

National Chi Nan University Guidelines for the Processing of Students Academic Grades

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

Amended Article 3, 4 at the 6th Academic Affairs Meeting of the 92nd Academic Year on May 26, 2004

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

Amended Articles 1, 2, 3, 4, 6, 10, and 12 at the 3rd Academic Affairs Meeting of the 100th 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 107th Academic Year on May 8, 2019

Amended Articles 3, 5, 7 at the 6th Academic Affairs Meeting of the 115th Academic Year on April 8, 2026

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.
3. To ensure that students’ eligibility and rights concerning employment, further studies, scholarships applications, and department transfers, minors, double majors and other related matters remain unaffected. Course instructors shall complete the evaluation of academic grades within two weeks after the final examination period (if the deadline falls on a holiday, it shall be postponed to the first working day thereafter). Instructors shall upload and register the grades in the School Information System database. Grade submission shall be deemed complete once the grades have been entered and the upload has been confirmed. If grades are not uploaded within the prescribed deadline, the matter shall be referred by the Office of Academic Affairs to the course-offering unit, which shall notify the instructor concerned to present a report at the Academic Affairs Meeting, unless the instructor, due to special circumstances, has applied within the prescribed period through the School Information System to print the “Application Form for Extension of Academic Grade Submission,” obtained the approval and signatures of the head of the course-offering unit and the dean (or the Director of the General Education Center), and received authorization from the Dean of Academic Affairs. In such cases, the grades shall be submitted before the expiration of the approved extension period.

The deadline for the extension referred to in the preceding paragraph shall be ten days prior

to the first day of classes of the following semester for the first semester, and July 31st for the second semester. If the grades are still not submitted by the extended deadline, the Office of Academic Affairs shall refer the matter to the course-offering unit, which shall notify the instructor concerned to present a report at the Academic Affairs Meeting.

4. The University issues academic transcripts in both Chinese and English versions. The transcripts record the courses taken, credits earned, and grades obtained by students during their period of study at the University. Grades on the Chinese transcript are presented in percentage scores. Grades on the English transcript are also presented in percentage scores, together with the corresponding Grade Points (GP) converted from the percentage grading scale in accordance with the conversion table below.

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 in which grades are assessed on a Pass/Fail basis, instructors shall evaluate student performance using the percentage grading system.
6. If a student has any course for which the semester academic grade has not yet been finalized, the student's semester grade point average (GPA) shall not be calculated for that semester.
7. During a student's period of study at the University, examination papers and all original grading records for each course 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 or graduate institutes that administer graduate qualification examinations, the examination papers shall be retained by the respective department or institute until the student graduates or withdraws from the University.
8. If a student has any questions regarding their semester academic grades, the student shall first consult the course instructor for clarification. If questions remain unresolved, the student shall submit a written application for grade review to the course-offering unit no later than within two weeks after the beginning of classes in the following semester. The review shall be handled by the head of the course-offering unit or a faculty member designated by the unit, and a meeting may be convened for discussion when necessary. The course-offering unit shall, within four weeks from receipt of the student's written application for grade review, provide written notification of the review results to both the student and the course instructor.
9. If the original graded materials, such as examination papers, assignments, reports, or other evaluation records, have not been returned to the student, the student may request to review such original grading materials during the grade review process; however, the student shall not request photocopies or removal of the materials from the premises. For examination papers, assignments, reports, or other graded materials that have already been returned to the student, no further objections may be raised if the student fails to do so within the period prescribed by the instructor (or within one week after their return if no such period is specified).
10. If a grade revision is required after the completion of the grade review, the course-offering unit shall process the correction in accordance with the procedures governing grade

amendments as prescribed in the University's Academic Regulations.

11. If a student remains dissatisfied after receiving the notification of the grade review result from the course-offering unit, the student shall, within two weeks from receipt of the review result, submit a written appeal through the department (graduate institute or degree program) and college to the Office of Academic Affairs for referral to the Academic Affairs Meeting for deliberation. The appeal shall include specific evidence of improprieties relating to grading, grade calculation methods, or the procedures followed by the course-offering unit in handling the review. If the matter involves a grade correction, such correction shall require the approval of more than two-thirds of the members present at the meeting before it may be made.
12. The resolution of the Academic Affairs Meeting shall be formally notified 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 resolution, the student may file an appeal in accordance with the University's Student Grievance Regulations.
13. These Guidelines shall be approved by the Academic Affairs Meeting and submitted to the University President for ratification before being announced and implemented.