

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
OFFICE OF THE UNIVERSITY REGISTRAR

SCHEDULE OF FINAL EXAMINATIONS

MIDYEAR TERM, 2019

MONDAY, JULY 15, 2019 TO TUESDAY, JULY 16, 2019

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:

If final exam is on:

July 15, Monday (1st day)

July 16, Tuesday (2nd day)

The deadline is on:

July 22, Monday

July 22, Monday

Last day for submitting grades for all students ONLINE and HARD COPIES to OUR July 22, Monday.

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) 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.
- c) 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.
- d) 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.

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.

- e) Seminars should be graded "S" (Satisfactory) or "U" (Unsatisfactory). Likewise, thesis in progress should be graded "S" or "U" and not "IP" (In Progress).
- f) Special students do not earn credit but may be given a grade of "S" or "U".
- g) 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.



MYRNA G. CARANDANG
University Registrar

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

- h) 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.

- i). For Midyear 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.

For guidance, a video presentation of the online submission of grades will be distributed to all units.

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.

- j). 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.



MYRNA G. CARANDANG
University Registrar

MONDAY, JULY 15, 2019

Subject	Classroom/Lecture Hall	Time
ABE 1 CHEM 137.1 CHEM 32 EE 12 ENSC 11 MATH 10 MATH 11 PHYS 3 PI 10(SSP) SFFG 80.1	CEAT B-201, HL-101 PS A-305 PSLH A EE 304 CEAT B-100, CEAT B-203 MB 112 MB 202 PSLH B CAS A1 304, CAS A1 GAL 2 SFFG 14	7:00 - 9:00 am
ARTS 1 CHEM 32.1 COMM 10 ENSC 26 KAS 1 MATH 38 MCB 120 PHYS 51	CAS A1 306 PSLH A CAS A1 408 CEAT B-100 CAS A1 302 MB 202 IBS LH2 PSLH B	10:00-12:00 noon
CHEM 160 CMSC 12 ENG 10 ENSC 10.1 ENSC 16 HIST 1(SSP) MATH 14 MCB 182	PSLH A ICS LH3 CAS A1 407 CEAT B-101a, CEAT B-101b CEAT B-205 CAS A1 302 MB 202, MB 112 IBS LH2	2:00 - 4:00 pm

TUESDAY, JULY 16, 2019

Subject	Classroom/Lecture Hall	Time
ABE 2 CE 135 CHEM 40 CMSC 21 ENSC 21 FPPS 183 MATH 26 PHYS 51.1 SAS 1	AGP 2 CE Conf Rm PSLH A ICS LH3 CEAT B-104 AAVLH MBLH PSLH B CAS A1 304, CAS B03	7:00-9:00 a.m
CHEM 160.1 CHEM 112 CMSC 57 ENSC 13 ETHICS 1 FRM 165 IE 141 MATH 27 MATH 25 SOSC 3(SSP) PHYS 1 STS 1(MST)	PS A-203, PS A-227 PSLH A ICS LH4 CEAT B-202 CAS A1 305 IRNR 292 IE 101 MBLH MB 112 CAS A1 304 PSLH-B CAS B08, CAS A1 GAL 2	10:00-12:00noon
CHEM 40.1 CHEM 198 ENG 155 ENSC 12 IE 150 MATH 28 MATH 37 PHYS 13 STAT 1 WIKA 1	PS B-200 PS B-100 CAS A1 306 CEAT B-100 IE 102 MBLH MB 112 PSLH B INSTAT LH CAS A1 GAL 2	2:00 - 4:00 pm

NO FINAL EXAMINATION - All courses numbered 190, 199, 200, 200a, 290, 299, 300 & 400

EXAMINATION BY ARRANGEMENT - College of Veterinary Medicine
Department of Human Kinetics