

Wenzao Ursuline University of Languages

Guidelines for the Adjustment or Late Entry of Scores

Approved at the Academic Affairs Committee on December 17, 2003

Approved at the Academic Affairs Committee on June 2, 2004

Ratified by the President on June 18, 2004

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Ratified by the President on August 26, 2014

Approved at the Academic Affairs Committee on December 20, 2022

Ratified by the President on January, 2023

- I. The “Guidelines for the Adjustment or Late Entry of Scores, Wenzao Ursuline University of Languages” (hereinafter referred to as the Guidelines) is formulated with an aim to deal with instructors correcting semester grades, and based on “Wenzao Ursuline University of Languages Academic Policies” and “Wenzao Ursuline University of Languages Academic Policies for the Junior College Division.”
- II. Upon submission to the Registration Section of the Academic Affairs Office (Academic Affairs Section of Continuing Education Division), students' semester scores may not be altered without valid reasons.
- III. In the event that a student has doubts about the semester scores, the Guidelines for Verification of Student Grades and Handling Student Appeals shall be followed.
- IV. In the event that there are any errors or omissions in the submitted student scores due to negligence by the lecturer, the original lecturer shall file a written explanation following the date that the transcript of records is sent and no later than two weeks after the following semester has started. The following procedures shall be followed:
 - (1) If the miscalculation of the scores is due to the lecturer's negligence in reviewing the exam paper, the student's original exam paper shall be provided. The neglected answers shall be marked and mistakes in miscalculation shall be explained.
 - (2) If there is a miscalculation in the semester scores (including experiment), the original records used to calculate the semester scores and the lecturer's syllabus shall be provided.
 - (3) If there is a clerical mistake in inputting the scores, the original records should be provided.
- V. The application procedures (for correction or late entry) begin with the lecturer preparing the above-mentioned documents and submitting them to the chairperson of his/her department for verification. Corrections may be made after approval by the Academic Affairs Committee (or Meeting of Continuing Education Division). The chairperson of the department offering the course will be responsible for providing explanations, but the lecturer may be invited to

attend the meetings and provide explanations when necessary.

- VI. For the courses of graduate schools, if the scores cannot be determined before the deadline, the lecturer may give the student a grade of "I" (incomplete). Before the start of the following semester, the scores shall be provided for "I" (incomplete)" courses.
- VII. The "Guidelines for the Adjustment or Late Entry of Scores, Wenzao Ursuline University of Languages" (hereinafter referred to as the Guidelines) is formulated with an aim to deal with instructors correcting semester grades, and based on "Wenzao Ursuline University of Languages Academic Policies" and "Wenzao Ursuline University of Languages Academic Policies for the Junior College Division."
- VIII. If correction of scores may change the result of a student's dismissal from the University, the application for the correction shall be approved by the Academic Affairs Committee (or Meeting of Continuing Education Division) and ratified by the President.
- IX. Any matters not addressed in the Guidelines shall be handled in accordance with relevant guidelines of the University.
- X. The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.