

Policy No:	ACA-POL-0030																																						
Policy Title:	Graduate School Grading System Policy																																						
Implementation Procedure:	Preparation of grades Encoding of grades																																						
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 of Graduate School																																						
"Supersedes" Notification:	None																																						
Purpose of Policy:	This policy shall govern the basis of computing grades in the Graduate School.																																						
Detailed Policy Statement:	<ol style="list-style-type: none"> A student shall not be given provisional, conditional, or temporary final grade for any curricular or component of a course in a given term. A student shall only be given a grade based on the numerical grading system described as follows: <p style="text-align: center;">FOR MBA PROGRAMS (MBA SMP)</p> <table border="0"> <thead> <tr> <th><u>Grade</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>98 – 100</td> <td>Excellent</td> </tr> <tr> <td>95 – 97</td> <td>Very Good</td> </tr> <tr> <td>90 – 94</td> <td>Good</td> </tr> <tr> <td>87 – 89</td> <td>Satisfactory</td> </tr> <tr> <td>85 – 86</td> <td>Passing</td> </tr> <tr> <td>Below 85</td> <td>Failure</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> <p style="text-align: center;">FOR DBA PROGRAM</p> <table border="0"> <thead> <tr> <th><u>Grade</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>98 – 100</td> <td>Excellent</td> </tr> <tr> <td>95 – 97</td> <td>Very Good</td> </tr> <tr> <td>92 – 94</td> <td>Good</td> </tr> <tr> <td>88 – 91</td> <td>Passing</td> </tr> <tr> <td>Below 88</td> <td>Failure</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> 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. A student shall be given a grade of UW if he incur absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during a given term. A student shall only be given a grade of INC for the following reasons: <ul style="list-style-type: none"> Non-submission of thesis / dissertation paper No Final Exam Non-completion of major course requirement 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. 	<u>Grade</u>	<u>Description</u>	98 – 100	Excellent	95 – 97	Very Good	90 – 94	Good	87 – 89	Satisfactory	85 – 86	Passing	Below 85	Failure	UW	Unauthorized Withdrawal (failed)	AW	Authorized Withdrawal	INC	Incomplete	<u>Grade</u>	<u>Description</u>	98 – 100	Excellent	95 – 97	Very Good	92 – 94	Good	88 – 91	Passing	Below 88	Failure	UW	Unauthorized Withdrawal (failed)	AW	Authorized Withdrawal	INC	Incomplete
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