

Ming Chuan University Procedures for Assigning Student Conduct Grades

Revised and passed at the University Affairs Committee Meeting on June 2, 2008

Discussed at the Regulation Committee on May 17, 2012

Passed at the University Affairs Committee Meeting on May 28, 2012

Passed at the University Affairs Committee Meeting on November 26, 2012

- Article 1 Ming Chuan University's grading rules for student conduct are based on Document Tai (86) Shun (2), Number 86088485 of the Ministry of Education.
- Article 2 Conduct grades are based on ethics, behavior, attitude, cleanliness, industrious, and personal reward and punishment records. The base semester conduct grade is 86 and will be adjusted according to students' performance.
- Article 3 Conduct is graded on 5 levels:
1. Distinction : 90 or above
 2. Grade of A: 80-89
 3. Grade of B: 70-79
 4. Grade of C: 60-69
 5. Grade of D: below 60
- Article 4 Grading Rules:
1. Points will be added or deducted for attendance.
 - (1) Students with perfect attendance for one semester without any demerit from the university will add six merit points. However, if students receive a demerit but have perfect attendance, three merit points will be added.
 - (2) Personal Leave: 0.05 Merit Points will be deducted per hour.
 - (3) Sick Leave: 0.03 Merit Points will be deducted per hour.
 - (4) Unexcused Absence: 0.5 Merit Points will be deducted per hour.
 - (5) Absence from class meetings without an adequate reason, students' conduct grades will be reduced (same as absence) and should be dealt with in accordance with Article 8 Item 6 of Student Merit and Demerit Procedures.
 - (6) Marriage Leave: Deduction same as personal leave. No marriage leave will be granted during the examination period.
 - (7) Compassionate Leave: Limitation is 14 days. No deduction or absence will be recorded.
 - (8) Official Leave, Internship Leave: No absence will be recorded if rules for leave are followed.

- (9) Meeting, Training, and Preparation Leave: No deduction will be made if rules for leave are followed.
 - (10) Pregnancy, Maternity, or Nursing Leave: Same as Official Leave. There will be no deductions or recorded absences. The student will not be awarded perfect attendance.
 - (11) Special Accident Leave: There will be no deductions or recorded absences. The student will not be awarded perfect attendance.
2. In the calculation of students' final conduct grades for the semester, grades with decimal values of .50 or higher will be rounded up to the nearest whole number.
 3. Merit and Demerit:
 - (1) Merits:
 - a. 1st Level Merit: 7.5 Merit Points are added.
 - b. 2nd Level Merit: 2.5 Merit Points are added
 - c. Recognition: 1 Merit Point is added.
 - (2) Demerits:
 - a. First Level Demerit: 7.5 Merit Points are deducted.
 - b. Second Level Demerit: 2.5 Merit Points are deducted.
 - c. Reprimand: 1 Merit Point is deducted.
- Article 5 The merits and demerits students receive each semester will be calculated into recorded for the current semester.
- Article 6 The merits and demerits students get during summer vacation (including summer session) and winter vacation (including winter session) will be recorded for the succeeding semester.
- Article 7 Students who receive an Award based on Article 3 Item 4 of Ming Chuan University's Merit and Demerit Procedures will have their Merit Points calculated as a Special Case by the Student Affairs Division.
- Article 8 Students will be expelled if their conduct grades go below 60 points.
- Article 9 The threshold for 2nd Level Expulsion in the Student Merit and Demerit Procedures is a conduct grade of 59. Once students enter an observation period, conduct grades will be calculated based on 60 points from the beginning of that period. When an Observation period is finished, basic conduct grades will return from 60 points to 86 points. Students will be expelled if their conduct grades fall below 60 points during the Observation period. Students who are retaking courses after their original graduation date will be forced to withdraw in accordance with relevant regulations for current students at the university if their conduct grades go below 60

points.

- Article 10 Except for Observation, students' Merit Points will be calculated for the current semester and will not be carried into the next semester. Students will start with 86 points each semester.
- Article 11 If a student performs well after he or she is punished by the university, instructors who are in charge of her or his case can appeal to reduce the point deduction by writing a report to the president. With the president's permission, the deduction may be cancelled; however, the demerits will remain on her or his record.
- Article 12 Graduate students' conduct grades are appraised by their class advisor or program director.
- Article 13 Upon being passed at the University Affairs Committee Meeting and reported to the president for approval, these procedures were announced and implemented.