

## Yuan Ze University Guidelines Governing Academic Grading

Passed by the 4th Academic Affairs Meeting of the 2022 School Year, March 1, 2023

Passed by the 5th Academic Affairs Meeting of the 2024 School Year, April 23, 2025

- Article 1 Yuan Ze University Guidelines Governing Academic Grading are formulated to process the affairs of academic grading.
- Article 2 Course instructors shall upload all grades to the online grade submission system within the designated time limit specified in the academic calendar for each academic year. In order not to hinder students' rights concerning their further studies, employment, scholarship application, change of majors, minor studies, or double majors, instructors who have not turned in students' grades by the deadline shall be notified by the Office of Academic Affairs to expedite the process. The department offering the course shall also be notified to assist with expediting the process. If a student is unable to obtain their final exam results due to certain circumstances, resulting in the instructor's inability to upload the grades, the instructor shall submit a written request in advance with an explanation for the delay in submitting the grades and an estimated date for the resubmission of the grades. The resubmission of grades shall be completed no later than the final exam of the following semester. Upon approval of the Academic Dean can the delay of grade submission be allowed.
- Article 3 All instructors shall preserve students' midterm and final exam papers, term projects or reports for one semester since the end of the current semester. The preserved term papers and reports will be references once any dispute over grades occurs.
- If it is necessary to change a student's grade after being uploaded to the online grade submission system, the instructor shall submit a written request along with relevant supporting documentation. Upon approval from the department chairman or office director, the process will be carried out according to the following procedures:
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 Academic Dean.
  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 Academic Affairs Meeting which the instructor shall

attend to provide an explanation.

3. If an application for changing a grade requires review by the Academic Affairs Meeting, it shall be submitted no later than the convening of the first Academic Affairs Meeting of the following semester. If the whole process of grade correction completes at a time that has passed the beginning of the ranking process, reranking will not be permissible (except for graduation rankings), in order not to hinder other students' rights,

Article 4 Rankings of grades are divided into the following types according to classes, departments (majors, groups (not include the grouping of students based on their enrollment statuses)):

1. Semester grade ranking: indicates the average semester grade ranking of a student who engaged in studies during the semester.
2. Academic year grade ranking: indicates the average grade ranking of two semesters of a student who engaged in studies during the academic year.
3. Grade ranking of each year of the previous studies: indicates the rank of all the grades from previous semesters since the beginning of the one's studies.
4. Graduates' grade ranking: indicates the average previous semesters' grades of those who graduated in the same year.

Article 5 Retaking a course that has already been passed is limited to one time, and both grades will be recorded on the transcript (i.e., the same course will appear twice with separate grades). Both grades will be included in the calculation of the graduation GPA; however, only one set of credits will be counted toward graduation requirements..

Article 6 Matters not specified herein shall be governed by "Yuan Ze University Study Regulations" and other relevant provisions.

Article 7 These regulations will be adopted by Academic Affairs Meeting before ratification and implementation, as shall amendments when they are made.