



Republic of the Philippines
City of Malolos, Bulacan
BULACAN STATE UNIVERSITY
Office of the Vice President for Academic Affairs
STUDENT POLICY AND PROGRAM DEVELOPMENT

PROPOSED BulSU's GUIDELINES FOR CHANGING OF STUDENTS' GRADES

A grade is essentially a symbolic representation of the level of achievement attained by a student (Sadler, 2009). All students deserve to be graded fairly and equitably. Students have the right to discern and understand the explanations of how they were graded based on the published grading policy implemented for a course. On the other hand, based on long-standing tradition and the exercise of academic freedom, faculty members have the exclusive responsibility of grading the academic works of their assigned classes.

Over the years, there have been various incidents when faculty members would request the University Registrar's Office to be permitted to reflect a change on the grades of certain students even if the subjects were taken several semesters ago which compromises grade integrity¹. The objective of these guidelines is to provide the students with safeguards against receiving an unfair final grade, while respecting the academic responsibility of the instructor.

In this regard, the Student Policy and Program Development under the Office of the Vice President for Academic Affairs crafted the proposed guidelines for changing of students' grades.

A. Guidelines for Requesting the Alteration of Student/s' Grades

1. Requests for changing of student/s' grades must be submitted within 14 calendar days from the last day of the scheduled posting of grades in the semester when the subject was taken for the Main Campus and upon the issuance of the Certificate of Grades (COG) for the External Campuses.
2. Grades may be changed if an instructor has made a data entry error or miscalculated a final grade. Such a miscalculation may occur due to the following but not limited to:
 - 2.1 the unintentional omission of a graded course assignment/short examination;
 - 2.2 a missed electronic transmission of a grade or graded student activity;
 - 2.3 missed term examination (mid and finals);
 - 2.4 a mathematical/calculation error.
3. All change of grade requests must be in a letter format as provided for by the Office of the University Registrar (OUR) **accomplished in triplicate** with the following attachments:
 - 3.1 duly accomplished correction of grades form (BulSU-OP-OUR-02F19); and



Republic of the Philippines
City of Malolos, Bulacan
BULACAN STATE UNIVERSITY
Office of the Vice President for Academic Affairs
STUDENT POLICY AND PROGRAM DEVELOPMENT

- 3.2 photocopy of the class record bearing the old grade of the concerned student/s (highlighted for ease of location).
- 3.3 photocopy of the class record bearing the new grade of the concerned student/s (highlighted for ease of location).

Note: The above mentioned letter must have a comprehensive/detailed explanation/s of the reasons for the changes of the grade/s.

4. Should the change of the grade will affect the scholastic standing of the student (id est: qualifying for a latin honor or availing/continuing a scholarship grant) the teacher should schedule a meeting with the committee composed of the College Secretary, a representative from the Registrar's Office, and the Faculty Adviser to discuss the reasons for the change of the grade.

5. Any requests or appeals for the change of grade beyond the prescribed time will require a letter addressed to the Chairman of the Academic Council requesting for the inclusion in the agenda of the forthcoming Academic Council Meeting for presentation and approval by the Academic Council with the following attachments:

- 5.1 minutes of the meeting of the faculty with a committee composed of the College Secretary, a representative of the Registrar's Office and the faculty adviser bearing the comprehensive explanation/justification why a change of grades should be made and the approval of the committee to effect the change of grade/s;
- 5.2 duly accomplished correction of grades form (BulSU-OP-OUR-02F19); and
- 5.3 photocopy of the class record bearing the new grade of the concerned student/s (highlighted for ease of location).

B. PROCEDURE FOR THE CHANGING OF STUDENT/S' GRADES

Hereunder is the procedure to be followed when facilitating a change of student/s' grade. Take note that this change of student/s' grades is only valid within 14 calendar days from the last day of the scheduled posting of grades of the semester.

1. The concerned faculty shall secure a "Correction of Grades" form and the request letter format for the changing of student/s' grade/s from the Registrar's Office (BulSU-OP-OUR-02F19).
2. Accomplish these two forms in triplicate.
3. Attach the required documents mentioned in A.3.
4. Submit all these documents to the Registrar's Office for the University Registrar's approval and for posting of the corrected grade/s.



Republic of the Philippines
City of Malolos, Bulacan
BULACAN STATE UNIVERSITY
Office of the Vice President for Academic Affairs
STUDENT POLICY AND PROGRAM DEVELOPMENT

C. DEFINITION OF TERMS

Grade Integrity (Sader, 2009) is defined as to the extent to which each grade awarded, either at the conclusion of a course or module of study or for an extended response to an assessment task, is strictly commensurate with the quality, breadth and depth of a students' performance.

D. REFERENCES

- De La Salle University (2022) Changing Grades.
<https://www.dlsu.edu.ph/offices/registrar/faculty-attendance/change-of-grades/>
- Dur Ham Tech (2022). Policies and Procedures Grade Change and Approval.
<https://www.durhamtech.edu/policies-and-procedures/grade-change-request>
- Natomas Unified(2022). Changing a Grade after a Grading Window is Closed.
<https://natomasunified.org/kb/changing-a-grade-after-the-grading-window-is-closed/>
- Sadler, D Royce (2009). Grade integrity and the representation of academic achievement. Studies in Higher Education accessed last April 19, 2022 from Research Gate from
https://www.researchgate.net/publication/44190925_Grade_integrity_and_the_representation_of_academic_achievement_Studies_in_Higher_Education_347_807-826
- Stanford University (2022). Changing Grades.
<https://registrar.stanford.edu/faculty/grading-and-student-privacy/changing-grades.>
- University of the Philippines (2022). Change of Grades.
<https://our.upd.edu.ph/files/acadinfo/CHANGE%20OF%20GRADES.pdf>
- Weinberg College of Arts and Sciences (2022). Changing Grades.
<https://weinberg.northwestern.edu/undergraduate/courses-registration-grades/changing-grades.html>