

The accomplished SMU OUR FORM 57-A and/or its photocopy should be strictly handled by faculty only for confidentiality.

**SAINT MARY'S UNIVERSITY**  
 Bayombong, Nueva Vizcaya  
**OFFICE OF THE UNIVERSITY REGISTRAR**

**Policies on Grading Sheets and Grades ( Manual for Academic Personnel, 2012)**

1. Grading sheets are to be filled up accurately and produced in triplicate by the subject instructor.
2. Grading sheets must be changed if there are major alterations; however if the alteration is very minor, that part of the erasures has to be countersigned by the instructor.
3. Grades must bear the marks of finality since scholarship and graduation are attached to them.
4. The final grades once submitted are beyond alteration, not even by the Academic Dean, who could only discuss it with the subject instructor, who may be required to prove that a grade is correct. The change of grade may be only done in cases where there are typographical errors or errors on computation which are to be proven true.
5. **Grades and Grading sheets must be accomplished by the instructor, signed by the Academic Dean, and submitted to the Registrar within four (4) days after the last day of final examinations.**

**Change of Grade:**

A student's grade may be rectified only on condition THAT:

- a) In writing to the Academic Dean concerned, a student verifies or complains about his about his reported grade immediately after receiving his/her grades. **(start of semester)**.
- b) If the complaint is not resolved at the Dean's level, it may be elevated to the **VPAA**.
- c) Complaints about grades and test papers must be within two (2) months after the release of test results and grades. **No complaint will be entertained after this period. (SMU Student Handbook, 2012; p.60)**
- d) **An excerpt of the class record must be attached showing the computation of both the reported rating and the rectified rating.**

*To be filled up by the instructor:*

Student ID No.: \_\_\_\_\_ Sem., S.Y. 20\_\_ - 20\_\_ / Summer \_\_\_\_\_

Name of Student: \_\_\_\_\_ Course & Year: \_\_\_\_\_

Code: \_\_\_\_\_ Course No.: \_\_\_\_\_ Descriptive Title: \_\_\_\_\_

Date when copy of grades were received from the Dean (by the student) \_\_\_\_\_ (indicated on the Dean's Logbook)

Date complaint letter was received by Academic Dean: \_\_\_\_\_ Dean's Signature: \_\_\_\_\_

Reasons for rectifying the reported rating: \_\_\_\_\_

\_\_\_\_\_

**Reported Rating:** \_\_\_\_\_

**Rectified Rating:** \_\_\_\_\_

I attest to the veracity of the above information. Attached herein is an excerpt of my class record and the recomputed rating.

\_\_\_\_\_  
 Signature over Printed Name of Instructor

\_\_\_\_\_  
 Date

Recommending Approval:

Approved by:

\_\_\_\_\_  
 Academic Dean

Date: \_\_\_\_\_

Moises Alexander T. Asuncion, Ph.D.

VP - Academic Affairs

Date: \_\_\_\_\_

*To be filled up by the Office of the Registrar:*

Noted by:

Received by:

Encoded by:

Gertrude G. Danao, Ph.D.

University Registrar

Date: \_\_\_\_\_

\_\_\_\_\_  
 Staff

Date: \_\_\_\_\_

\_\_\_\_\_  
 Staff

Date: \_\_\_\_\_