

## Course Grades

### Course Grade Distribution

The course components, topics, associated assessment criteria and course grade distribution must be clearly stated in the course syllabus. The course grade is distributed such that appropriate weights are given to exams, quizzes, homework, projects, research papers, and student participation. In all cases the final exam grade should not exceed 35%.

### Submission of Final Grades

The instructor shall enter the grades into the RHUSIS, prepare the final course grade report according to the established format, and submit the report to the Department Chair within two working days of the final exam scheduled time. Within 24 hours afterward, the department chair verifies course grade reports, secures the dean's approval and forwards them to the Registrar's Office. The Registrar's Office audits the grades reports, roll them into records. Students shall be able to access their grades via the RHUSIS no later than three working days after the conclusion of the final examinations period.

### Appeal of Course Grade

If a student feels that the grade s/he has attained on a course was unfair, s/he should discuss the matter with the instructor of the course within five days of posting the grade by the Registrar's Office. If the student and the instructor are unable to resolve the issue, the student may submit a "**Course Grade Review Petition Form**" to the Chairperson of the concerned department within two weeks after the grade is posted. If the student's concern is legitimate, the Dean shall form a committee consisting of the department chair, course instructor and one other faculty member from the same department to investigate the request and adjust the grade in accordance with standard procedures.

### Incomplete Coursework

Incomplete coursework is subject to the following rules:

- A student who has completed most of the coursework satisfactorily but, for a verifiable compelling reason, is unable to complete all course requirements within the normal period may request, before the beginning of the final exam period, an extension to complete the unfinished work by submitting a "**Request for Time Extension Form**". If approved, a grade of "I" is temporarily assigned to the course.