

## REMOVAL OF THE GRADE OF 4.00

There shall be a regular period for removing grades of 4.00 before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred [i.e., one (1) academic year]. A grade of 4.00 received, after removing a grade of "Inc," however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc" (*Revised UP Code: Art. 378 as amended at 886<sup>th</sup> BOR Meeting: 28 April 1977*).

The removal of the grade of 4.00 shall be governed by the following guidelines (*69<sup>th</sup> UC Meeting: 21 June 2000; President's Approval 14 March 2001*):

- 1) a grade of 4.00 can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination, a grade of 3.00 is given; otherwise, a 5.00. Only one (1) re-examination is allowed;
- 2) a grade of 4.00 shall appear in the official Transcript of Records. For the computation of weighted averages, the grade of 4.00 is counted until it is removed, which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of 3.00 or 5.00 is counted but the grade of 4.00 remains in the Transcript;
- 3) a grade of 4.00 shall be converted to a grade of 5.00 if the student does not remove the 4.00 within the prescribed one-year period through re-examination or if the student does not re-enroll within that year;

The faculty member concerned, upon being informed by the University Registrar that the prescribed period has lapsed, will submit the Report of Grade indicating the grade of 5.00. If the faculty member is unable to make the report, the Department Chair/Institute Director will do so on his/her behalf. To compute the weighted average, the 4.00 is included until the one-year prescription period is over. After the period has lapsed, the grade of 5.00 and the grade in the re-enrolled class are counted;

- 4) if a student does not remove the grade of 4.00 within the prescribed time (which means that the 4.00 becomes a 5.00), credit may still be earned by repeating and passing the subject;
- 5) if a student re-enrolls in the course within one (1) year after s/he obtained a grade of 4.00, the grade of 4.00 shall remain a 4.00 (i.e., the grade of 4.00 shall not be removed; it shall be included in the computation of grade averages). It shall not be converted to a 5.00 even after the prescribed one (1) year period;

To compute weighted average, the grade of 4.00 and the grade when the subject is re-enrolled shall be included;

- 6) a student who earns a grade of 4.00 in the first of a two-semester course<sup>a</sup> may be allowed to enroll in the next higher course. The grade of 4.00 given for the first semester work shall be converted to a grade of 3.00 if the student passes the second semester part of the course in the same academic year. If s/he fails, the grade of 4.00 received for the first semester work shall be converted to a grade of 5.00; if the student gets a passing grade in the higher course, the grade of 4.00 will automatically become 3.00;
- 7) removal examinations may be taken at other times upon approval of the Dean and upon payment of the required fee;
- 8) students who are not enrolled in any subject but who want to remove a grade of 4.00 must enroll for residence within the semester. In order to take the removal examination. The removal examination fee, if required, should be paid.

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<sup>a</sup> A two-semester course is a sequence of two (2) courses that are taken in two (2) semesters, one after the other