

# **National Taipei University of Education**

## **Regulations for Student Grade Management**

Passed by the NTUE 1997 Academic Year, First Semester, Second Academic Affairs Meeting, Dec. 24, 1997  
Amended and approved by the 2001 Academic Year, First Semester, First Ad Hoc Academic Affairs Meeting, Aug. 1, 2001  
Amended and approved by the 2020 Academic Year, Second Semester, Second Academic Affairs Meeting, May 19, 2020  
Submitted for reference via Official Letter MOE-Tai-Jiao-Gao (2) No. 1100089660, dated Jul. 13, 2021

### **Section I General principles**

Article 1 These Regulations are formulated based on the NTUE Charter, Chapter 2, Section VIII, “Grade Reporting”, Articles 41 to 49.

### **Section II Recording and submitting grades**

Article 2 For all courses they are teaching, instructors shall log and submit student grades before the applicable deadline. Such submission deadlines are as follows:

- A. Semester grades shall be submitted within two weeks after the end of finals week for the class semester in question.
- B. Bachelor’s degree summer course grades shall be submitted within three days of completing the summer course in question.
- C. If master’s/doctoral degree courses are given during the summer, such grades shall be submitted within two weeks of completing the summer course in question.

Article 3 Logged student grades shall be based on student enrollment lists. For each class, the instructor shall award grades to all students whose names are present on the enrollment list.

Article 4 Instructors’ grades shall be awarded in the following manner:

- A. Within the open grade logging period, by going into the system and entering the grades.
- B. Saving and submitting grades:
  - i. When logging grades, if a portion of a grade is missing, the instructor may enter “W” in the Grade column, or may submit a partial grade; however, the full grade must be submitted before the deadline.
  - ii. Once grades have been submitted, they cannot be modified; instructors must double-check grades before submitting them.
- C. Printing: Having completed the grade submission process, each instructor must print off and retain a record, to allow for later review.
- D. With co-teaching courses, the department/institute holding the course shall designate one instructor to log and enter grades for that course.

### **Section III Late submission and modification of grades**

Article 5 If an instructor’s personal reasons or a student’s unusual reasons result in an inability to submit the student’s grades within the stipulated deadline, a written application for late submission shall be made before the grade logging deadline expires.

Late submission shall not exceed one week after the formal first day of classes for the following semester; if this deadline is missed due to unusual student reasons, the grade

shall be recorded as zero, while if the deadline is missed due to instructor personal reasons, the grade shall be determined by the department/institute holding the course.

Article 6 It is important to avoid impacting all rights and interests, such as the student ranking list, advancement to other areas of study, and applications for scholarships, minors, and double majors. As such, if an instructor has not submitted student grades by the deadline and has also not applied for late grade submission, the Academic Affairs Office may notify the instructor and simultaneously notify the department/institute in which the class was held that grades are to be submitted. If the grades are not submitted even after notice to submit them is given, the Academic Affairs Office may compile them into a list, formally notify the relevant department/institute/college, and request that the President review the matter.

Article 7 Once a student's grades have been logged and submitted, if an instructor intends to change a student's grades due to causes other than those personally resulting from the student, the instructor shall, at the latest, submit the application within one week after the formal first day of classes for the following semester; the instructor shall also fill out a grade change application form, explaining the specific reasons for the change, and attach the original grade record and relevant test papers, homework, or other corroborating evidence. This application must then be approved by a meeting of the Department Affairs Committee, and the meeting minutes then signed and approved by the college dean and dean of academic affairs within two weeks after the formal first day of classes; when this has been done, the Academic Affairs Office handles the change of grade. When the course for such a change is not held by a department, the unit offering the course holds a relevant meeting and processes the request in accordance with the aforementioned regulations.

When an instructor returns test papers, homework, etc. to student(s), the instructor shall remind the student(s) to properly retain the materials for later reference.

When a change request does not have original grade records related to the calculated grade and the relevant test paper/homework/other corroborating evidence attached, the request will not be processed, nor will the change be made.

Article 8 If a late grade submission or grade change has not been submitted/the change process has not been completed within two weeks after the formal first day of classes, that student's late course grade shall not be calculated, and the course grade shall be calculated as per the original grade. When processing related to scholarship rankings is done, *ex post facto* recalculation of the scholarship ranking is not allowed, in order to avoid harming other students' rights and interests.

#### **Section IV Supplemental stipulations**

Article 9 These Regulations take effect when passed by the Academic Affairs Meeting, being approved by the NTUE president, and announced; they are then submitted to the Ministry of Education for reference.