Jiujiang University

General Office
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Management Measures for Course Retaking of Jiujiang University

To further standardize the management of course retaking, improve academic atmosphere and ensure talent training quality, these Measures are formulated in accordance with the relevant requirements of the Regulations on Course Assessment Management of Jiujiang University.

Article 1 Definition of Course Retaking Course retaking means that students re-study and take the examination of a previously taken course to obtain a better academic score.

Article 2 Eligibility for Course Retaking

1. Current students who have passed a course but are dissatisfied with the score.

2. Students who still fail a course specified in the training program after the regular makeup examination.

3. Students who were absent from the final assessment of a course.

4. Students who were disqualified from the final assessment of a course.

5. Students who received a zero score due to examination violations but have performed well after education.

6. Students who need to change from completion to graduation due to failed courses.

Article 3 Methods of Course Retaking

1. Retaking with Regular Classes Students applying for retaking are placed into regular teaching classes to study and take assessments together with first-time students. In principle, this method is adopted if the number of applicants is fewer than 25 for the same course. Time and venue are subject to the timetable of the assigned class.

2. Retaking in Specialized Classes If the number of applicants reaches a certain scale, the course-offering college shall set up separate classes for retaking students. In principle, separate classes shall be organized if the number exceeds 25. Teaching is delivered by

instructors in concentrated sessions, usually arranged in spare time or weekends, with time and venue coordinated by the college.

3. Self-Study Retaking With the approval of the course-offering college, students complete study independently under the guidance of instructors. This method is available only for special reasons including completion status, external internship, failure in the penultimate semester without course offering in the final semester, curriculum revision, scheduling conflict, etc. Students must fill in the Application Form for Self-Study Retaking of Jiujiang University. Students applying for self-study retaking must take the final assessment.

Article 4 Procedures for Current Students

1. Students submit a retaking application based on personal situation and course availability.

2. The student's college reviews qualifications and confirms the list of retaking students.

3. The course-offering college and Academic Affairs Office formulate teaching arrangements and assign teaching tasks.

4. Students select the retaking method and corresponding courses.

Article 5 Procedures for Graduates with Completion Certificates

1. Within the stipulated study duration, students fill in the Application Form for Self-Study Retaking of Jiujiang University and apply for retaking failed courses.

2. The student's college reviews the application.

3. The applicant pays retaking fees at the Finance Office with the application form.

4. The applicant submits the payment receipt to the Academic Affairs Office for review and approval.

5. The applicant reports to the course-offering college for retaking arrangement.

Article 6 Assessment of Retaking Courses

1. Students retaking with regular classes or via self-study take the same assessment as regular classes; no separate examination is arranged. Teaching units must include retaking students in the examination statistics.

2. Assessments for specialized retaking classes should avoid conflicts with university-wide examinations or cross-college public courses and are preferably scheduled in

Week 17 of each semester.

3. If a retake examination conflicts with a major course, students shall take the major course first. Those unable to attend the retake examination due to conflict must apply for deferred examination in advance and take the regular makeup at the beginning of the next semester.

Article 7 Grade Recognition for Retaking Courses

1. Grades for retaking with regular classes and specialized classes are calculated according to the normal assessment scheme and entered by instructors into the educational administration system.

2. Grades for self-study retaking are determined by the final examination score, collected by the academic affairs section of the course-offering college, and submitted to the Examination Affairs Center of the Academic Affairs Office for entry.

3. Retaking grades are recorded factually and do not overwrite original grades. The highest score appears on the transcript. Credits and GPA are awarded upon passing.

4. Students who fail to attend the assessment without valid reason after registration are recorded as absent with a score of zero.

5. Students who commit irregularities during retake assessments are recorded as violation or cheating with a score of zero.

Article 8 Tuition for Retaking Courses

1. Current students who still fail after regular makeup and apply for retaking are exempt from fees.

2. Former students who received completion certificates due to failure, and current students dissatisfied with scores, must pay a training fee of 4 RMB per class hour.

3. Fees are used for retaking teaching and management: 70% to the course-offering college for teaching management, practical sessions, instructor remuneration, etc.; 30% retained by the university for major and curriculum development.

Article 9 Supplementary Provisions for Retaking

1. Retaking registration is open in Week 2–3 of each semester. Late applications are not accepted.

2. Each course may be retaken only once. No makeup or second retaking is allowed for

failed retakes.

3. In principle, students may apply for at most four retaking courses per semester.

4. Instructors of retaking courses must prepare teaching plans and lesson plans, enforce classroom management, and implement all teaching procedures.

5. Teaching workload for retaking courses is counted as regular workload and included in annual total teaching workload. 6. Retaking scores are used only for graduation and degree review and official academic transcripts. University- wide merit evaluation and competitive selection are based on first- attempt scores.

Article 10 Scope of Application Undergraduate and junior college students with official student status of the university shall follow these Measures.

Article 11 Interpretation The right to interpret these Measures resides in the Academic Affairs Office of Jiujiang University.