

Yuan Ze University Guidelines Governing Academic Grading

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

- 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, re-ranking 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.

Those who graduate in the first semester will not be ranked in the graduating class until the second semester; if they apply for a transcript of their results for all academic years, this transcript will only include historical rankings without the final graduates' ranking. If they require the graduates' ranking to be included, the transcript will need to be requested after the processing of the next semester's grades.

Deferred students will not be ranked because of the relatively small number of students and huge differences between their course sets.

Grade ranking shall be completed before the first week of class in the following semester. Upon completion, class rankings shall not be changed. The GPA is rounded off to the second decimal place.

Article 5 Matters not specified herein shall be governed by "Yuan Ze University Study Regulations" and other relevant provisions.

Article 6 These regulations will be adopted by Academic Affairs Meeting before ratification and implementation, as shall amendments when they are made.

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.