




02 October 2012

OUR MEMORANDUM NO. 12-24

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: **Friday, 26 October 2012**
2. The Academic Calendar can be viewed at the following websites:
www.upd.edu.ph https://crs.upd.edu.ph
3. 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	2.0	Good	3	Pass
1.25		2.25		4	Conditional
1.5	Very Good	2.5	Satisfactory	5	Fail
1.75		2.75		Inc	Incomplete

However, some subjects are graded as follows:

H	Honors	P	Pass	F	Fail
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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.

4. 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.

Dropped (DRP) course/s should be supported by a dropping slip or an accomplished leave of absence form. In the case of "forced drop", this should be supported by an excuse letter from the student duly noted by the instructor of the course.

5. Submission of grades is done online. **In addition, a copy of the Report of Grades MUST be submitted to the Office of the University Registrar. It should be duly signed by the Instructor and the Department Chair.**

I request colleges/units that have not submitted their copies of Report of Grades starting AY 2008-09 to kindly please do so immediately.

Thank you very much for your cooperation.