

Policy No:	ACA-POL-0016
Policy Title:	Change of Grade Policy
Implementation Procedure:	Change of grade application procedure (ACA-PROC-0014)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar Registrar
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern change of grade procedure.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. Any change in the submitted final grade of a student shall only be done through the change of grade process.</li> <li>2. Change of grade shall only be allowed for the following reasons: <ul style="list-style-type: none"> <li>• Completion of an INC final grade</li> <li>• Error in the computation of the final grade (Faculty Error)</li> </ul> </li> <li>3. Change of grade shall be allowed only following the regular term after the INC grade was incurred. Failure to do so shall mean automatic conversion of the INC grade to a failing grade of 70 as contained in the grading system policy (aca-pol-0013).</li> <li>4. Change of grade shall be applied and subsequently approved from the date of the release of grades until the last day end of the following term. Hence, the change of grade form shall be submitted to the office of the Registrar on or before the deadline.</li> <li>5. The student shall pay the change of grade fee. In case of faculty error, the faculty shall pay the fee and will take responsibility of processing the change of grade.</li> </ol>
Applicability:	Applicable to all collegiate and graduate school students.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> <li>• Grading system policy (ACA-POL-0013)</li> <li>• Student handbook</li> </ul>
Definition:	None
Prepared by:	Planning, Funding, and Development Office
Approved by:	  <hr style="width: 20%; margin-left: 0;"/> Dr. Maria Victoria Rosas
Date Approved:	