

## AA15. Course Grades Policy

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Title:	<b>Course Grades Policy</b>
Policy Number:	AA 15/ 08, 2014
Effective Date:	Reviewed, July 2025
Issuing Authority:	Vice President For Academic Affairs

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### RATIONALE

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It is the right of both the instructor and the student to know about the grading policy of courses. Below are guidelines of how to grade exams, when and how to submit the final grades, how the student can petition for a change of grade, and when to assign an incomplete grade.

### POLICY

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#### 1- Course Grade Distribution

The syllabus must clearly state the course components, topics, associated assessment criteria, and grade distribution. The course grade is distributed such that appropriate weights are given to exams, quizzes, homework, projects, research papers, and student participation. In all cases, the final exam grade should not exceed 35%.

#### 2- Submission of Final Grades

The instructor shall enter the grades into the RHUSIS, prepare the final course grade report according to the established format, and submit the report to the Department Chair within two working days of the final exam scheduled time. Within 24 hours afterward, the department chair verifies course grade reports, secures the dean's approval, and forwards them to the Registrar's Office. The Registrar's Office audits the grade reports and rolls them into records.

#### 3- Appeal of Course Grade

If a student feels that the grade s/he has attained on a course was unfair, s/he should discuss the matter with the instructor within five days of posting the grade by the Registrar's Office. Suppose the student and the instructor are unable to resolve the issue. In that case, the student may submit a "Course Grade Review Petition Form" to the Chairperson of the concerned department within two weeks after the grade is posted. If the student's concern is legitimate, the Dean shall form a committee consisting of the department chair, course instructor, and one other faculty member from the same department to investigate the request and adjust the grade following standard procedures.

#### 4- Incomplete Coursework

Incomplete coursework is subject to the following rules:

- A student who has completed most of the coursework satisfactorily but, for a verifiable compelling reason, is unable to complete all course requirements within the standard period may request, before the beginning of the final exam period, an extension to complete the unfinished work by submitting a "Request for Time Extension Form." If approved, an "I" grade will be temporarily assigned to the course. The instructor computes the course grade, with a

zero assigned to the incomplete work, which shall be transferred to the course if the unfinished coursework is not completed by the deadline.

- The incomplete grade must be removed before the beginning of the drop/add the following semester the student is registered in. After the unfinished work is completed and evaluated, the course instructor completes a change of grade form and submits it to the dean for approval before it is sent to the Registrar's Office for final action. The final semester GPA will be calculated as soon as the final grades of the incomplete courses are turned in.
- Credit for an incomplete course will be assigned to the semester in which the course was taken.
- Graduation requirements shall be considered complete, and the student is cleared for graduation when all Incompletes are resolved.
- If the circumstances for receiving an "I" grade persist, then a grade of "WE" will be assigned to the course upon the recommendation of the Dean of the concerned College.

- **5- Change of Grade**

A course grade cannot be changed after it has been submitted. If extreme circumstances warrant a grade change, the course instructor explains the reasons on a "**Change of Grade Form**" and submits it through the department chairperson to the dean for approval before it is sent to the Registrar's Office for final action within a maximum of two weeks of grades posting. Grades cannot be changed after the bachelor's degree is awarded.

## RELATED DOCUMENTS

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- > University policies and procedures
- > University catalogues

## 1. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Academic Affairs

**AUTHORITY:** University Academic Board

**POLICY REVIEWED BY:** Human Resources Department, Finance Department, Academic units, Quality Assurance Office.

**EFFECTIVE DATE:** July 15, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:** 

**Date: July 15, 2018**