

National Chengchi University Student Grade Guidelines

Approved at the Academic Affairs Meeting dated June 11, 2003

Amendments to Article 4 approved on June 5th, 2006, by the Academic Affairs Meeting in its 2nd Meeting of the 2nd Semester of the 2005 Academic Year.

Amendments to Articles 6 and 7 approved on March 10th, 2008, by the Academic Affairs Meeting in its 1st Meeting of the 2nd Semester of the 2007 Academic Year.

Amendments to Articles 3 and 6 approved on November 9th, 2009, by the Academic Affairs Meeting in its 1st Meeting of the 1st Semester of the 2009 Academic Year.

Amendments to Article 3 approved on June 4th, 2012, by the Academic Affairs Meeting in its 2nd Meeting of the 2nd Semester of the 2011 Academic Year.

Articles 2 and 3 amended, Articles 4 and 8 added, and Articles 4, 5, 6, 7 and 8 renumbered on October 27, 2014, by the 1st Academic Affairs Meeting of the 1st Semester of the 2014 Academic Year.

- I. The following guidelines have been established to facilitate grade assessments for students of National Chengchi University (NCCU).
- II. Matters relating to the means through which NCCU instructors assess students' performance for a semester and grade submission deadlines are governed by NCCU University Regulations.
- III. Ph.D. and MA students for whom the course instructor is unable to complete grade assessments within the given deadline for reasons attributable to the students' conduct may be temporarily given an "I" (stands for INCOMPLETE) for the assessment. In such cases, students would be required to make up for the incomplete assessment before the final exam of the following semester, otherwise they will be graded zero for the whole course.

For undergraduate students who concurrently study MA or Ph.D. courses, instructors are still required to submit grade assessments within the deadline specified in the University Regulations to facilitate ranking for undergraduate programs.
- IV. Instructors shall submit grade assessments either via the online system or on paper to the Office of Academic Affairs for record keeping.

Students' grades will be kept indefinitely once they have been recorded in the system.

Instructors shall keep their grade assessment reports for 10 years starting from the academic year the course begins.

Grades captured by the grade system are considered official and final. Students who have doubts with regards to their grades need to first verify with the Office of Academic Affairs on whether errors have been made when capturing paper-based grade sheets onto the system. If no error is found on data capture or if the instructor had submitted grades via the online system, then students will be referred to the instructor or the course organizer for assistance. Students may file appeals if they find that their queries have not been properly addressed.

- V. For NCCU undergraduate programs, students' grades may be ranked by classes (and in two separate classes for dual-class programs). Students with the same grade average shall be ranked by taking into consideration of the following:
1. The number of credits earned.
 2. The number of courses failed.

Students who earn 9 credits or fewer in a given semester will not be ranked for that semester.

The ranking does not apply to Ph.D. or MA courses due to their smaller size and more diversified course subjects.

- VI. When transferring credits from overseas courses, institutions that adopt a semester-based system should have credits recognized as-is by NCCU. Institutions that adopt a quarter-based or any non-semester based system should have 18 lecture hours recognized as 1 NCCU credit.

- VII. NCCU students may have their course results converted from percentages into grades and **GPA** using the following table:

| | <i>Score</i> | <i>100 - 80</i> | <i>79-70</i> | <i>69-60</i> | <i>59-50</i> | <i>49-0</i> |
|--------------------------|--------------|-----------------|--------------|--------------|--------------|-------------|
| Undergraduate program | Grade | A | B | C | D | E |
| | GPA | 4 | 3 | 2 | 1 | 0 |
| Graduate institute | Grade | A | B | C | D | E |
| | GPA | 4 | 3 | 2 | 1 | 0 |

VIII. For NCCU undergraduate students, course results will be mailed out one week after the instructor's grade submission deadline. Course results will be mailed to students' mailing addresses, without exception, and will be addressed to both the student and their parents.

No course results will be mailed to overseas undergraduate students (including overseas Chinese, Hong Kong, Macao, international and Mainland students) or MA/Ph.D. students.

IX. These guidelines have been implemented with approval sought from an Academic Affairs Meeting. The same applies to all subsequent amendments.