

National Central University Guidelines for Processing Students' Grades

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Article 1

National Central University Guidelines for Processing Students' Grades (hereafter referred to as the Guidelines) were stipulated per the regulations in Articles 18 and 19 in National Central University (hereafter referred to as the University or NCU) Study Regulations.

Article 2

The calculation of semester grades is conducted per the provisions set forth in NCU Study Regulations and the Guidelines. The way to grade students' semester grades is within a course instructor's discretion and must be stated and explained clearly in the course outline at the beginning of a semester.

Article 3

NCU students' grades are of two kinds—academic performance grades (including the grades of the practicum) and conduct grades. The 100-point grading scale is adopted at NCU. The full marks for both undergraduate students and postgraduate students are 100. The passing grade for undergraduate students is 60, and postgraduate students 70. Except for special subjects, which have a Pass (P) / Fail (F) grading system approved by the Department/Institute Curriculum Committee and the Academic Affairs Committee, grades of all other subjects must be rendered in integers.

The grades and credits of subjects in summer programs and Advanced Placement curricula are not included in the average semester grade and the number of credits earned in a semester; however, they will be included in the cumulative average grade, the cumulative number of credits earned in all semesters, the graduation grade, and the number of credits required for graduation.

The grades of courses taken at an overseas college/university/institute are not included in the average semester grade, the cumulative average grade, and the graduation grade. Whether the credits of courses taken at an overseas college/university/institute are included in the number of credits required for graduation or not is determined by each department (institute, division, special program, or degree program). Those credits are not included in the number of credits earned in a semester but are included in the cumulative number of credits earned in all semesters to date.

The processing of the grades and credits of autonomous-learning micro-courses follows the previous provision.

Students who do not reach the passing grade of a course or who fail a course will not be granted credits of the course.

Article 4

In order not to affect students' rights, course instructors should submit a hard copy of the grade sheet to the Division of Registrar or upload all grades to the online grade submission system of the Division of Registrar within the designated time limit specified in the academic calendar for each academic year. If an instructor is unable to provide a course grade for a student by the submission deadline, the grading field for that student should be marked with an "I" (Incomplete). The reason for the incomplete grade should be given in the adjacent remarks field before the grade sheet is submitted to the Division of Registrar. In such cases, the completed grade sheet must be submitted not later than the first school day of the following semester.

Students may check their course grades in the Academic Affairs System on the day next to the deadline (specified in the school calendar of each semester) for instructors to upload or submit grades.

Article 5

In order not to hinder students' rights concerning their employment, further studies, scholarship application, change of majors, minor studies, or double majors, faculty members who have not turned in students' grades by the deadline as instructed in these Guidelines should be notified by the Office of Academic Affairs to expedite the process. The department/institute/program offering the course should also be notified to assist with expediting the process. Instructors who are unable to submit a completed grade sheet by the first school day of the following semester must explain the reason for the delay, describe how to guarantee students' rights, and schedule a date for grade submission. The petition for the delay has to be submitted to the Office of Academic Affairs for approval. Upon approval of the Vice President of Academic Affairs can the delay of grade submission be allowed.

Article 6

Grades that have already been uploaded to the online grade submission system or have been submitted to the Division of Registrar per Article 4 cannot be modified. However, if omissions or mistakes occur due to an instructor's error, the instructor should fill out the "Application Form for Changing Students' Grades" and attach relevant documents including the test sheets, the original records of grades, and the grade calculation method to the form. After the director of the unit offering the course signs the form, the omissions or mistakes can be treated in the following way depending on the types of errors:

1. If the change of grade does not involve the change of status of passing or failing a course, the grade can be changed upon approval of the Vice President for Academic Affairs.

2. If the change of grade involves the change of status of passing or failing a course, the grade can be changed after the change is discussed and passed by the departmental (institutional, degree program, or special program) affairs meeting, submitted to the Office of Academic Affairs, and approved by the Vice President of Academic Affairs.

The grade change procedure must be completed within one week after the first school day of the following semester.

To avoid affecting other students' rights, those who fail to complete the grade correction procedure in time and thus pass the time for ranking grades must not be ranked again.

If documents including the test sheets, assignments, reports, and the original records of grades on which the original grades were based are not provided at the time when grade correction is requested, such grade correction cannot be done.

Instructors should remind students in class to properly preserve the returned test sheets, assignments, and reports for future references.

Article 7

In order to coordinate with students on their employment, further studies, and scholarship application, the Office of Academic Affairs starts the ranking process two weeks after the first school day. Once the ranking process starts, if an instructor still does not complete the submission of grades, the unsubmitted grades (including the incomplete grades, which are marked with an "I") will be logged as zero, and the ranking should be based on the grades logged before the ranking process starts.

Instructors who apply for delaying grade submission due to special situations can submit grades on an extended date if their applications filed per Paragraph 2 of Article 5 are approved. If they submit the grades at a time that has passed the beginning of the ranking process, re-ranking will not be possible.

In order not to hinder other students' rights, if the whole process of grade correction completes at a time that has passed the beginning of the ranking process, re-ranking will not be possible (except the graduation ranking).

Article 8

In the case where a student's right is affected due to an instructor's failure to complete grade correction by the deadline stipulated in Paragraphs 1 and 2 of Article 6 or due to his/her failure to complete grade submission by the deadline stipulated in Paragraph Two of Article 5, the instructor must report in person at a meeting of the Academic Affairs Committee. Faculty Evaluation Committees at all levels in the university should be notified of this matter for future reference regarding employment contract renewal and all sorts of teacher evaluations.

Article 9

Credit transfer for the courses taken abroad follows the principles listed below.

Credits earned from a school applying semesters to divide a year are generally admitted.

Credit hours earned from a school applying quarters to divide a year should be transferred in the following ways: 18 hours of a course taught at the previous school shall be transferred into one credit at NCU; 72 hours of a practice lesson given at the previous school shall be transferred into one credit at NCU.

If a foreign school adopts the European Credit Transfer and Accumulation System (ECTS), two credits of ECTS equal one credit at NCU.

Each department, institute, and degree program may also refer to course syllabuses, the number of course hours, or other approved regulations for credit admission and conversion.

For NCU students who completed the procedure of withdrawal from school or the procedure of leaving school by the first day of school in Sep. 2020, the instructions below on the conversion from percentage grading into letter grading and grade points (GPs) can be added to their transcripts. Seventy is the course passing score for postgraduate students; sixty is the course passing score for undergraduate students.

	<i>Numeric Grade</i>	<i>100~80</i>	<i>79~70</i>	<i>69~60</i>	<i>59~1</i>	<i>0</i>
Undergraduate	Letter Grade	A	B	C	F	
	GP	4	3	2	1	0
Postgraduate	Letter Grade	A	B	F		
	GP	4	3	2	1	0

For NCU students who have been in school, who have suspended their schooling, who have completed the procedure for withdrawal from school, and who have graduated since the first day of school in Sep. 2020, the instructions below on the conversion from percentage grading into letter grading and grade points (GPs) can be added to their transcripts. Seventy is the course passing score for postgraduate students; sixty is the course passing score for undergraduate students.

Grade Interval of Percentage Grading	90~100	85~89	80~84	77~79	73~76	70~72	67~69	63~66	60~62	50~59	1~49	0
Letter Grading	A+	A	A-	B+	B	B-	C+	C	C-	D	E	X
Grade Points	4.3	4	3.7	3.3	3	2.7	2.3	2	1.7	1	0	0

Article 11

All students should be ranked within a class (departments/institutes with A and B classes will be ranked separately) per their respective grades, but doctoral students are the exception. Doctoral students will not be ranked because of the relatively small number of students and huge differences between their course sets. Students' rankings will not be made public and should be used solely for academic affairs. However, any student may apply for a certificate indicating his or her ranking.

Article 12

All instructors should preserve students' term papers and reports for one year since the end of the current semester. The preserved term papers and reports will be references once any dispute over grades occurs.

Article 13

Instructors should permanently preserve students' records of grades. Hard copies of grading sheets should be preserved for 20 years.

Article 14

Matters not covered by these Guidelines should be dealt with per the University's Study Regulations and other relevant rules and regulations.

Article 15

These Guidelines should be implemented upon approval of the Academic Affairs Committee. The same procedure applies to any amendment to these Guidelines.