

accruing the 15% absences the student does not withdraw willingly, the instructor completes a ***forced withdrawal form*** and submits it to the dean for approval, by the end of the tenth week of classes, the latest. The Dean's Office forwards the form to the Registrar's Office for action. Students who represent the country or the University in official activities shall be allowed up to 20% absences. If the absence is due to ill health or other exigent circumstances, the student must provide evidence and plan with the course instructor on how to attend to course requirements by completing the ***attendance exemption form***. All absences, excused or otherwise shall be counted and the student is ultimately accountable for the missed work.

If the course instructor does not require attendance of all class sessions, the applicable attendance policy for that course must be approved by the college dean and clearly stated in the course syllabus.

Assessment and Examinations

The College Council shall establish and continuously review and update course evaluation and examination policies and procedures applied in the courses offered by the college. A brief outline of the current policies and procedures is given below.

Performance Assessment

The student has the right to have his/her work assessed and to receive continuous and constructive feedback in accordance with the University guidelines. Assessment of student performance shall be based on the level of attainment of the course outcomes stated in the course syllabus. Assessment instruments include, but not limited to student's participation, blogs, wikis, homework, exams, drop quizzes, research papers, projects, practical work, etc. The instructor must complete a midterm performance assessment and report the results before the withdrawal deadline to give unsatisfactorily performing students a chance to withdraw and to help faculty advisors better advise students during the registration period.

Examinations

The course syllabus must state the number and dates of exams to be given during the semester. At least one major exam should be given before the withdrawal deadline to give the student a chance to make an educated decision on whether to continue or withdraw the course.

The instructor is responsible to prepare clearly written and properly weighted exam questions in line with the course content, language of instruction, learning outcomes, and allotted exam time period stipulated in the course syllabus. Appropriate answer's booklet should be given to the students with clear instructions on exam rules. The instructor shall correct the exam booklets and return them to the students within a week after the exam, and report the grades in letter form and percentage to the Department Chair a week later.

The final examinations are given during the period approved by the University and noted in the academic calendar. Instructors may need to make individual arrangements with students who have more than two final examinations scheduled on one day. A student shall not be allowed to sit in for the final examinations without having settled all his/her financial obligations to the University.

Absence from the Final Exam

If a student fails to attend a final examination without a valid excuse, the student shall receive a zero on the exam. If missing the exam is due to exigent circumstances beyond the student's control, the student may submit a petition to the Dean of the concerned college and if the Dean concludes that the stated reasons are justifiable, s/he informs the Registrar's Office to record an incomplete "I" grade to the course. The student in coordination with the concerned department and course instructor prepares to take a make-up exam to replace the "I" before the end of the drop/add period of the following semester. If the exigent circumstances persist, the Dean may recommend that the "I" grade be changed to "WE". For more details refer to the 'Incomplete Work' section in this catalog.

Make-up examination

The course syllabus shall indicate the missed examinations and quizzes policy so that students are fully aware of the policy and its consequences. Normally, a student shall receive a grade of zero for the exam or quiz s/he misses. If the absence is due to a legitimate excuse for which a verifiable evidence is presented, the course instructor may then give the student a make-up exam or shift the weight of the missed exam (except the final exam) to other course assessment items.