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| Procedure No: | ACA-PROC-0014 |
| Procedure Title: | Change of Grade Procedure |
| Related Policy: | Change of Grade Policy (ACA-POL-0016) |
| Date of Issuance: | 2008-2009 |
| Effectivity: | 2008-2009 to present |
| Page Number: | Three (3) |
| Office of Origin: (Procedure Expert) | Office of the Registrar Records Officer (RO) |
| "Supersedes" Notification: | None |
| Procedure Description: | This procedure is designed to administer and control the application for change of grade in the college and graduate school department. |
| Areas of Responsibility: | <ul style="list-style-type: none"> Office of the Registrar |
| Procedure Details: | <p>Change of Grade Arising from Incomplete Status</p> <p>Step 1. The student fills out a Change of Grade Form (CGF) which can be obtained from the Office of the Registrar.</p> <p>Step 2. The student accomplishes the form and submits to the concerned subject professor.</p> <p>Step 3. The subject professor writes the completion grade and provides a copy of the grade sheet. The reason for incomplete grade should also be indicated in the form.</p> <p>Step 4. The student submits the form to the Dean for approval.</p> <p>Step 5. The student presents the approved CGF to the Office of the Registrar.</p> <p>Step 6. The student pays the processing fee to the cashier.</p> <p>Step 7. The student presents the receipt to the Registrar's Office.</p> <p>Step 8. The Office of the Registrar forwards the CGF to the ITC for encoding.</p> <p>Step 9. The student claims his change of grade confirmation slip from the Registrar's Office after the prescribed working days.</p> <p>Change of Grade Arising from Faculty Error</p> <p>Step 1. The student validates the error in his submitted grade through his subject professor.</p> <p>Step 2. In case there's an error in the submitted grade, the subject professor accomplishes a Faculty Error Form (FEF) while the student accomplishes a CGF.</p> <p>Step 3. The CGF and the FEF are submitted to the Dean for approval.</p> <p>Step 4. The subject professor pays the processing fee to the cashier.</p> <p>Step 5. The student receives the CGF, FEF and the receipt from his subject professor.</p> <p>Step 6. The student submits the CGF, FEF and the receipt to the Office of the Registrar.</p> <p>Step 7. The Office of the Registrar forwards the CGF to the ITC for encoding.</p> <p>Step 8. The student claims his change of grade confirmation slip from the Registrar's Office after the prescribed working days.</p> |
| Procedure Approval Authority: | Registrar |
| References: | <ul style="list-style-type: none"> Student Handbook Application for COG COG Form Student Claim Slip Student Permanent Record (SPR) Faculty Error Form Releasing logbook |
| Definition: | COG – Change of Grade |
| Help Page: | Office of the Registrar |
| Approved by | <p>_____</p> <p>Dr. Maria Victoria Rosas</p> |
| Date of Approval | |

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