

Explanation of the Letter Grading System

1. How are “pass” and “retake” defined?

- In the old system, the passing standards for graduate students is 70, and the passing standards for undergraduate students is 60.
- When a graduate student in the old system earns a grade of 60 or below, or an undergraduate student earns 59 or below, in a required course, the student must retake the required course.
- In the new system, the passing standards for graduate students is B-, and the passing standards for undergraduate students is C-.
- When a graduate student in the new system earns a grade of C+ or below, or an undergraduate student earns a D or F in a required course, the student must retake the required course.

2. How are mid-term and final grades entered?

- The input mechanism for mid-term grades is identical to that for final grades.
- Only numerical grades can be entered for students in the old system. The system does not accept letter grades as grades of a student in the old system.
- Letter grades shall be entered for students in the new system. If a numerical grade is entered, the system will automatically convert the grade to a letter grade under the new system conversion table.

3. How are mid-term and final grades announced?

- Mid-term grades are announced in the same way as final grades.
- For both students in the old and new systems, the transcript of records printed by the system are required to be announced after all grades have been entered. Estimated numerical grades should not be announced.

4. How are grades of the students in the old and new systems that are registered for and taking the same course handled?

- Letter grades must be entered for students in the new system (or numerical grades, which will be converted automatically by the system to letter grades). Only numerical grades can be entered for students in the old system.
- Please announce the transcript of records printed by the system. (Grades of a student in the new system will be in letter grades, while grades of a student in the old system will be in numerical grades.)

5. How are mid-term grades or final grades presented in the transcript of records?

- Mid-term grades are presented in the transcript of records in the same way that final grades

are presented.

- Numerical grades are presented in the transcript of a student in the old system, while letter grades are presented in the transcript of a student in the new system.

6. How are the numerical grades entered for a student in the new system processed?

- The system will automatically convert the grades into letter grades based on the new system conversion table.

7. How are grades given to students of other schools who have taken courses at Ming Chi?

- Students of other schools who take courses at Ming Chi starting from August 2016 shall be deemed as students in the new system. Their grades shall be processed like those of a student in the new system.

8. How is the average class grade calculated for a course?

- The average class grade for a course in the old system shall be the average of the numerical grades of the students.
- The average class grade for a course in the new system shall be the grade point average corresponding to the letter grades of the students.