




30 March 2012

OUR-MEMORANDUM NO. 12-08

TO: ALL FACULTY
THROUGH: COLLEGE DEANS and COLLEGE SECRETARIES
FROM:  EVANGELINE C. AMOR, Ph.D.
University Registrar
SUBJECT: SUBMISSION OF GRADES

Please be reminded of the following:

1. Last Day for Submission of Grades:

Graduating students	2 April 2012
Other students	10 April 2012

2. Grading System (Source: UPD General Catalogue, page 27)

The work of students shall be rated at the end of each semester/trimester/term in accordance with the following grading system:

1.0	Excellent	2.5	Satisfactory
1.25		2.75	
1.5	Very Good	3	Pass
1.75		4	Conditional
2.0	Good	5	Fail
2.25		Inc	Incomplete

However, some subjects are grades as follows:

H	Honors
P	Pass
F	Fail

The work of special students or students on audit may be reported at the end of the semester as "S" (Satisfactory) or "U" (Unsatisfactory). The qualitative grades will be used in computing GWA, but will be used only to break a tie in the ranking of students.

3. Attendance (Source: UPD General Catalogue, page 26)

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject. However, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences are excused, a student shall **not** be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped. Time lost by late enrolment shall be considered as time lost by absence.