

NCHU Guidelines for Grading Students' Academic Performance

Enacted in the 21st University Affairs Meeting on Jan. 10th, 1992
 Amended (Article 8) in the 24th University Affairs Meeting on May. 29 & May. 5th, 1993
 Amended (Articles 4, 8, 10, & 11) in the 28th University Affairs Meeting on May. 6th, 1995
 Amended (Articles 4 & 10) in the 31st Academic Affairs Meeting on Oct. 18th, 1995
 Amended (Articles 8 & 10) in the 35th Academic Affairs Meeting on Mar. 31st, 1998
 Amended (Name, Deleted Article 4) in the 36th Academic Affairs Meeting on Oct. 20th, 1998
 Amended (added Articles 10 & 11) in the 41st Academic Affairs Meeting on Mar. 22nd, 2001
 Amended (Article 7) in the 44th Academic Affairs Meeting on Oct. 31st, 2002
 Amended (Article 9) in the 48th Academic Affairs Meeting on Oct. 21st, 2004
 Amended (Article 11) in the 49th Academic Affairs Meeting on Mar. 31st, 2005
 Amended (Articles 9 & 11) in the 51st Academic Affairs Meeting on Mar. 30th, 2006
 Amended (Article 11) in the 52nd Academic Affairs Meeting on Oct. 27th, 2006
 Amended (Article 7) in the 53rd Academic Affairs Meeting on Apr. 10th, 2007
 Amended (Articles 10 & 11) in the 54th Academic Affairs Meeting on Oct. 25th, 2007
 Amended (Article 9) in the 56th Academic Affairs Meeting on Oct. 27th, 2008
 Amended (article10) in the 56th University Affairs Meeting on May. 8th, 2009
 Amended (Article 8) in the 60th Academic Affairs Meeting on Nov. 1st, 2010
 Amended (Article 8) in the 62nd Academic Affairs Meeting on Oct. 25th, 2011
 Amended (Article 9) in the 63rd Academic Affairs Meeting on Mar. 27th, 2012
 Amended (Article 11) in the 67th Academic Affairs Meeting on Mar. 27th, 2014
 Amended (Article 4) in the Temporary Academic Affairs Meeting on May. 5th, 2014
 Amended (Article 11) in the 68th Academic Affairs Meeting on Oct. 28th, 2014
 Amended (Article 2 & 7) in the 72nd Academic Affairs Meeting on Oct. 25th, 2016

Article 1 **NCHU Guidelines for Grading Students' Academic Performance** have been established to promote learning and ensure a fair and just grading system.

Article 2 Regular courses are graded both by letter grades and in percentages. Teachers will type in grades in percentages while the grading system will convert automatically the numerical grades to letter grades according to the Letter Grades to Numerical Grades Conversion Table. Regular course grades are given in percentage with a full score being 100 points. The passing score is 60 points for undergraduates and students enrolled in extension programs, and 70 for graduate students.

For certain subjects, teachers may give students a pass or fail mark instead of numerical grade when it is necessary.

Letter Grades to Numerical Grades Conversion Table is as follows:

<u>Letter Grade</u>	<u>GPA</u>	<u>Numerical Grade</u>
<u>A+</u>	<u>4.3</u>	<u>90~100</u>
<u>A</u>	<u>4.0</u>	<u>85~89</u>
<u>A-</u>	<u>3.7</u>	<u>80~84</u>
<u>B+</u>	<u>3.3</u>	<u>77~79</u>
<u>B</u>	<u>3.0</u>	<u>73~76</u>
<u>B-</u>	<u>2.7</u>	<u>70~72</u>
<u>C+</u>	<u>2.3</u>	<u>67~69</u>
<u>C</u>	<u>2.0</u>	<u>63~66</u>
<u>C-</u>	<u>1.7</u>	<u>60~62</u>
<u>F</u>	<u>0</u>	<u>59 and below</u>

Article 2 Individual class rankings for students are calculated in percentiles. Rankings of undergraduate students are calculated by class. Rankings of super seniors in their final semester are calculated with that of seniors while their rankings of each

Section 1

semester remain the same. Graduate students in the second year of study and above will not be included in the calculation because each of them has different areas of specialization.

- Article 3 Should a student fail to attain a passing score for a compulsory course, he or she must repeat the course. No make-up exam will be given for any failed courses.
- Article 4 A final course grade consists of scores for the final exam and a student's overall performance. Semester grade point average is the sum of grade points divided by the sum of credits accumulated in the semester. Graduation grade is the sum of grade points divided by the sum of cumulative credit points from beginning to date.
- Courses withdrawal will be marked as "W" (WITHHOLD) on the applicants' official transcripts. Credits for withdrawn course(s) will not be included in the total credits of the semester.
- Article 5 The score for overall performance encompasses items including attendance, quizzes, projects, assignments, research, in-class discussions, and mid-term. Course instructor may designate the percentage for individual items at their own discretion.
- Article 6 In general, the score for final exam and the score for overall performance each contributes 50% toward the final course grade.
- Article 7 For courses requiring internship, the scores for final exam, overall performance and internship grade should each contribute roughly 30% toward the course grades. If a student lacks any of the aforementioned scores without a valid reason for remedial action, the course instructor shall proceed to calculate the course grade accordingly and submit the result to the Registrar's Office.
- Article 8 To promote optimal learning outcomes, grading for individual courses must take into account the overall attitude and performance of the class as a whole and conduct assessment in a serious manner.
- The average class score of a general education courses shall not exceed 80.
- Article 9 Regular course grades are due at the Office of Academic Affairs within one week after the final exam. In exceptional cases, instructors may assign 'zero' as a temporary grade of "incomplete" (I) to the course but are required to submit a real grade before the second deadline for grade reporting, i.e. the first day of the following semester. After the first day of the following semester, Courses marked "I" will result in a zero grade if the instructor fails to submit a real grade. In the event that any grade is left blank and subsequent notifications to the instructor, director of the department, and student fail to solicit appropriate responses, a zero grade will be assigned to the course if a real grade is not submitted before the

deadline. The Office of Academic Affairs shall publicize names of the instructors who fail to submit on time and notify the department they serve. Instructors who continue to miss grade submission deadlines albeit reminders shall see their names placed on a list to be sent to all departments as a reference for faculty evaluation.

Article 10 Students enrolled in undergraduate programs, extension education programs and master's programs who fail to attain a passing score for semester grade points may face potential expulsion pursuant to regulations of the University.

Article 11 No changes to grades can be made after submission to the Office of Academic Affairs. Should any modifications be called due to errors or omissions of the course instructor, the instructor must submit a written report to the department/institute to be approved by the first and second level of division of the department offering the course. All changes should be completed by the second deadline for grade reporting.

If any situation or procedure were to be changed, or in case of special circumstances, the procedure to follow is the described above.

Article 12 These Guidelines have been implemented after approval by the Academic Affairs Meeting. Subsequent amendments shall undergo the same procedure.

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