

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
OFFICE OF THE UNIVERSITY REGISTRAR

SCHEDULE OF FINAL EXAMINATIONS

FIRST SEMESTER, 2018-2019

FRIDAY, *DECEMBER 07, 2018* TO FRIDAY, *DECEMBER 14, 2018*

COLLEGE OF AGRICULTURE
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF DEVELOPMENT COMMUNICATION
COLLEGE OF ECONOMICS AND MANAGEMENT
COLLEGE OF ENGINEERING AND AGRO -INDUSTRIAL TECHNOLOGY
COLLEGE OF FORESTRY AND NATURAL RESOURCES
COLLEGE OF HUMAN ECOLOGY
COLLEGE OF PUBLIC AFFAIRS
COLLEGE OF VETERINARY MEDICINE
GRADUATE SCHOOL
SCHOOL OF ENVIRONMENTAL SCIENCE AND MANAGEMENT
DEPARTMENT OF MILITARY SCIENCE AND TACTICS
UGNAYAN NG PAHINUNGOD

IMPORTANT REMINDERS

1. The scheduling of final examinations is based on actual class meeting time and the usual classrooms will be used, except when otherwise indicated.
2. The schedule of deadlines for the submission of final grades is as follows:

<u>If final exam is on:</u>	<u>The deadline is on:</u>
December 07, Friday (1 st day)	December 13, Thursday
December 10, Monday (2 rd day)	December 17, Monday
December 11, Tuesday (3 th day)	December 18, Tuesday
December 12, Wednesday (4 th day)	December 19, Wednesday
December 13, Thursday (5 th day)	December 19, Wednesday
December 14, Friday (6 th day)	December 19, Wednesday

(Note: Last day of office is December 19, 2018)

3. Reminders for the faculty on giving and submission of grades.
 - a) A student is automatically dropped from the rolls for non-satisfaction of prerequisites. In such a case, write "DRP" under Final Grade and "Forced-drp. due to non-satisfaction of prerequisites" under Remarks opposite the student's name.
 - b) If a student's application for leave of absence was approved on or before November 21, 2018, opposite the student's name in the gradesheet write "DRP" under Final Grade and "LOA" under Remarks.

However, if the student withdrew after three-fourths of the total number of hours prescribed for the course has already elapsed, the student may be given a grade of "5" if the class standing up to the time of the withdrawal was below "3". If you do not want to give a grade of "5", write "DRP" under Final Grade and "LOA" under Remarks opposite the name of the student in the gradesheet. "LOA" is not a grade and therefore, should appear only under Remarks.
 - c) The grade of "Inc." is given to a student whose class standing throughout the semester is PASSING but is not able to take the final examination or to complete other requirements for the course due to illness or other valid reasons. The reason for a grade of "Inc." should be indicated under Remarks.
 - d) Write under the column Remarks the reason for the grade of "5.0" of a student in a course, whether (a) poor scholastic performance, (b) excessive absences, or (c) unauthorized dropping/stopped attending classes.
 - e) For students who incurred absences, the rules on attendance quoted below shall apply:

When the total number of hours lost by absence of a student reaches 20% of the class hours, the student shall be dropped from the subject without the need of a dropping slip.

If the majority of the absences are excused, the student shall not be given a grade of "5" upon being dropped. In the grade sheet opposite the student's name, write "DRP" under the column for Final Grade and "Excessive excused absences" under Remarks.

If majority of the absences are not excused, the student shall be given a grade of "5" upon being dropped. In the grade sheet opposite the student's name, write "5" under the column for Final Grade and "Excessive unexcused absences" under Remarks.



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The table gives some examples for determining what is 20% of the class hours.

<u>(Regular Semester) No. of Meetings/ of Class Week</u>	<u>Total No. Class Days</u>	<u>20% of Days</u>
3	48	9.6
2	32	6.4
1	16	3.2

However, a faculty member may prescribe a longer attendance requirement to meet their special needs. In such a case, the students must be properly informed.

Time lost by late enrollment shall be considered as time lost by absence.

BEFORE DROPPING A STUDENT DUE TO EXCESSIVE ABSENCES, THE FACULTY MEMBER SHOULD INQUIRE AT THE RESPECTIVE OFFICE OF THE COLLEGE SECRETARY IF THE STUDENT HAS DROPPED THE COURSE OR OBTAINED A LEAVE OF ABSENCE.

- f) Seminars should be graded "S" (Satisfactory) or "U" (Unsatisfactory). Likewise, thesis in progress should be graded "S" or "U" and not "IP" (In Progress).
- g) Special students do not earn credit but may be given a grade of "S" or "U".
- h) Completion/removal grades are to be submitted using the Report of Completion/Removal Grades form. Such grades should not be included in the On-line Grade Sheet which lists the students currently enrolled in the course.

If you have questions on the official enrollment of students in your class, please check with your College Secretary or the undersigned.

- i) No student is allowed to take any removal examination unless a Removal Permit is issued by the respective College Secretary and presented to the Professor/Instructor concerned.

The one-year academic period allowed for the removal of grades of "4" and "Inc" extends to the regular semestral removal period immediately following the one-year period.

Effective first semester 2015-2016, the grade of "4" is removed by passing a removal examination or by reenrollment in the course.

If not removed within the prescribed period (one year), the grade of "4" automatically becomes "5". The grade will be changed by the University Registrar upon prior confirmation with the concerned teacher and adviser or in their absence, the department chair or institute director.

- j. For first semester 2018-2019, faculty members must log on to <http://sais.up.edu.ph> using their up.edu.ph account to gain access to the gradesheets for the courses they handled.

Print outs of the online submitted gradesheets must be signed by the faculty in charge and the department chair prior to submission of one copy each to the department, Office of the College Secretary and the Office of the University Registrar.



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k. Penalties for late submission of grades adopted by the Board of Regents at its 822nd meeting on July 31, 1972,

The following implementing rules and regulations shall govern penalties applicable to faculty members who, without good reason, fail to submit grades of students within the deadline prescribed above:

- a. Since the prompt submission of grades is in large part a matter of good management, discipline and enforcement of University regulations, Department Chairmen, College Secretaries and Deans are enjoined to bend all efforts towards compliance with codal provisions regarding deadlines for submission of grades as well as recommendations for graduation of students.
- b. Faculty members who fail to meet deadlines for the submission of grades should be reported to the appropriate authorities in the University. The delinquencies should be entered in the personnel records of the erring faculty members.
- c. Upon recommendation of the Dean and subject to the approval of the Chancellor, a faculty member who, without justifiable cause, fails to submit grades on time, shall be liable to any of the following penalties:
 - 1) Warning;
 - 2) Reprimand;
 - 3) Fine of not more than his salary per day for each day of delay; or
 - 4) Suspension without pay for a period not exceeding one semester in case of repeated delinquency.
- d. The procedure for the imposition of any penalty shall consist of the following steps:
 - 1) Notification of deadline, including request for an explanation;
 - 2) Report of delinquency; and
 - 3) Order imposing the penalty.



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