

Procedure No:	ACA-PROC-0015
Procedure Title:	Identification of Graduation Honors Procedure
Related Policy:	Honors and Awards Policy (ACA-POL-0020)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Registrar Evaluator
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the identification of graduation honors in the college and graduate school departments.
Areas of Responsibility:	<ul style="list-style-type: none"> Evaluator -- Office of the Registrar
Procedure Details:	<p>College</p> <p>Step 1: The evaluator identifies the students who have no grades below 85% (in any subject) from the list of candidates for graduation.</p> <p>Step 2: From the short-list of students with no grades below 85%, the evaluator logs-in to the Letran Enrollment System (LES) and prints their individual true copy of grades (TCG).</p> <p>Step 3: The evaluator computes the General Weighted Average (GWA) using the following Guidelines:</p> <ol style="list-style-type: none"> Multiply the course units and the final grade (do for all subject) Total all the grades as computed in step A. Divide the total grades as computed in step b by the total number of course units The result of step C is the GWA of the student. <p>NOTE: NSTP is not included in the computation of GWA.</p> <p>Step 4: After computing the GWA, the evaluator shall identify the list of graduation honors based on the criteria set in the honors and awards policy (ACA-POL-0020) and submit the list to the Registrar. The following graduation honors shall be identified:</p> <ul style="list-style-type: none"> Summa Cum Laude Magna Cum Laude Cum Laude Academic Distinction <p>Graduate School</p> <p>Step 1: The evaluator identifies the students who have no grades below 85% (MBA) and below 88% (DBA) from the list of candidates for graduation.</p> <p>Step 2: From the short-list of students, the evaluator logs-in to the Letran Enrollment System (LES) and prints their individual true copy of grades (TCG).</p> <p>Step 3: The evaluator computes the General Weighted Average (GWA) using the following Guidelines:</p> <ol style="list-style-type: none"> Multiply the course units and the final grade (do for all subject) Total all the grades as computed in step A. Divide the total grades as computed in step b by the total number of course units The result of step C is the GWA of the student. <p>Step 4: After computing the GWA, the evaluator shall identify the list of graduation honors based on the criteria set in the honors and awards policy (ACA-POL-0020) and</p>

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	<p>submit the list to the Registrar. The following graduation honors shall be identified:</p> <ul style="list-style-type: none"> • Meritisimus • Benmeritus • Meritus
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> • Student Handbook • True Copy of Grades (TCG) • List of Graduation Honors
Definition:	<ul style="list-style-type: none"> • GWA — General Weighted Average • Graduation Honors – is an honor awarded to students who have successfully met the grade requirements to deserve such award.
Help Page:	Office of the Registrar
Prepared by	Planning, Funding and Development Office
Approved by:	<p>_____</p> <p>Dr. Maria Victoria Rosas</p>
Date of Approval:	