全选' (Select All) selected; '必修课程' (Required Course) with '必修' (Required) selected; '选修课程' (Elective Course) with '选修' (Elective) selected; '反选' (Reverse Select) with '反选' (Reverse Select) selected; '全选' (Select All) with '全选' (Select All) selected. On the right, there is a data table with columns: '学号' (Student ID), '总分' (Total Score), '平均分' (Average Score), '及格率' (Pass Rate), '通过率' (Pass Rate), '学院' (College), '专业' (Major), '政治面貌' (Political Status), '学生类别' (Student Category), '毕业年份' (Graduation Year), '第二课堂' (Second Classroom), '公共选修课' (Public Elective Course), '网络通识课' (Network General Education Course), and '任选课' (Elective Course). The table shows data for various students and courses.

统计结果出现后，导出至 excel，将公共选修课和网络通识课两列进行相加，即为公共选修课所获得的总学分。任选课、第二课堂学分不需要进行处理。

3. 经过前两步的统计，若学生必修课、公共选修课、任选课、第二课堂中有一项不满足条件即毕业资格初审未通过。

(二) 方法二：通过毕业资格预审核菜单进行统计

通过设置毕业预审核界面条件，可直接对学生进行毕业审核，但由于存在留级、退伍、休学复学的学生，对毕业预审核未通过的学生需要查看其毕业总成绩单后进行人工审核，以免造成结果的错报。统计菜单：毕业管理→毕业资格预审核→主修专业毕业预审核。

各专业任选课、公共选修课学分要求若不相同，应分专业设置后再审核。

The screenshot shows the '主修专业毕业预审核' (Main Major Graduation Pre-approval) interface. On the left, there are several filter sections: '毕业年份' (Graduation Year) with '2022' selected; '毕业学院' (Graduation College) with '全部' (All) selected; '学院' (College) with '全部' (All) selected; '专业' (Major) with '全部' (All) selected; '班级' (Class) with '全部' (All) selected; '学号' (Student ID) with '全部' (All) selected; '学校名称' (School Name) with '全部' (All) selected; '有无学籍' (Has Record) with '有' (Has) selected; '是否在校' (Is in School) with '是' (Yes) selected; '学籍状态' (Record Status) with '在读' (In Study) selected; '学生类别' (Student Category) with '全部' (All) selected; '学籍档案' (Record File) with '全部' (All) selected; '审核分支名称' (Review Branch Name) with '全部' (All) selected. On the right, there is a data table with columns: '学号' (Student ID), '姓名' (Name), '性别' (Gender), '出生日期' (Date of Birth), '入学日期' (Enrollment Date), '毕业日期' (Graduation Date), '毕业学院' (Graduation College), '专业' (Major), '班级' (Class), '学号' (Student ID), '姓名' (Name), '性别' (Gender), '出生日期' (Date of Birth), '入学日期' (Enrollment Date), '毕业日期' (Graduation Date), '毕业学院' (Graduation College), '专业' (Major), '班级' (Class). The table shows data for various students and courses.

三、结果上报

各系对 2022 届专科毕业生进行毕业资格预审后，要如实上报结果，上报结果模板见附表 1。

