

[Promulgated on April 17, 2019]

NATIONAL TAIWAN UNIVERSITY

Regulations Governing Grade Submission and Correction by Faculty Members

- June 09, 2003 Passed by the adjourned 2nd Academic Affairs Meeting, spring semester, Academic Year 2002–03
- March 23, 2007 Amended and passed by the 1st Academic Affairs Meeting, spring semester, Academic Year 2006–07
- October 13, 2008 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2008–09
- October 15, 2010 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2010–11
- June 10, 2011 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2010–11
- January 06, 2012 Amended and passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2011–12
- October 12, 2012 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2012–13
- June 07, 2013 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2012–13
- January 08, 2016 Amended and passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2015–16
- March 17, 2017 Amended and passed by the 1st Academic Affairs Meeting, spring semester, Academic Year 2016–17
- June 09, 2017 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2016–17
- October 19, 2018 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2018–19
- March 22, 2019 Amended and passed by the 1st Academic Affairs Meeting, spring semester, Academic Year 2018–19

Article 1 The *National Taiwan University* (“the University”) *Regulations Governing Grade Submission and Correction by Faculty Members* (“the Regulations”) are formulated to regulate grade submission and correction by faculty members.

Article 2 The term “grades” as referred to herein shall apply to students’ academic performance, including semester grades for all courses taken, semester grades for students taking make-up examinations, and summer session grades, but excluding master’s thesis and doctoral dissertation grades.

The term “make-up examinations” in the preceding paragraph refers to examinations for students who have applied with the Office of Student Affairs for a leave of absence during the final examination week in accordance with the University’s *Regulations Governing Student Leave Requests*.

Article 3 All semester and summer session grades shall be determined by daily academic performance results, quizzes, midterm examinations, final examinations, or other appropriate evaluation methods. The final grades for students taking make-up examinations shall be calculated in the same way, with grades for the make-up examinations replacing the final examination grades.

The weight of each graded item, as listed in the previous paragraph, shall be

determined by the course instructor and clearly indicated in the course syllabus to ensure that students understand the requirements.

For absences from tests or failure to submit assignments or reports, a score of zero shall be assigned only to items that students are absent from or fail to turn in.

Article 4 Grading and academic performance assessment shall be handled in accordance with the University's *Regulations Governing Grading and Assessment of Academic Performance*.

Courses of a special nature may be graded with a pass/fail grading system after passage by the method following approval at an Academic Affairs. The score for a make-up examination taken after an absence from the final examination due to official duties, illness, childbirth, or the death of a spouse or relative within the second degree of kinship shall be calculated based on the actual results assessed by the course instructor. However, students who are absent from the final examination due to personal matters and who subsequently pass the make-up examination shall receive a C- (undergraduate students) or B- (postgraduate students).

Article 5 Course instructors shall enter and confirm students' grades via the Online Grading System to complete the grade submission process. Instructors may save or print a copy of the grade submission results to keep as a record for future reference. In the event of a dispute, grades may be corrected in accordance with applicable regulations.

Article 6 Course instructors shall select the "Grade to be sent" remark via the Online Grading System for grades yet to be determined and submit them along with those already determined prior to the submission deadline. Once the outstanding grades are determined, instructors shall repeat the grade submission process via the Online Grading System. The deadlines stipulated in Article 7 herein shall still apply.

Article 7 Grades shall be submitted to the Office of Academic Affairs by the following deadlines:

1. Semester grades shall be submitted within 10 days of the day following the last day of final examinations, as announced in the academic calendar.
2. Semester grades for students taking the make-up examination shall be submitted within 3 days of the day following the last day of make-up examinations, as announced in the academic calendar.
3. Grades for summer session courses shall be submitted within 3 days of the day following the final examination of each course.

If the deadline falls on a holiday, the grade submission period shall be extended to the next business day.

Article 8 To minimize the impact of late grade submissions on students' plans to seek employment, pursue further studies, or apply for scholarships, a change of major, a minor, or a double major, the Office of Academic Affairs shall issue reminders to course instructors who miss the grade submission deadlines stipulated herein with a carbon copy sent to the supervisor of the course-offering academic unit to assist in expediting grade reporting. Severely overdue submissions shall be reported to the Administrative Meeting.

Two weeks after the stipulated deadline, the Office of Academic Affairs shall announce the date on which at least 50% of the grades for each course are reported.

Article 9 Instructors of courses which are offered during the regular academic year but have curricular or internship requirements that can only be completed during winter/summer vacation, and who therefore are unable to complete the grade submission process by the deadlines stipulated in Article 7 herein, shall indicate this circumstance in the course syllabus and, by the last day of the add/drop period for the semester in which the course is offered, fill out an Application Form for Deferral of Grade Submission, receive the signed approval of the supervisor of the course-offering academic unit, and notify the Office of Academic Affairs of the actual course conclusion and grade submission dates. However, the grade submission date shall be no later than the start of classes of the following semester, as announced in the academic calendar.

Late grade submission for any other reason must be approved by the Vice President for Academic Affairs with the after obtained agreement of the supervisor of the course-offering academic unit.

Article 10 A grade not submitted by the start of classes of the following semester, as announced in the academic calendar, shall be recorded as “X” for the purposes of graduation rankings, outstanding academic achievement rankings for undergraduate students, rankings of graduating students for master’s program admission via recommendation and screening, and the compilation of the list of students ordered expulsion from the University.

Article 11 Grades shall not be revised once submitted. However, in the event that the course instructor makes an error, a correction may be made in accordance with the following procedures, depending on the severity of the error:

1. In the event of an input error or an apparent miscalculation, or if a zero or missing grade is entered when an actual grade should be assigned, the course instructor may fill out a “grade correction application form” and submit it, along with the original copy of the examination paper, grading record, and/or other necessary proofs, to the supervisor of the course-offering academic unit and the Office of Academic Affairs for approval.
2. In all other circumstances, the course instructor may fill out a “grade correction application form” and submit it, along with the original copy of examination paper, grading record, and/or other necessary proofs, to the supervisor of the course-offering academic unit, who shall convene an academic program affairs meeting or curriculum committee to discuss the matter. If approved, the application shall be forwarded to the Office of Academic Affairs for approval by the Vice President for Academic Affairs before taking effect.

Article 12 Grade correction applications must be completed within the first week of classes in the following semester, as announced in the academic calendar. To safeguard the rights and interests of other students, in the event that a grade correction is processed after the compilation of academic performance rankings, no changes shall be made to the list.

Article 13 Course instructors shall inform students of their contact information by the end of the semester to prevent students' inability to reach them by the grade correction deadline in the event of a dispute.

Article 14 Course instructors shall remind students during class to retain all examination papers, assignments, and reports for future reference, if they are to be returned to the students.

Grade correction applications submitted without the original copies of examination papers, assignments, reports, and grading records shall not be approved.

Article 15 The Regulations shall be passed by the Academic Affairs Meeting and implemented on the date of promulgation.