

Policy No:	ACA-POL-0013																				
Policy Title:	College Grading System Policy																				
Implementation Procedure:	Student Grade Preparation Procedure (ACA-PROC-0025)																				
Date of Issuance:	SY 2008-2009																				
Effectivity:	SY 2008-2009 - Present																				
Page Number:	Two (2)																				
Office of Origin: (Policy Expert)	Vice-President for Academic Affairs (VPAA) VPAA, Dean, Academic Program & Area Chairpersons																				
"Supersedes" Notification:	None																				
Purpose of Policy:	This policy shall govern the basis of grading students.																				
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. A student shall not be given provisional, conditional, or temporary final grade for any curricular or component of a course in a given term.</li> <li>2. A student shall only be given a grade based on the numerical grading system described as follows: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Grade</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>95 – 100</td> <td>Excellent</td> </tr> <tr> <td>90 – 94</td> <td>Very Good</td> </tr> <tr> <td>85 – 89</td> <td>Good</td> </tr> <tr> <td>80 – 84</td> <td>Satisfactory</td> </tr> <tr> <td>75 – 79</td> <td>Fair</td> </tr> <tr> <td>Below 75</td> <td>Failed</td> </tr> <tr> <td>UW</td> <td>Unauthorized Withdrawal (failed)</td> </tr> <tr> <td>AW</td> <td>Authorized Withdrawal</td> </tr> <tr> <td>INC</td> <td>Incomplete</td> </tr> </tbody> </table> </li> <li>3. A student shall earn the course credits provided that he earns a final grade of at least seventy-five percent (75%).</li> <li>4. A student shall only be given a grade of AW provided that his withdrawal form is applied and subsequently approved before the scheduled mid-term examination period on the same term the course being withdrawn is enrolled.</li> <li>5. A student shall be given a grade of UW if he incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during a given term.</li> <li>6. A student shall only be given a grade of INC for the following reasons: <ul style="list-style-type: none"> <li>• No thesis / Feasibility study</li> <li>• No Final Exam</li> <li>• Non-attendance to retreat or recollection</li> <li>• Non-completion of practicum or OJT requirements</li> </ul> </li> <li>7. A student who fails to process the completion an INC final grade within the specified period in the completion and change of grade policy shall mean automatic conversion of the INC grade to a failing grade of 70.</li> <li>8. Computation of final grade shall be based specifically as indicated in the student handbook or other computations as implemented by the office of the Dean.</li> </ol>	<u>Grade</u>	<u>Description</u>	95 – 100	Excellent	90 – 94	Very Good	85 – 89	Good	80 – 84	Satisfactory	75 – 79	Fair	Below 75	Failed	UW	Unauthorized Withdrawal (failed)	AW	Authorized Withdrawal	INC	Incomplete
<u>Grade</u>	<u>Description</u>																				
95 – 100	Excellent																				
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Applicability:	Applicable to all collegiate students																				
Policy Approval Authority:	Vice-President for Academic Affairs																				
Related Policies or References	<ul style="list-style-type: none"> <li>• Change of grade policy (ACA-POL-0016)</li> <li>• Student handbook</li> <li>• Manual of regulations for private higher education (a.k.a. MRPS)</li> </ul>																				
Definition:	Semestral average — the weighted average grade of a student in all academic courses in a given term.																				

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	General average — the weighted average grade of a student in all academic courses during the student’s entire stay in the Colegio.
Prepared by:	Planning, Funding, and Development Office
Approved by:	   <hr/> Rev. Fr. Juan V. Ponce, O.P.
Date Approved:	

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