

Procedure No:	ACA-PROC-0025
Procedure Title:	Student Grade Preparation
Related Policy:	College Grading System Policy (ACA-POL-0013)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the computation of student final grades in the college department.
Areas of Responsibility:	<ul style="list-style-type: none"> • Faculty • Area Chairman • Academic Program Chair • Institute Director • Data Operations Personnel (DOP) – IT Center
Procedure Details:	<p>Step 1: The faculty member inputs the grades into the approved grading template (Microsoft excel file) for the automatic computation of student final grade.</p> <p>Step 2: After computation, the faculty prints a copy of the excel grading sheet (2 copies) for approval of the Area Chairman, Director, or Academic Program Chair (whoever is applicable).</p> <p>Step 3: Once approved by the chairman, the faculty submits the excel grading sheet to the Academic Relations staff for approval of the Dean.</p> <p>Step 4: The Dean checks and approves the excel grading sheet.</p> <p>Step 5: The Academic Relations Staff distributes the copies of the approved excel grading sheet to the following:</p> <ul style="list-style-type: none"> • Office File – one (1) copy • Faculty – one (1) copy <p>Step 6: The faculty logs-in to the LetranIntranet System (on-line encoding) and encodes the final grades of students.</p> <p>Step 7: After encoding, the faculty prints a grading sheet proof-list for reference.</p> <p>Step 8: The faculty logs-out of the LetranIntranet System and files the proof-list and excel grading sheet for future reference.</p> <p>Step 9: At the end of the scheduled grades encoding period, the DOP of the IT Center prints all the official grading sheet and forwards the same to the office of the Registrar for filing.</p>
Procedure Approval Authority:	Dean
References:	<ul style="list-style-type: none"> • Grading template (Microsoft excel file) • Excel grading sheet • LetranIntranet System (GUI) • Grading sheet proof-list • Official grading sheet • Student Handbook
Definition:	GUI — Graphical User Interface
Help Page:	Office of the Dean Office of the Registrar IT Center

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