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<th>Procedure No:</th>
<th>ACA-PROC-REG-0014</th>
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<tbody>
<tr>
<td>Procedure Title:</td>
<td>Processing of Change of Grade</td>
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<tr>
<td>Related Policy:</td>
<td>ACA-POL-REG-0014 Change of Grade Policy</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2009-2010</td>
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<td>Effectivity:</td>
<td>S.Y. 2009-2010 to present</td>
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<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Office of the Registrar</td>
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<td>Procedure Expert:</td>
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"Supersedes" Notification:  

**Procedure Description:** This procedure details the changing of student's grades arising from completion of incomplete status or faculty error.

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

**Procedure Details:** Change of Grade Arising from Incomplete Status

Step 1. The student fills out a Change of Grade Form (CGF) which can be obtained from the Office of the Registrar.
Step 2. The student accomplishes the form and submits to the concerned subject professor.
Step 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.
Step 4. The student submits the form to the Dean for approval.
Step 5. The student presents the approved CGF to the Office of the Registrar.
Step 6. The student pays the processing fee to the cashier.
Step 7. The student presents the receipt to the Registrar's Office.
Step 8. The Office of the Registrar forwards the CGF to the ITC for encoding.
Step 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

Step 1. The student validates the error in his submitted grade through his subject professor.
Step 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.
Step 3. The CGF and the FEF are submitted to the Dean for approval.
Step 4. The subject professor pays the processing fee to the cashier.
Step 5. The student receives the CGF, FEF and the receipt from his subject professor.
Step 6. The student submits the CGF, FEF and the receipt to the Office of the Registrar.
Step 7. The Office of the Registrar forwards the CGF to the ITC for encoding.
Step 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:** Change of Grade Form  
Faculty Error Form

**Definition:**

**Help Page:** Office of the Registrar

**Prepared by:** Planning, Funding and Development Office

**Approved by:** Dr. Ma. Victoria U. Rosas  
Date of Approval: 1/9/12

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