



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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4 July 2016

MEMORANDUM NO. MRC 2016-22

TO: THE FACULTY

THRU: DEANS AND DIRECTORS OF ACADEMIC UNITS

FROM:

Marilyn R. Canta, PhD
University Registrar


SUBJECT: **STANDARDIZATION OF THE GRADING SYSTEM**

Please be reminded of the rules related to the Standardization of the Grading System, as approved by the Board of Regents in its 1310th meeting last 27 August 2015. These include the **automatic change** of a grade of "4" to "5" when the one-year grace period for removal has lapsed, and the giving of a **numerical grade** for courses in PE, NSTP, Undergraduate thesis and Practicum/OJT (please see attached).

Thank you.

Standardization of the Grading System

Grading System/Course	Grading System	Computation in GWA
Removal of Grade of 4.0	<ol style="list-style-type: none"> 1. "3" or "5" after removal exam is taken within the prescribed one academic year 2. The grade of "4" is automatically changed to "5" when the one-year grace period for removal has lapsed. The Office of the University Registrar (OUR) will generate a list of un-removed grades of "4" and send the list to the department/institute chairs/ directors for feedback. The department/institute chairs/ directors will return the signed and updated list to the OUR and the University Registrar will change the grades from "4" to "5" based on this list. 3. "4" is not removed and the course is re-enrolled within the prescribed re-enrollment period. 	<ol style="list-style-type: none"> 1. Grade of "4" is not included in the GWA computation when it is removed. Only the grade of "3" or "5" is included in the GWA computation. 2. The computation of the GWA for "5" from removal exam or automatically incurred after one-year removal period has lapsed, "5" is included in the GWA computation. When course is re-enrolled, new grade is also included. 3. "4" is included in the computation of the GWA When course is re-enrolled, new grade is also included in the computation of the GWA. The no. of units of the re-enrolled subject will be added to the total no. of units of the program.
PE Courses	Numerical Grade (If taken thru Proficiency Examination in Physical Education (PEPE), a grade of Pass or Fail)	Not included in the computation of the GWA
NSTP Courses	Numerical Grade	Not included in the computation of the GWA
Undergraduate Thesis	Numerical Grade For thesis courses with 6 units credit, the 6 units can be broken down as 3+3 units (not 2 +2 + 2 units)	Included in the computation of the GWA
Practicum/OJT	Numerical Grade	Included in the computation of the GWA

Action of the Board of Regents
at its 130th Meeting on 22 JUL 2015
DEFERRED

LILIAN A. DE LAS LLAGAS
Secretary of the University
and of the Board of Regents

Action of the Board of Regents
at its 131th Meeting on 27 AUG 2015
APPROVAL

LILIAN A. DE LAS LLAGAS
Secretary of the University