

National University of Kaohsiung Guidelines for Calculation Standards of Students' Final Grades

Passed in the third Academic Affairs Meeting on Dec. 05, 2000
Amended and passed in the sixth Academic Affairs Meeting on Apr. 08, 2003
Amended and passed in the first Academic Affairs Meeting on Dec. 23, 2003
Amended and passed in the seventh Academic Affairs Meeting on Jan. 13, 2004
Amended and passed in the eighth Academic Affairs Meeting on Mar. 09, 2004
Amended and passed in the tenth Academic Affairs Meeting on May 14, 2004
Amended and passed in the first Academic Affairs Meeting on Sep. 23, 2005
Amended and passed in the third Academic Affairs Meeting on Jan. 02, 2007
Amended and passed in the first Academic Affairs Meeting on Sep. 22, 2009
Amended and passed in the first Academic Affairs Meeting on Nov. 24, 2010
Amended and passed in the first Academic Affairs Meeting on Nov. 13, 2012
Amended and passed in the second Academic Affairs Meeting on Jan. 15, 2013

Article 1. To input the grades, instructors need to check the name list of students who take the course after the deadline of course addition and dropping (withdrawal). Each student on the name list should be given grades after the instructor has confirmed the name list.

Article 2. If there are two instructors teaching the same course, the Academic Affairs shall issue to each instructor the course-taking sheet, which enables the instructor to evaluate students' class performance. The semester grades are co-determined by the two instructors.

Article 3. The final calculation of students' final grades for the semester is based on the instructors' records of regular grades, mid-term exam grades, and final exam grades. During calculation, all of the decimal places should be considered and sub-totals should be rounded up to the nearest interger.

Article 4. The grades can be converted from percentages into grades and GPA as follows:

- (1) Grade A: higher than 80 points ; GPA 4
- (2) Grade B: between 70 points and 80 points ; GPA 3
- (3) Grade C: between 60 points and 70 points ; GPA 2
- (4) Grade D: between 50 points and 60 points ; GPA 1
- (5) Grade E: lower than 80 points ; GPA 0
- (6) Grades not given (NO): applicants applying to delay the deadline of inputting the grades in accordance with **National University of Kaohsiung Guidelines for Calculation Standards of Students' Final Grades.**
- (7) Withdrawing: applicants applying for course withdrawal in accordance with **National University of Kaohsiung Guidelines for the Course Registration.**
- (8) Credit exemption (TR): applicants approved of the credit exemption in

accordance with **National University of Kaohsiung Regulations For Credit Exemption.**

Article 5. To establish the forewarning list on students who failed in the mid-term exam, instructors shall input these students' names into the academic management system within two weeks after the mid-term exam.

Article 6. The grades of those students who are absent from the quizzes, the mid-term exam, or the final exam will be listed zero with the consent of their course instructors.

Article 7. Instructors shall input these students' semester grades into the academic grades management system within two weeks after the final exam, print out the semester grades sheet, and then submit it to the Registration Section. For courses of graduate schools, instructors are allowed to input the grades for particular reasons after finishing the application for delay-input, which is approved by the chairpersons of department and college and the Dean of Academic Affairs after the instructors fill out the application form before the deadline of inputting the semester grades. But inputting the grades shall be no later than the class-beginning of the next semester. The grades of summer sessions shall be input before Sep. 7 every year.

Article 8. Instructors who fail to submit grade assessments by the deadline of each semester will be reported to the academic meeting of the following semester. The reported instructors should attend the academic meeting in person or issue an explanation on paper. If the instructor has left the post or cannot deal with the final grade assessments, the matter should be handled by the chair of department and then reported to the academic meeting.

Article 9. Students' semester grades will be kept as permanent records once they have been input and then submitted to the academic management system. In case of the errors caused by instructors, students can apply for the amendment by the following procedures respectively:

(1) The amendment is not related with either fail-pass or expulsion.

The instructors need to fill out "the application form of instructors amending the semester grades," and then submit it to the chief of the section and reviewed by Division of Academic Affairs.

(2) The amendment is related with either fail-pass or expulsion.

- A. Please follow the first procedure if the error is found before the deadline of inputting semester grades.
- B. If the error is found after the deadline of inputting semester grades., the faulty instructors should provide explanations in person and the case must be reported to the academic affairs meeting. The grades will be amended after the case is passed the academic affairs meeting.

The aforementioned faulty input by the instructors refers to the case of mis-inputting the grades or calculation mistakes. If it is not the case, any application for grades amendment will be rejected.

Amending the grades shall be no later than the class-beginning of the next semester. The cases of grades amendment, approved by the resolutions in NUK related meeting of appeals or other channels of administrative remedies, are not under the restrictions on the reasons and deadlines stated in (2) and (3).

Article 10. The regulations are passed in the Academic Affairs Meeting, and then announced to carry into execution. When there is a need to make amendments, the procedure is the same as the aforementioned.