



BAGONG PILIPINAS



CITY COLLEGE OF TAGAYTAY

Akle St., Kaybagal South, Tagaytay City

Telephone No: (046) 483-0470



ACADEMIC COUNCIL RESOLUTION 2025

ACADEMIC COUNCIL RESOLUTION TO CHANGE OF TERM PERIOD PER SEMESTER FROM THREE TERMS (PRELIMINARY, MIDTERM AND FINAL) TO TWO (2) TERM PERIOD (MIDTERM AND FINAL)

WHEREAS, the two-term period plays a central role in creating a well-structured, effective, and balanced academic environment for students, faculty and institutions alike. For students, it offers better framework for learning and personal growth. For faculty members, it provides a chance to deliver quality education and academic support to students. For the institution, it ensures consistency, financial planning, and a foundation for a strong academic reputation.

WHEREAS, the change of term period to two-terms (Preliminary and Final) focused on academic growth, skill development, and overall student success. It allows students to improve their skills and make progress toward their long-term academic and career goals.

WHEREAS, the two-term period provides a clear and structured framework for students to manage their academic responsibilities. This allows them to organize their coursework, assignments, exams, and extracurricular activities within a defined timeframe.

WHEREAS, it allows faculty to effectively plan and deliver the curriculum. The faculty can set clear expectations, pace the delivery of lessons, and provide targeted assessments over a fixed period.

WHEREAS, it provides consistency and predictability in the academic calendar, benefiting both students and faculty. This structure helps ensure a steady flow of resources, planning, and institutional operations.

WHEREAS, it allows the institution to structure events such as career fairs, research conferences, and cultural activities around the academic calendar. This helps to create a vibrant campus community and enhances the overall student experience.

CCT NEW GRADING SYSTEM

TWO-TERM PERIOD (Midterm and Final)

To ensure that the CCT Grading System reflects the academic standards of the College, it is hereby adopted the **New Grading System** with the following criteria for grading student's achievement or performance, a uniform transmutation table, guidelines on safe keeping of class records and submission of grades and student's awareness on the computation of grades.

- 1. Official Grading System.** All Schools shall observe the official grading system to ensure uniformity in giving numerical grade for every student.

NEW GRADES EQUIVALENT (Applicable starting 1 st Semester AY 2022-2023 Curriculum)		
% Scale Rating	Numerical Rating	Remarks
98.50 - 100	1.00	Excellent
96.50 - 98.49	1.25	Excellent
93.50 - 96.49	1.50	Very Good
90.50 - 93.49	1.75	Very Good
87.50 - 90.49	2.00	Good
84.50 - 87.49	2.25	Good
81.50 - 84.49	2.50	Satisfactory
78.50 - 81.49	2.75	Satisfactory
74.50 - 78.49	3.00	Passing Grade
0.00 - 74.49	5.00	Failing Grade
	INC	Lack of Requirements
	U.D. (5.00)	Unofficially Dropped

MEMBERS OF THE ACADEMIC COUNCIL

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2. **Criteria for Grading Student's Performance/Achievement.** All Schools shall follow a systematic way of recording and transmuting of grades and shall be conscientious in transferring student's grades from class record to Report of Grades (ROG). To be consistent in grading student in terms of their performance in the teaching-learning process, the following criteria shall be applied.

I. Criteria and Computation of Term/Period Grade

A. For Non-Laboratory Courses

LECTURE	
Criteria	%
Major Examination	40%
Other Requirements	60%
TERM GRADE	100%

B. For Courses with Laboratory

LECTURE		LABORATORY	
Criteria	%	Criteria	%
Major Examination	40%	Practical Examinations	40%
Other Requirements	60%	Exercises/Experiments/Project	60%
TOTAL_{lec}	100%	TOTAL_{lab}	100%
TERM GRADE = $\frac{(TOTAL_{lec} + TOTAL_{lab})}{2}$			

A. For General Education Courses

Criteria	%
Attendance	25%
Quizzes	35%
Major Examination	40%
TERM GRADE	100%

I. Criteria and Computation of Final Grade

Term/Period	%
Midterm Period Grade	50%
Final Period Grade	50%
FINAL GRADE	100%

For **Lecture's Other Requirements**, this may include any of the following:

Attendance	Seat Work	Case Analysis
Character/Behavior/Attitude	Long Test	Term Paper
Recitation	Oral/Written Reports	Group dynamics
Board work	Reaction/Critiquing	
Assignment/Homework	Quizzes	

3. **Uniform Transmutation Table.** All Schools shall follow a computation of raw scores (base 15%) for its equivalence to have a uniform value in the transmutation table. Below is the formula for equivalent % grade:

$$\text{Equivalent \%} = \left(\frac{\text{Raw Score}}{\text{Total Score}} \right) \times 85 + 15$$

4. **Safe Keeping of Class Records.** Each school shall keep and maintain the class records of their faculty at the end of every semester. A uniform grading system as well as the criteria for grading students must be reflected on the class records and syllabi.

5. **Submission of Grades.** Below are the general guidelines on the Submission of Grades:

- a. Term grades should be submitted approximately 2 weeks after the Major Examination Week noted by the Department Chair and approved by the School Dean. Students who drops unofficially from the course should be updated immediately based on the class list provided by the system portal.
- b. However, the deadline for the submission of **Semestral Grading Sheet** is on the tenth (10th) working day counted after the last day of the scheduled final examinations in triplicate copy (one copy each for the Dean, the College Registrar, and copy for the Instructor). *Please refer to the format of grading sheet (CCT-AA Form No.5, Rev.1).* Failure to submit the Semestral Grading Sheet to the Office of the Registrar on the set forth deadline will subject for **₱500.00 penalty per day** of late submission.



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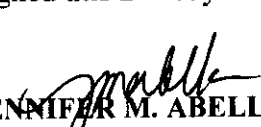
- c. All Instructors must encode the **Semestral Grades** in the system portal provided by the MIS Department. The correction of encoded Term or Semestral Grades in the system portal may be allowed during the encoding period **only** provided with an accomplished Request Form from the MIS Office noted by the Office of the Registrar and approved by the Office of the VPAA. The Instructor must also submit a copy of corrected Semestral Grading Sheet first to the Office of the Registrar before the correction of the encoded grades will be made at the MIS Office. A **Notarized Affidavit of Change of Grade** must be submitted likewise to the Office of the Registrar if the correction will be made after the set forth encoding period.
- d. In case of Removal of INC Grades in the system portal, accomplished and approved Completion forms must be submitted at least in quadruplicate copy (one copy each for the Dean, the College Registrar, MIS Office and the student). *Please refer to the format of completion form (CCT-AA Form No.4, Rev.1.* However, Instructors teaching General Education courses are **not** allowed to give INC (Incomplete) Grades.

6. **Student's Awareness on the Computation of Grades.** Transparency on the computation of grades must be observed. Should any concern arise regarding the computation of grades, the Instructor concerned should explain the grading system to his/her students at the start of classes in each semester and must be available to respond to students' queries.

WHEREAS, the City College of Tagaytay thru this academic council recommends the implementation of the two-term policy starting 1st Semester of AY 2025-2026.


NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the CCT Academic Council recommends the implementation of the two-term policy starting 1st Semester of AY 2025-2026.

Signed this 2nd day of February, 2025 at Tagaytay City, Philippines.


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Academic Council Chairman


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