

# National Central University

## Guidelines for Processing Student Grades

Approved at the Academic Affairs Committee Meeting on December 21, 2001  
Revised and approved at the Academic Affairs Committee Meeting on October 12, 2005  
Revised and approved at the Academic Affairs Committee Meeting on April 25, 2006

- I. These guidelines are specifically adopted by National Central University [hereafter referred to as “the University”] specifically for the processing of semester grades.
  
- II. The calculation of semester grades is conducted in accordance with the provisions set forth in the University’s *Study Regulations*.
  
- III. To ensure the protection of student rights, course instructors shall submit all grades to the registrar division within the deadline specified in the academic calendar for the respective academic year. In the event that an instructor is unable to provide a course grade for a student before the deadline for submission, the grading field for that student shall be marked with an “I” (Incomplete) and the reason for the incomplete grade shall be indicated in the adjacent remarks field prior to the submission of the grade sheet to the registrar division. In such cases, the completed grade sheet must be submitted no later than two weeks after the beginning of the following semester.
  
- IV. Instructors who fail to either complete their grading or submit a completed grade sheet within two weeks after the beginning of the following semester must present themselves at the Academic Affairs Committee Meeting to explain the reasons for the delay and to provide a schedule for submission that will ensure the protection of the student’s rights. Any failure to attend the Academic Affairs Committee Meeting by an instructor who has been unable to submit a completed grade sheet within the deadline will be reported to the Teachers’ Evaluation Committee at all University levels for future reference during employment contract renewals and teaching evaluations.
  
- V. Credit hours and grade conversion for courses taken at a foreign institution shall be processed in accordance with the following criteria:
  - (1) Credit hours earned at a semester-based institution will be recognized and accepted as such, while those earned at a quarter-based institution will be converted to semester credits on an 18 hours = 1 credit basis.
  - (2) Grades obtained at an institution which does not adopt a 100-point grading scale may be converted to grades on a 100-point scale in accordance with the grade conversion table provided by that institution.
  - (3) If the institution does not provide a grade conversion table, the following table shall apply:

Numeric Grade	93	88	82	78	75	72	68	65	62	50
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D

- (4) If a student has received a “low passing grade” (i.e., 50-59 points) from the institution, the grade shall be converted using the following formula: National Central University grade = 60 + (grade obtained from the institution - 50) x 40/50 ◦
- (5) Grades unable to be converted in accordance with Subparagraphs (3) and (4) may be converted by the respective departments at the University using their own conversion standards; in such cases, the departments shall explain in writing why they have used their own conversion standards rather than those in Subparagraphs (3) and (4) and present this document to the Office of Academic Affairs for appraisal and filing for future reference.

VI. The following conversion table may be listed on official student transcripts:

	<i>Numeric Grade</i>	<i>100~80</i>	<i>79~70</i>	<i>69~60</i>	<i>59~1</i>	<i>0</i>
Under-graduates	Letter Grade	A	B	C	F	
	<b>GP</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
Graduates	Letter Grade	A	B	F		
	<b>GP</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

- VII. All students may be ranked within a class according to their respective grades with the exception of doctoral students, who shall not be ranked because of the relatively small number and large diversity of courses taken by students enrolled in any given doctoral course. Student rankings will not be made public and are to be used solely for conducting academic affairs; however, any student may apply for certificate indicating his or her ranking.
- VIII. For future reference in the event of a grade dispute, all instructors shall keep student term papers and assignments for one year beginning with the last day of the semester in which the grade was earned.
- IX. The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.