

## Grading System

### *Course's Grades Distribution*

A student's performance in a course is evaluated by the teacher through assigned class work, assignments, homework, projects, quizzes and scheduled examinations. Courses usually follow the pattern shown in the table below. A letter grade, based on the aggregate numerical score, is given to students following the grade distribution policy of the University.

Class Activity	Final Grade Distributio
Exam I	20%
Exam II	20 %
Final Exam	40 %
Assignment / Quizzes / Participation ...etc.	20 %
Total	100 %

### *Final Examination Policy*

- It is expected that all mid-semester examinations will occur during a regularly scheduled class period of the course.
- All examinations, excluding the finals, are scheduled by the instructors themselves.
- Final examinations are required in all classes during the period scheduled by the office of Academic Affairs at the end of each semester.
- There should be no deviation from the final exam schedule once it is authorized and announced.
- The final exam duration should not be less than one hour or more than three hours.
- No student is to be given more than two exams in one day.
- Any student who fails to attend the final examination without an acceptable excuse will be given a zero in that examination. In that case, his course grade will be calculated on the basis of his class work and other test scores he earned in the course.
- The Vice-Dean of Academic Affairs may allow the student to complete the requirements of any course during the next term if there are exceptional circumstances which are beyond the student's control. In such a case, the grade of IC will be given to the student.
- Instructors are required to use the incomplete (IC) grade form as a contract with the student as to what course work must be completed by the student for the IC grade to be replaced with a grade. Both the instructor and student should sign this agreement which must be submitted to the Vice-Dean of Academic Affairs.
- When the student completes the course requirements within the specified period, the instructor should assign the appropriate grade on a Change of Grade form and submit it to the Office of Student and Academic Affairs for processing.
- If the student fails to complete all the requirements in the following semester, the IC status will be changed to an F grade which will be included in the calculation of the cumulative GPA.
- The grade of IC is not to be awarded in place of a failing grade or when the student is expected to repeat the course.

## Courses' Final Grade and Grade Point Average

Grades are based upon the quality of the student's work in classes within the framework of the college's philosophy, academic standards, and University regulations.

A student who feels strongly that he received inaccurate grades or the grading was unfair, must discuss the matter with the instructor of that course and/or the department chairperson. A student's grade-point average (GPA) is the weighted mean value of all grade points he earned in a semester. It is computed on a scale of 0.00 to 5.00. The GPA is calculated by dividing all grade points earned into the total number of credits taken. A minimum grade point average of 2.00 is required for graduation.

The meaning of each grading symbol and its value in grade points is given below:

Grade	Descriptive Grades	Letter Grades	Points
100- 95	Exceptional	A+	5.00
94 – 90	Excellent	A	4.74
89 – 85	Superior	B+	4.50
84 – 80	Very Good	B	4.00
79 – 75	Above Average	C+	3.50
74 – 70	Good	C	3.00
69 – 65	High-Pass	D+	2.50
64 – 60	Pass	D	2.00
Below 60	Fail	F	1.00
	Incomplete	IC	---
	In Progress	IP	---
	Denial	DN	0.00
	No grade-Pass	NP	---
	No grade-Fail	NF	---
	Withdrawn	W	---

## Make-up Examinations

If a student misses an examination or test, other than the final, the instructor will make an arrangement for a make-up examination. The student must submit to the instructor, immediately upon his return, the make-up exam form and a valid excuse for the absence which prevented him from taking the examination.