

# **Wenzao Ursuline University of Languages**

## **Guidelines for Assessing Students**

Approved at the Academic Affairs Committee meeting on November 3, 2004  
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Ratified by the University President on November 5, 2013

Article I. These Guidelines are stipulated based on the University's Academic Policies.

Article II. Guidelines for student assessment of Junior College students are stated in a separate document.

Article III. Students' grades are assigned on a semester basis.

Article IV. Students' grades for courses (including internships and laboratory classes), conduct, physical education, and military training are assigned with 100 as the maximum grade, 60 as the passing grade for undergraduate courses, and 70 as the passing grade for graduate courses. With the approval of the Curriculum Committee, students may be assessed with "pass" or "fail."

Article V. Students' grades are assigned by stating the level of performance. Number grades and level of performance designations are stated below. (Average performance is the equivalent of a passing grade for undergraduate courses. Good performance is the equivalent of a passing grade for graduate courses.)

- A. Grades above 90 points represent exceptional performance.
- B. Grades above 80 and below 90 points represent very good performance.
- C. Grades above 70 and below 80 points represent good performance.
- D. Grades above 60 and below 70 points represent average performance.
- E. Grades above 50 and below 60 points represent below average performance.
- F. Grades below 50 points represent poor performance.

Article VI. The University issues transcripts in English. Stated below are the letter grade designations for each level of performance.

- A. Grades between 90 to 100 points are equivalent to an A+.
- B. Grades between 85 to 89 points are equivalent to an A.
- C. Grades between 80 to 84 points are equivalent to an A-.
- D. Grades between 75 to 79 points are equivalent to a B+.
- E. Grades between 70 to 74 points are equivalent to a B.
- F. Grades between 65 to 69 points are equivalent to a C.

G. Grades between 60 to 64 points are equivalent to a D.

H. Grades below 60 are equivalent to an F.

Article VII. In principle, students are assessed in the following three categories: formative assessments throughout the semester, mid-term exams, and final exams.

A. Formative assessments: Instructors can hold different types of assessments according to the characteristics of a specific class. Assessments can include written exams, oral exams, exercises, homework, reports, class participation, attendance, in-class notes and attitude towards learning.

B. Mid-term Exams: Mid-term exams are conducted in the format that individual instructors deem most appropriate.

C. Final Exams: Final exams are conducted in the format that individual instructors deem most appropriate.

Article VIII. The grade breakdown for each course is decided by individual instructors according to the teaching manual and the characteristics of the course. The final grade is calculated taking into account formative assessments throughout the semester, the mid-term exam and the final exam. The percentage of the total grade assigned to each assessment is decided by the instructors. However, these percentages must match what is stated in the course syllabus.

Article IX. At the first meeting of each semester, instructors should clearly state how grades for the course will be calculated to enable the students to understand and follow accordingly.

Article X. The recording of exam results should be done according to the following guidelines:

A. After final exams are completed, instructors should enter grades into the Grade Recording System within the prescribed time limit. Instructors should also submit printed copies of the grades to the head of their department, center and college. Once the documents are verified, they should be submitted by the department or center to the Registration Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education ) for permanent record-keeping.

B. Grades submitted by instructors to the Registration Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education) cannot be changed. If an error or omission is discovered in grade assignment or calculation, the matter should be resolved according to the Guidelines for Rectifying or Resubmitting Semester Grades.

Article XI. A student's average grade for all the semesters enrolled is his or her graduation grade. The method for calculating graduation grades is stated below:

A. The number of points earned is the result of multiplying the number of credits by the grade received.

B. The sum of all the credits taken is the total number of credits.

C. The sum of all the points earned is the total number of points earned.

D. The final average grade for a semester is obtained by dividing the

total number of points earned by the total number of credits taken during a particular semester.

- E. In undergraduate programs, a student's graduation grade is determined by the actual number of points earned divided by the total number of credits registered for during all semesters (including winter and summer terms).
- F. In graduate programs, a student's graduation grade is the average of two scores--the average of all semester grades and the score on the qualifying exam.
- G. The final average for each semester and the graduation grade are calculated including the grades for courses failed. Credits taken during the summer terms are not included in the calculation of semester grades but they are included in the graduation grade. Credits taken during the summer terms are included in the cumulative number of credits after each semester.
- H. Students' grades are rounded up to the next digit. The average grade for a semester and for graduation is calculated with one digit after the decimal point.
- I. Students' grades do not include grades for transfer, exempt or pass/fail courses.
- J. When an average semester grade column is left blank, a grade of zero is recorded.

Article XII. Students who fail a course may not take its make-up exam.

Article XIII. When an elective class is offered as a year-long class, a student must pass both semesters for the credits to be applied towards graduation requirements.

Article XIV. Students who do not pass required course must retake those courses.

Article XV. Students may not retake a course they have passed. Credits for a course for which a student has already passed are not recognized.

Article XVI. Students who miss an exam without requesting leave are considered to have been absent without leave and receive the score of zero for this exam.

Article XVII. Students who miss one third of the actual number of class sessions held (excluding mid-term and final exam weeks) receive a grade of zero for the course.

Article XVIII. Students who are not able to sit for exams may take make-up exams with the instructors' approval.

Article XIX. A student who violates rules during an exam will receive a score of zero for said exam as soon as the behavior is identified. Depending on the seriousness of the offense, other disciplinary action may be taken by the Office of Student Affairs according to the Guidelines for Awards and Disciplinary Actions.

Article XX. Grades for a particular semester earned by students who receive approval to withdraw are not included in grade calculations.

Article XXI. These Guidelines become effective after approval by the Academic Affairs Committee and ratification by the University President. Amendments must follow the same procedure.