



BAGONG PILIPINAS



CITY COLLEGE OF TAGAYTAY

Akle St., Kaybagal South, Tagaytay City

Telephone No: (046) 483-0470



ACADEMIC COUNCIL RESOLUTION 2024-05

ACADEMIC COUNCIL RESOLUTION ON THE APPROVAL OF SAS COURSES GRADING AND COMPLIANCE POLICY ADJUSTMENT

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Vice President for Academic Affairs

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Coordinator, SAS - Liberal Arts Division

HARRY M. EDMUND, JR., CIE, LPT
Coordinator, SAS - Hard Sciences Division

WHEREAS, the School of Arts and Sciences (SAS), as part of the higher education institution, through the Academic Council, intends to craft a new grading policy for contractual instructors of General Education (Gen Ed) Courses pertaining to the granting of 'Incomplete' (INC) grades for Gen Ed courses assigned to SAS.

WHEREAS, job order (contractual) instructors typically have short-term contracts that usually last only for a single semester and this limited tenure has consistently presented itself as a challenge when managing student grades, specifically in the accomplishment of completion forms for students with an 'INC' remark.

WHEREAS, the previous policy provides a student who has incurred an INC grade one year of completion; however, if a student's respective instructor/s' contracts are fulfilled and they are no longer connected to CCT at the end of the semester, then the instructor/s can no longer be compelled to accomplish their professional responsibilities.

WHEREAS, the system discussed above leads to delays in the student's enrollment process, course completion, and ultimately, their academic progress, more importantly for graduating students.

WHEREAS, the new SAS Courses Grading and Compliance Policy of the School of Arts and Sciences is as follows;

- 1. Prohibition on Assigning Incomplete (INC) Grades for General Education Courses:** All contractual (job order) instructors under the School of Arts and Sciences including loaned contractual instructors from other departments are prohibited from assigning an 'INC' (Incomplete) grade to any General Education Courses taken by CCT students.
- 2. Submission Deadline for Course Requirements Post-Final Examination:** All contractual (job order) instructors under the School of Arts and Sciences including loaned contractual instructors from other departments must provide their students with seven (7) working days starting after the day of their final examination to comply with and/or submit all course requirements relevant to the completion of their final examination.
- 3. Extended Submission Period for Bachelor of Secondary Education (BSE) Students:** Students under the Bachelor of Secondary Education (BSE) program must be provided by their respective Gen Ed instructor/s fourteen (14) working days after the day of their final examination to comply with and/or submit all course requirements relevant to the completion of their final examination.



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4. **Grading Policy for Unsubmitted Course Requirements:** Should a student fail to comply with and/or submit any missing course requirement relevant to the completion of their final examination within the seven working day deadline (fourteen (14) working days for BSE students), the respective instructor/s can encode the student's semester grade without grading their unaccomplished final examination/course requirement and submit the encoded grade to their respective department and the College Registrar and upload it to the CCT Student Portal as their official Course Semester Grade.



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ACADEMIC COUNCIL RESOLUTION 2024-01


ACADEMIC COUNCIL RESOLUTION ON THE APPROVAL OF THE GUIDELINES FOR MOCK-BOARD EXAMINATION, NOTICE OF ADMISSION, AND EXAMINEES AGREEMENT FOR PRE-SERVICE TEACHERS


Academic Council Members continued...


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Dept. Head, SAS, General Education Department
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Program Coordinator, SBM, BSOA
Academic Council Member

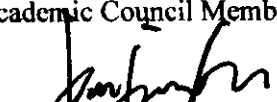

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Academic Council Member

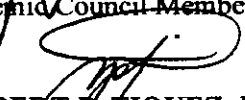

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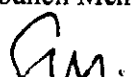

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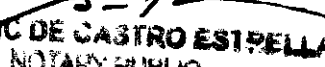

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Program Coordinator, SHTM, BSTM
Academic Council Member


HON. CELSO D. CASTRO
College President

Notary Public and Notary for the City of Tagaytay City, Philippines, who before me this 19 day of SEP 2024, in Tagaytay City, exhibited to me his/her valid and Issued Government ID, as competent proof of his/her legal identity.

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ATTY. ERIC DE CASTRO ESTRELLA
NOTARY PUBLIC
UNTIL DECEMBER 31, 2024
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