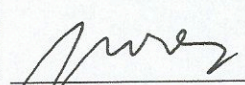


Procedure No:	ACA-PROC-REG-0014
Procedure Title:	Processing of Change of Grade
Related Policy:	ACA-POL-REG-0014 Change of Grade Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" 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:	<p>Change of Grade Arising from Incomplete Status</p> <p>Step 1. The student fills out a Change of Grade Form (CGF) which can be obtained from the Office of the Registrar.</p> <p>Step 2. The student accomplishes the form and submits to the concerned subject professor.</p> <p>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.</p> <p>Step 4. The student submits the form to the Dean for approval.</p> <p>Step 5. The student presents the approved CGF to the Office of the Registrar.</p> <p>Step 6. The student pays the processing fee to the cashier.</p> <p>Step 7. The student presents the receipt to the Registrar's Office.</p> <p>Step 8. The Office of the Registrar forwards the CGF to the ITC for encoding.</p> <p>Step 9. The student claims his change of grade confirmation slip from the Registrar's Office after the prescribed working days.</p> <p>Change of Grade Arising from Faculty Error</p> <p>Step 1. The student validates the error in his submitted grade through his subject professor.</p> <p>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.</p> <p>Step 3. The CGF and the FEF are submitted to the Dean for approval.</p> <p>Step 4. The subject professor pays the processing fee to the cashier.</p> <p>Step 5. The student receives the CGF, FEF and the receipt from his subject professor.</p> <p>Step 6. The student submits the CGF, FEF and the receipt to the Office of the Registrar.</p> <p>Step 7. The Office of the Registrar forwards the CGF to the ITC for encoding.</p> <p>Step 8. The student claims his change of grade confirmation slip from the Registrar's Office after the prescribed working days.</p>
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:	1/10/12

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