



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 \* P.O. Box 161, Diliman, QC 1101 \* email: our@upd.edu.ph

05 December 2016

Memorandum No. MRC 16-28

FOR: ALL CONCERNED FACULTY

Through: Deans/Directors of Academic Units

From:

MARILYN R. CANTA, PhD  
University Registrar

SUBJECT: SUBMISSION OF GRADES

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Please be reminded that the last day for submission of grades is on **Thursday, 22 December 2016**. May we request you to please exercise extra effort to submit grades on time to facilitate readmission, enrollment and graduation of students?

Moreover, this is to remind you that the work of students shall be rated at the end of each semester/trimester/term in accordance with the following grading system (Source: UPD Catalogue 214, page 37-40):

1.0, 1.25 Excellent	1.5, 1.75 Very Good	2.0, 2.25 Good
2.5, 2.75 Satisfactory	3.00 Pass	4.0 Conditional
Inc Incomplete	5.0 Fail	

However, some subjects are graded as follows:

P – Pass  
F – Fail

In its BOR meeting on 22 July 2015, the Board approved the standardization of the grading system (please see attached).

Thank you.



UNIVERSITY OF THE PHILIPPINES  
 3F, Quezon Hall, Diliman, Quezon City  
 Tele/Fax: (632) 9264736; 9818500 local 2528 or 2529  
 Email: ovpaa@up.edu.ph;  
 ovpaa\_up@yahoo.com.ph;  
 upovpaa@gmail.com

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RMAS

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

16 July 2015

President Alfredo E. Pascual  
 University of the Philippines

Dear President Pascual:

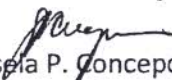
This is to endorse for the Board of Regents' consideration the proposal to standardize the grading system and the computation in the GWA (General Weighted Average) across CUs for the following:

1. Removal of the grade of "4"
2. PE courses
3. NSTP courses
4. Undergraduate thesis
5. Practicum/OJT

In light of the move to computerize all student records, it is imperative that all CUs follow a standard grading system.

Please find attached the table on the proposed grading system for the above. Thank you.

Very truly yours,

  
 Gisela P. Concepcion  
 Vice President for Academic Affairs

University of the Philippines  
 Office of the Secretary for the University  
 Administrative Section


RECEIVED BY:

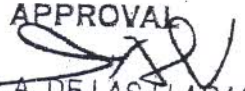
*Carla 5:15 pm*

Date: 16 JUL 2015

Ref. No.: \_\_\_\_\_

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 AMY*

Action of the Board of Regents  
 at its 1309<sup>th</sup> 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 1310<sup>th</sup> Meeting on 27 AUG 2015  
**APPROVAL**  
  
 LILIAN A. DE LAS LLAGAS  
 Secretary of the University  
 and of the Board of Regents

*9/8/15 email to college SRE +  
 cc Rina SRE  
 1/12/16 faxed to College of Medicine, UPM (B4th Floor)*

Standardization of the Grading System

Grading System/Course	Grading System	Computation in GWA
Removal of Grade of 4.0	<p>1. "3" or "5" after removal exam is taken within the prescribed one academic year</p> <p>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.</p> <p>3. "4" is not removed and the course is re-enrolled within the prescribed re-enrollment period.</p>	<p>1. Grade of "4" is not included in the GWA computation when it is removed.</p> <p>Only the grade of "3" or "5" is included in the GWA computation.</p> <p>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.</p> <p>When course is re-enrolled, new grade is also included.</p> <p>3. "4" is included in the computation of the GWA</p> <p>When course is re-enrolled, new grade is also included in the computation of the GWA.</p> <p>The no. of units of the re-enrolled subject will be added to the total no. of units of the program.</p>
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 130<sup>TH</sup> Meeting on 27 JUL 2015

**DEFERRED**

*[Signature]*  
LILIAN A. DE LAS LLAGAS  
Secretary of the University  
and of the Board of Regents

Action of the Board of Regents  
at its 131<sup>TH</sup> Meeting on 27 AUG 2015

**APPROVAL**

*[Signature]*  
LILIAN A. DE LAS LLAGAS  
Secretary of the University