

National Chengchi University Student Grade Directives

June 11, 2003	Passed by the Academic Affairs Meeting
June 05, 2006	Article 4 Amended and Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2005
March 10, 2008	Articles 6 and 7 Amended and Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2007
November 09, 2009	Articles 3 and 6 Amended and Passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2009
June 04, 2012	Article 3 Amended and Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2011
October 27, 2014	Articles 2 and 3 amended, Articles 4 and 8 added, and Articles 4, 5, 6, 7 and 8 renumbered by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2014
June 01, 2015	Articles 5 and 7 amended and Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2014
June 05, 2017	Articles 4,6 and 7 amended, Articles 4 and attachment added, and Articles 4,5, 6,7,8,9and 10 renumbered by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2016
October 11, 2017	Promulgated via official letter Cheng Chiao Tzu No. 1060029774
October 17, 2022	Articles 8 and 9 amended and Passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2022
November 28, 2022	Promulgated via official letter Cheng Chiao Tzu No. 1110037256
June 03, 2024	Articles 8 amended and Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2023
July 09, 2024	Promulgated via official letter Cheng Chiao Tzu No. 1130022117

Article 1 National Chengchi University (NCCU or “the University”) formulates these directives to manage matters related to student semester grades.

Article 2 Matters relating to the means through which NCCU instructors assess students' performance for a semester and grade submission deadlines are governed by NCCU University Regulations.

Article 3 Ph.D. and MA students for whom the course instructor is unable to complete grade assessments within the given deadline for reasons attributable to the students' conduct may be temporarily given an "I" (stands for INCOMPLETE) for the assessment. In such cases, students would be required to make up for the incomplete assessment before the final exam of the following semester, otherwise they will be graded zero for the whole course.

For undergraduate students who concurrently study MA or Ph.D. courses, instructors are still required to submit grade assessments within the deadline specified in the University Regulations to facilitate ranking for undergraduate programs.

Article 4 Academic transcripts of NCCU students are provided in Chinese and English. Academic transcripts record the courses, credits, and scores of the students during the duration of their study. Chinese academic transcripts are provided in percentages. English academic transcripts for students who graduated or discontinued their studies before the 2016 academic year (inclusive) are provided in percentages. The grades of students graduating or discontinuing studies in the 2017 academic year or later shall be converted from the NCCU percentage system to the letter grading system in accordance with the NCCU percentage system conversion table. (Please refer to attached table)

Article 5 Teachers shall grade students based on the percentage system, with the exception of special subjects that are graded on a pass or fail basis.

Instructors shall submit grade assessments either via the online system or on paper to the Office of Academic Affairs for record keeping.

Students' grades will be kept indefinitely once they have been recorded in the system.

Instructors shall keep their grade assessment reports for 10 years starting from the academic year the course begins.

Grades captured by the grade system are considered official and final. Students who have doubts with regards to their grades need to first verify with the Office of Academic Affairs on whether errors have been made when capturing paper-based grade sheets onto the system. If no error is found on data capture or if the instructor had submitted grades via the online system, then students will be referred to the instructor or the course

organizer for assistance. Students may file appeals if they find that their queries have not been properly addressed.

Article 6 For NCCU undergraduate programs, students' grades may be ranked by classes (and in two separate classes for dual-class programs). Students with the same grade average shall be ranked by taking into consideration of the following:

1. The number of credits earned.
2. The number of courses failed.

Students who earn 9 credits or fewer in a given semester will not be ranked for that semester. The ranking does not apply to Ph.D. or MA courses due to their smaller size and more diversified course subjects.

Article 7 The grades of NCCU students in courses provided by other domestic universities that are graded based on the letter grading system shall be converted to the percentage system in accordance with the NCCU percentage system conversion table which implement from 2017 academic year.

Article 8 The grades of NCCU students for courses taken in Interscholastic course selection, overseas exchange programs and University System of Taiwan exchange student programs may be used as substitutes in accordance with the NCCU Regulations for Credit Exemption.

Credits for subjects taken by students from various colleges and departments during overseas exchanges will be transferred based on the education system adopted by the exchange school:

1. For schools in the United States, Canada, Japan, Singapore, South Korea, Mainland China, Hong Kong, and Macau that use the semester system: credits will be directly

converted to NCCU credits (rounded to the nearest integer).

2. For schools using the European Credit Transfer and Accumulation System (ECTS), Swedish credits, or Russian credits: credits will be transferred to NCCU credits at a ratio of 1/2 (rounded to the nearest integer).
3. For schools using the British Credit Accumulation and Transfer Scheme (CATS): credits will be transferred to NCCU credits at a ratio of 1/4 (rounded to the nearest integer).
4. For schools in other regions or systems: credits will be transferred to NCCU credits based on 18 lecture hours per NCCU credit (rounded to the nearest integer). However, the Respective academic program may refer to the course syllabus or other approved transferred methods to confirm the credited hours.

Article 9 NCCU has canceled the issuance of semester grade notices since the 2022 academic year.

Article 10 The Directives shall be passed by the Academic Affairs Meeting and implemented. Any amendments shall be processed accordingly.

NCCU percentage system conversion table

I. Students who graduated or discontinued their studies before the 2016 academic year (inclusive)

Percentage range		100~80	79~70	69~60	59~50	49~0
Undergraduate	letter grading	A	B	C	D	E
	GP	4	3	2	1	0
Graduate	letter grading	A	B	C	D	E
	GP	4	3	2	1	0

passing score of undergraduate student is 60(C)

passing score of graduate student is 70(B)

II. Students graduating or discontinuing studies in the 2017 academic year or later

Percentage range	100~90	89~85	84~80	79~77	76~73	72~70	69~67	66~63	62~60	59~50	49~1	0
letter grading	A+	A	A-	B+	B	B-	C+	C	C-	D	E	X
GP	4.3	4	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0.0	0.0
converted from the letter grading system to the percentage system	95	87	82	78	75	71	68	65	61	55	49	0

passing score of undergraduate student is 60(C-)

passing score of graduate student is 70(B-)