

Policy No:	ACA-POL-0047
Policy Title:	Change of Grade Policy
Implementation Procedure:	Change of grade application procedure (ACA-PROC-0014)
Date of Issuance:	AY 2015-2016
Effectivity:	AY 2015-2016- Present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	ACA-POL-0016 - Change of Grade Policy
Purpose of Policy:	This policy details the terms and conditions in allowing change of grade in the collegiate department.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. Change of grade shall only be allowed as a result of Faculty Error. 2. Faculty Members who realized that grades have been erroneously reported are required to take the immediate and appropriate action to correct the error. 3. The same holds true if an erroneous grade has been established after review on personal initiative or in compliance with the directive of the Office of the Dean and / or on account of student's complaint. 4. When the Faculty Error is established on personal initiative or in compliance with the directive of the Office of the Dean or on account of the student, the Faculty Member involved should accomplish the FACULTY ERROR FORM (FEF). 5. The Faculty Member shoulders the payment of the processing of the FEF to the cashier. 6. In processing the FEF, the following supporting documents are required: <ul style="list-style-type: none"> • Copy of the Correct Grade Sheet duly signed by the Faculty Member involved, Program Chair and Dean. • Final Examination Paper / Research Paper / Project as prescribed by the Dean. 7. The Office of the Registrar holds the sole responsibility in correcting the grade of the student in the system.
Applicability:	Applicable to all collegiate and graduate school students.
Policy Approval Authority:	Office of the Vice President for Academic Affairs
Related Policies or References	<ul style="list-style-type: none"> • Grading System Policy (ACA-POL-0013) • Student handbook
Definition:	None
Prepared by:	Office of the Registrar
Approved by:	 <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> Rev. Fr. Clarence Victor C. Marquez, O.P.
Date Approved:	