<table>
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<tr>
<th>Procedure No:</th>
<th>ACA-PROC-0014</th>
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<tbody>
<tr>
<td>Procedure Title:</td>
<td>Change of Grade Procedure</td>
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<tr>
<td>Related Policy:</td>
<td>Change of Grade Policy (ACA-POL-0016)</td>
</tr>
<tr>
<td>Date of Issuance:</td>
<td>2008-2009</td>
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<td>Effectivity:</td>
<td>2008-2009 to present</td>
</tr>
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<td>Page Number:</td>
<td>Three (3)</td>
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<td>Office of Origin:</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>(Procedure Expert)</td>
<td>Records Officer (RO)</td>
</tr>
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<td>&quot;Supersedes&quot; Notification:</td>
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**Procedure Description:** This procedure is designed to administer and control the application for change of grade in the college and graduate school department.

**Areas of Responsibility:**
- Office of the Registrar

**Procedure Details:**

### Change of Grade Arising from Incomplete Status

1. The student fills out a Change of Grade Form (CGF) which can be obtained from the Office of the Registrar.
2. The student accomplishes the form and submits to the concerned subject professor.
3. The subject professor writes the completion grade and provides a copy of the grade sheet. The reason for incomplete grade should also be indicated in the form.
4. The student submits the form to the Dean for approval.
5. The student presents the approved CGF to the Office of the Registrar.
6. The student pays the processing fee to the cashier.
7. The student presents the receipt to the Registrar’s Office.
8. The Office of the Registrar forwards the CGF to the ITC for encoding.
9. The student claims his change of grade confirmation slip from the Registrar’s Office after the prescribed working days.

### Change of Grade Arising from Faculty Error

1. The student validates the error in his submitted grade through his subject professor.
2. In case there’s an error in the submitted grade, the subject professor accomplishes a Faculty Error Form (FEF) while the student accomplishes a CGF.
3. The CGF and the FEF are submitted to the Dean for approval.
4. The subject professor pays the processing fee to the cashier.
5. The student receives the CGF, FEF and the receipt from his subject professor.
6. The student submits the CGF, FEF and the receipt to the Office of the Registrar.
7. The Office of the Registrar forwards the CGF to the ITC for encoding.
8. The student claims his change of grade confirmation slip from the Registrar’s Office after the prescribed working days.

**Procedure Approval Authority:** Registrar

**References:**
- Student Handbook
- Application for COG
- COG Form
- Student Claim Slip
- Student Permanent Record (SPR)
- Faculty Error Form
- Releasing logbook

**Definition:** COG – Change of Grade

**Help Page:** Office of the Registrar

**Approved by:** Dr. Maria Victoria Rosas

**Date of Approval:**