

# National Chi Nan University Guidelines for the Processing of Student Academic Grades

Approved at the 3rd Academic Affairs Meeting  
of the 89<sup>th</sup> Academic Year on May 17, 2001

Amended Article 3.4 at the 6th Academic Affairs Meeting  
of the 92<sup>nd</sup> Academic Year on May 26, 2004

Amended Articles 3, 7, and 10 at the 2nd Academic Affairs Meeting  
of the 95<sup>th</sup> Academic Year on September 20, 2006

Amended Articles 1, 2, 3, 4, 6, 10, and 12 at the 3rd Academic Affairs Meeting  
of the 100<sup>th</sup> Academic Year on October 26, 2011

Amended Articles 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 at the 6th Academic Affairs Meeting  
of the 107<sup>th</sup> Academic Year on May 8, 2019

1. National Chi Nan University (hereinafter referred to as “the University”) has established these Guidelines in accordance with Article 24, Paragraph 2 of the University Academic Regulations to govern matters related to the processing of student academic grades.
2. The method of evaluating semester grades for each course at the University shall be determined by the course instructor and must be clearly outlined in the course syllabus.  
Course instructors shall complete the evaluation of academic grades and submit them to the Registration Section of the Office of Academic Affairs within two weeks after the final examination period (if the deadline falls on a holiday, it shall be extended to the first working day thereafter). If an instructor fails to submit grades within the specified period, they must—unless a valid reason has been provided and a “Deferred Grade Submission Application Form” has been completed within the original deadline—obtain approval from the head of the offering department and the dean (or the Director of the General Education Center), and final authorization from the Dean of Academic Affairs. Grades must then be submitted before the extended deadline. Otherwise, the Office of Academic Affairs shall refer the matter to the offering department, which shall notify the instructor to report to the Academic Affairs Meeting.
3. The extended deadline mentioned in the preceding paragraph shall be ten days before the start of classes in the following semester for the first semester, and July 31 for the second semester. If grades are still not submitted by the extended deadline, the Registration Section of the Office of Academic Affairs shall refer the matter to the offering department, which shall notify the instructor to report to the Academic Affairs Meeting.
4. The University issues academic transcripts in both Chinese and English. Transcripts contain records of the courses taken, credits earned, and grades received by students during their period of study. Grades on the Chinese transcript are presented using a percentage scale. Grades on the English transcript are also shown in percentages, with corresponding grade points (GP) converted according to the following scale:

Score Range		100~80	79~70	69~60	59~50	49~0
Undergraduate	Grade	A	B	C	D	E
	GP	4	3	2	1	0
Graduate	Grade	A	B	C	D	E
	GP	4	3	2	1	0

**5. Except for special courses where a Pass/Fail grading system is used, instructors shall evaluate student performance using a percentage-based grading system.**

The “Semester Grade” field on the academic grade submission form submitted by the course instructor must not be left blank. Any blank entry will be recorded as a grade of zero.

In accordance with Article 3, for instructors who have been approved for a deferred grade submission, any grades not yet finalized within the extended deadline must be indicated using the designated code in the University’s grade reporting system.

6. If a student has any course with an unfinalized grade for the semester, the semester grade point average (GPA) will not be calculated.

For the academic grade submission form provided by the course instructor, all entries—except those printed by machine, which must be printed in black—must be filled out using black, blue, or red ink. Pencils are not permitted. Instructors must also sign or stamp the form and include the date.

If any grade is altered, the instructor must sign or stamp next to the correction.

The grade submission forms mentioned in the preceding paragraph shall be permanently archived by the Registration Section of the Office of Academic Affairs. If a course instructor submits grades through the online system but fails to submit the required hard copy of the grade form as specified and does not do so even after being notified by the Registration Section, the Registration Section shall print the grades, indicate the reason and date, and preserve the printed copy permanently. In the event of any future disputes, the printed copy held by the Registration Section shall serve as the official record.

7. All examination papers and original grading records for each course taken by students during their time at the University shall be properly retained by the course instructor for one year. However, materials that have already been returned to students are exempt from this requirement. For departments that conduct qualifying examinations for graduate students, the exam papers must be retained by the department until the student graduates or withdraws from the University.
8. If a student has any questions regarding their semester grade, they should first consult the course instructor for clarification. If the concern remains unresolved, the student may submit a written request for a grade review to the course-offering unit no later than two weeks after the start of the following semester. The head of the offering unit or a designated faculty member shall handle the review and may convene a meeting for discussion if necessary. The offering unit must notify both the student and the course instructor of the outcome in writing within four weeks of receiving the grade review request.
9. If a student’s exam papers, assignments, reports, or other graded materials have not been returned, the student may request to review their original graded materials during the grade review process. However, they may not request to photocopy or borrow them. For materials that have already been returned, if the student does not raise any objections within the time specified by the instructor (or within one week of their return if no time is specified), no further objections may be made.
10. If a grade correction is required following a review, the course-offering unit shall handle the correction in accordance with the relevant grade correction procedures outlined in the University Academic Regulations.
11. If the student disagrees with the result of the grade review provided by the course-offering unit, they may submit a written appeal within two weeks of receiving the notification. The appeal must include specific evidence of improper grading, calculation methods, or procedural issues in the review process. The written appeal shall be submitted through the department (or graduate institute or degree program) and college to the Office of Academic Affairs for deliberation at the Academic Affairs Meeting. If the appeal involves a grade correction, the correction shall only be approved with the consent of at least two-thirds of the members present.

12. The decision of the Academic Affairs Meeting shall be communicated in writing by the Office of Academic Affairs to the student, the course-offering unit, and the course instructor. If the student remains dissatisfied with the decision, they may file an appeal in accordance with the University's Student Grievance Regulations.
13. These Guidelines shall be implemented upon approval by the Academic Affairs Meeting and ratification by the University President.