

| | |
|--------------------------------------|--|
| Policy No: | ACA-POL-0020 |
| Policy Title: | Honors and Awards Policy |
| Implementation Procedure: | <ul style="list-style-type: none"> • Identification of Graduation Honors Procedure (ACA-PROC-0015) • Curricular Evaluation Procedure (ACA-PROC-0011) |
| Date of Issuance: | SY 2008-2009 |
| Effectivity: | SY 2008-2009 - Present |
| Page Number: | Two (2) |
| Office of Origin: (Policy Expert) | Office of the Vice-President for academic affairs (VPAA) VPAA |
| "Supersedes" Notification: | None |
| Purpose of Policy: | This policy shall govern computation of grades and criteria for determination of graduation honors, semestral honors, and students with academic distinction. |
| Detailed Policy Statement: | <ol style="list-style-type: none"> 1. Student superior performance shall be recognized through the publication of the Dean's lists shall at the beginning of the succeeding semester. 2. Student with semestral honors shall be awarded certificates and/or medals only during the scheduled recognition day. 3. Students who qualify for the semestral honor have to comply with the following: <ul style="list-style-type: none"> • The student should have a regular load based on his approved curriculum • The student shall not have a grade below 85% in any course in any level • The student shall not have any AW (authorized withdrawal) in any course enrolled • The student should not be subjected to any disciplinary action within the semester 4. Semestral honors shall be awarded following the average grade standards set below: <p style="margin-left: 40px;">First Honors : 96% and above Second Honors : 93% - 95.99% Third Honors : 90% - 92.99%</p> 5. Graduation honors shall be awarded to a graduating student who exhibits exceptional academic performance and meets the following criteria: <ul style="list-style-type: none"> • Has completed at least 75% of the number of units required in the program in the Colegio • Has enrolled the prescribed load in any given semester • Has no grade below 85% in any program in any level • Has no AW (authorized withdrawal) in any enrolled program • Has not been subjected to any disciplinary action 6. Graduation honors shall be awarded following the general average grade standards set below: <p style="margin-left: 40px;">College: Summa Cum Laude : 96% - 100% Magna Cum Laude : 93% - 95.99% Cum Laude : 90% - 92.99% Graduate School: Meritisimus : 98% - 100% Benmeritus : 95% - 97.99% Meritus : 90% - 94.99% 92% - 94.00% (DBA)</p> 7. Academic distinction shall be awarded to graduates with a general average of at least 90% and no grade below 83%. |

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.

| | |
|--------------------------------|--|
| | <p>8. Loyalty awards shall be awarded following the standards set below:</p> <p>Gold Medal : The candidate has continuously studied in the Colegio from Grade 1 to College.</p> <p>Silver Medal : The candidate has continuously studied in the Colegio from First year high school to College.</p> |
| Applicability: | Applicable to collegiate and graduate school students only |
| Policy Approval Authority: | Vice-President for Academic Affairs |
| Related Policies or References | <ul style="list-style-type: none"> • Graduation Policy (ACA-POL-0017) • Grading System Policy (ACA-POL-0013) • Student handbook |
| Definition: | <p>Semestral grade – the weighted average grade of a student in all courses in a given term.</p> <p>General average – the weighted average grade of a student in all academic courses during the student’s entire stay in the Colegio.</p> |
| Prepared by: | Planning, Funding, and Development Office |
| Approved by: | <p>_____</p> <p>Rev. Fr. Juan Ponce, O.P.</p> |
| Date Approved: | |

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.