

# Chung Yuan Christian University (CYCU)

## Directions for Student Grades

October/3rd, 1997. Passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 1997-1998.  
March/20th, 2003. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2002-2003.

July/1st, 2016. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2015-2016.

Amended by August/25th, 2016, Order No. 1050002657

June/23rd, 2017. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2016-2017.

June/26th, 2019. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2018-2019.

July/20th, 2022. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2021-2022.

September/20th, 2023. Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2023-2024.

March/20th, 2024. Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2023-2024.

Article 1 Chung Yuan Christian University (hereinafter referred to as the University) has formulated the "CYCU Directions for Student Grade" (hereinafter referred to as these Guidelines) to promptly avoid confusion and to protect student's rights when it comes to dealing with problems about grades.

Article 2 The grading of students should follow the "CYCU Academic Policies" and "CYCU Directions for Student Grade".

Article 3 Student outcome measures should follow the principles of fairness, openness, and diversity. Each subject's way of grading should follow the learning activities that are regulated in the "CYCU Curriculum Guidelines and Lesson Planning System." Teachers may not use only one kind of learning activity as the grading criteria for the final grade.

Article 4 Teachers should log the grades of their students on i-learning once all of the subject's grading criteria are calculated, for they are available to be seen by the students. This is for the students to know their academic performance so they can adjust their ways of studying, and learning attitude and reduce their doubts about the teacher's grading.

Article 5 The deadlines for uploading grades by instructors are as follows:

- I. Undergraduate courses: Grades should be uploaded within fourteen days after the end of the semester exam week.
- II. For graduating classes in the second semester, grades should be uploaded within seven days after the end of the graduation exam week.
- III. For graduate courses, the deadline for grade uploads follows the regulations for undergraduate courses. However, instructors may upload grades earlier during the graduation exam week for classes in the second semester if they meet the minimum years of study for that program.

Teachers should make sure the calculation and logging are correct and complete. For the students who did not pass the class, teachers should recalculate the grades again for confirmation. All subject grades that have been uploaded onto the grade logging platform cannot be changed. Every column of learning activity grades and final grades cannot be null.

For verified make-up exams of subjects that attend the school's unified examination, the grades should be handed personally or sent with promptly registered mail to the Curriculum and Registration Division of the Office of Academic Affairs in paper forms within seven days after the make-up exam. (Including all of the subject's learning activities grade.)

- Article 6 Reports, quizzes, and midterm exam papers that are to be graded should be returned to students or kept by the teacher for a year. Final exam papers should be kept by the teacher for a year. This is due to the policy of fairness and openness of student's academic performance and avoiding conflicts related to grades.
- Article 7 Records will be written when teachers submit late grades and request grade correction. These records would be used later for judgment of further employment and various teaching evaluations. In severe cases that would cause grievance or litigation, the teacher should pay for the fees related to the case as well as the correspondence administrative and law responsibilities.
- Article 8 Students who missed their exams should be graded with zero, with no makeup exams.
- Article 9 Fresh graduates who attend courses during their current year cannot take exams early, they should attend exams just like their juniors.
- Article 10 If the student's grades have errors on calculating or logging that need to be changed or grievance, the teacher needs to apply the request a week before the next semester of the error at the latest. The reasons for this request do not include those that are caused by the student himself or herself. When applying, it should be in paperwork with correspondence evidence, sent to the class's designated unit director for approval, and then taken to the Academic Affairs Conference for deliberation. When needed, the teacher of the class should attend the conference as well for an explanation.
- Article 11 If the student has questions about his or her grade, and the teacher confirms to not change the grade. Students can submit the "At School Grades Doubt Explanation" form to the Dean for verdict after his or her teacher's literal explanation. If the student is not happy with the result, they can air their grievance according to CYCU's Student Grievance Regulation.
- Article 12 Matters that this regulation did not cover will be covered by the CYCU Academic Policies.
- Article 13 The Guidelines shall take effect after they are approved at the Academic Affairs Meeting and announced by the President. The same shall apply to all subsequent amendments.