

# Procedures for Calculation Standards of Students' Final Grades

Passed at the Academic Affairs Committee Meeting on June 6, 2002

Passed at the Academic Affairs Committee Meeting on May 3, 2012

- Article 1 Calculation of Students' Final Grades:
1. Calculation standards for classes with regular quizzes:
    - (1) Student Performance 30%. (Including homework, class notes, reports, quizzes, tests, and participation)
    - (2) Midterm Examination 30%.
    - (3) Final Examination 40%.
    - (4) Final semester grade = (1) + (2) + (3).
  2. Calculation standards for the classes without regular quizzes:
    - (1) Midterm Examination 40%.
    - (2) Final Exam 60%.
    - (3) Final semester grade = (1) + (2).
  3. Calculation standards for classes which do not have midterm examinations:
    - (1) Student Performance 30%. (Including homework, class notes, reports, quizzes, tests, and participation)
    - (2) Final Exam 70%.
    - (3) Final semester grade = (1) + (2).
- Article 2 Grading standards for students absent from midterm and final examinations due to illness and personal factors:
1. No makeup for midterm examinations will be made and the semester grade will be reduced by eight percent. The percentage originally assigned to the midterm will be added to the final.
  2. There will only be one makeup final examination. The grade for the makeup examination is based on a score of 60. If scores are above 60, any points above 60 will only be counted for half their original worth.
- Article 3 The grading standards for the students who have a legitimate reason (official leave, hospitalization, family death, maternity, or extraordinary circumstances) for absence from examination:
1. Midterm Examination: No penalty and no makeup.
  2. Final Examination: Only one makeup will be administered; no penalty for student's grade.

- Article 4 The final calculation of students' final grades for the semester is in accordance with General Provisions for Study. During calculation, all of the decimal places should be considered and sub-totals should not be rounded up.
- Article 5 If instructors set up grading percentages for quizzes, midterm, and final examination differing from those listed above (Article 1), they should report the changes to the department office within the first two weeks of the semester. After being approved by the Academic Affairs Division, the policy may be implemented.
- Article 6 Upon being approved at the Academic Affairs Committee Meeting and submitted to the president, these procedures were implemented.