

Section 6

GRADING SYSTEM

6.1 By the end of every semester, the academic performance of the students shall be computed based on the Absolute Grading System using the scale below:

Grade Point	Percentage Equivalent
4.00	98 - 100
3.75	95 - 97
3.50	92 - 94
3.25	89 - 91
3.00	86 - 88
2.75	83 - 85
2.50	80 - 82
2.25	77 - 79
2.00	74 - 76
1.75	71 - 73
1.50	68 - 70
1.25	64 - 67
1.00	60 - 63
0.00	Below 60

6.2 A student is marked Officially Dropped if s/he followed the dropping procedure prescribed by the OUR.

6.3 A final grade of 0.00 (Failed) in the subject is given for any of the following reasons:

6.3.1 Inability to satisfy the minimum requirements of the subject/s

6.3.2 Excessive absences

6.4 A change of grade by the faculty may be allowed only if there was an inadvertent mistake in the computation of the final grade. However, the change must be substantiated by necessary documents, namely, the class record, the final examination paper, and other related documents.

6.5 Only grades in academic courses are included in the computation of the semestral GPA.

6.6 The GPA is computed through the following procedure:

6.6.1 Multiply the credit unit for each course by the corresponding grade point to get the equivalent points.

- 6.6.2** Add all the equivalent points to get the total.
- 6.6.3** Divide the total equivalent points by the total number of credit units during the semester up to three decimal places, then, round off to two decimal places.

Example:

The GPA and the overall GPA are computed only up to three (3) decimal places. The third decimal place is automatically dropped after rounding off. No rounding off of numbers is allowed thereafter.

Course	Grade Point	Credit Unit	Equivalent Point
BIOL106	3.25	3	9.75
MATH111	2.75	3	8.25
ENG101	3.50	3	10.50
SOSC102	3.00	3	9.00
PHL103	2.50	3	7.50
FILI101	3.50	3	10.50
Total		18	55.50

$$\text{GPA} = \frac{\text{Total Equivalent Point}}{\text{Total Credit Unit}} = \frac{55.50}{18} = 3.08$$

- 6.7** All college subjects enrolled and all corresponding grades obtained by the student at DLSU-D, or at any postsecondary university, shall be reflected on the official transcript of records. All grades shall be considered in the computation of the overall GPA.
- 6.8** A grade of 0.00 will be automatically given by the faculty to the student two (2) weeks after the last day of the final special examination schedule if the student fails to take the final examination, and/or accomplish other work/task prescribed for the course.
- 6.9** In the computation of semestral academic scholarship and graduation honors, grades in INTRO and NSTP are not included. However, the grades in all these subjects must be remarked “passed”.
- 6.10** Grades can be viewed through the student portal. Students may print the copy of grades. This copy of grades is not official unless certified by the OUR.