

**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
OFFICE OF THE UNIVERSITY REGISTRAR**

SCHEDULE OF FINAL EXAMINATIONS

MIDYEAR TERM, 2024

**TUESDAY, 30 JULY 2024
to
WEDNESDAY, 31 JULY 2024**

**Kindly find attached the suggested final exam schedules for courses offered
this Midyear Term 2024**

**COLLEGE OF AGRICULTURE AND FOOD SCIENCE
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 AND DEVELOPMENT
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. Faculty members must be logged into their UP Mail account in order to access the Student Academic Information System (SAIS) and view/edit the online grade sheets for the courses they handle.

Printouts of the online submitted grade sheets must be signed by the faculty-in-charge and the department chair prior to submission of one copy each to the department, the Office of the College Secretary and the Office of the University Registrar.

3. The schedule of deadlines for the online submission of final grades is as follows:

If final exam is on:

July 30, Tuesday (*1st day*)

July 31, Wednesday (*2nd day*)

The deadline is on:

August 02, Friday

August 03, Saturday

Last day for submitting grades for all students ONLINE and HARD COPIES to the OUR:
Saturday, 03 August 2024.

4. Reminders for the faculty on giving and online submission of grades via SAIS.
 - a. A student is automatically dropped from the rolls for non-satisfaction of prerequisites. In such a case, indicate "DRP" as Grade Input and "Forced-drop due to non-satisfaction of prerequisites" as Transcript Note.
 - b. If a student's application for leave of absence (LOA) was approved after three-fourths of the total number of hours prescribed for the course has already elapsed, the student may be given a grade of "5" if the class standing up to the time of the withdrawal was below "3". If you do not want to give a grade of "5", indicate "DRP" as Grade Input and "LOA" as Transcript Note. "LOA" is not a grade and therefore, should appear only as a Transcript Note.
 - c. 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 as a Transcript Note.
 - d. Indicate as a Transcript Note the reason for the grade of "5" of a student in a course, whether (a) poor scholastic performance, (b) excessive absences, or (c) unauthorized dropping/stopped attending classes.

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- e. 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 majority of the absences are excused, the student shall not be given a grade of "5" upon being dropped. In the grade sheet/roster, indicate "DRP" as Grade Input and "Excessive excused absences" as Transcript Note.

If majority of the absences are not excused, the student shall be given a grade of "5" upon being dropped. Indicate "5" as Grade Input and "Excessive unexcused absences" as Transcript Note.

The table gives some examples for determining what is 20% of the class hours.

<i>No. of Meetings of Class per week</i>	<i>Total Number of Class Days*</i>	<i>20% of Days</i>
3	48	9.6
2	32	6.4
1	16	3.2

* For a regular 16-week semester

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.

- f. Seminars should be graded "S" (Satisfactory) or "U" (Unsatisfactory). Likewise, thesis in progress should be graded "S" or "U" and not "IP" (In Progress).
- g. Special students do not earn credit but may be given a grade of "S" or "U".
- h. Completion/removal grades are to be submitted using the Report of Completion/Removal Grades form. Such grades are not included in the online grade sheet which only lists students currently enrolled in the course.

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

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- i. 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.

Effective first semester 2015-2016, the grade of "4" is removed by passing a removal examination or by re-enrollment in the course.

If not removed within the prescribed period (one academic 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.

- 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:

- i. 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.
- ii. 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.
- iii. 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:
 - a) Warning;
 - b) Reprimand;
 - c) Fine of not more than his salary per day for each day of delay; or
 - d) Suspension without pay for a period not exceeding one semester in case of repeated delinquency.
- iv. The procedure for the imposition of any penalty shall consist of the following steps:
 - a) Notification of deadline, including request for an explanation;
 - b) Report of delinquency; and
 - c) Order imposing the penalty.

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TUESDAY, JULY 30, 2024

Subject	Classroom/Lecture Hall	Time
ABE 1 CHEM 32 ENSC 11 PI 10(SSP) SFFG 80.1	LWAB LR 108 PSLH A, AVR-ANNEX CEAT B-104, CEAT B-202 CAS A2 101, CAS A2 103 SFFG 14	7:00 - 9:00 am
ARTS 1 ChE 32 CHEM 32.1 CMSC 23 COMM 10 ENSC 26 PHYS 51	CAS A2 201, CAS B02 ChE 2 PSLH A, PS A-321 ICS LH 4 CAS A2 200, CDC DECIMU CEAT B-100 PSLH B	10:00-12:00 noon
CHEM 160 CMSC 12 ENG 10 ENSC 10.1 ENSC 16 MATH 37 SOIL 151 SUTC 148	PSLH A, PS B-204 ICS LH3 CAS 107, CAS 108 CEAT B-200a, CEAT B-200b CEAT B-104 MB 103A ChE 2	2:00 - 4:00 pm

WEDNESDAY, JULY 31, 2024

	Classroom/Lecture Hall	Time
ABE 2 CHEM 40 CMSC 21 ENSC 21 FPPS 131 KAS 1 PHILARTS 1 PHYS 51.1	AGP 2 PS A-102 ICS LH4 CEAT B-205 AAVLH CAS A2 102 CAS B02 PSLH B	7:00-9:00 a.m
CHEM 160.1 CHEM 131 CMSC 57 ENSC 13 ETHICS 1 FRM 165 MATH 27 SOSC 3 STS 1	PS A-227 PS B-309 ICS LH4 CEAT B-202 CAS A2 202, CAS A2 203, CAS B07 IRNR 291 MB 101A CAS A1 304 BS C-105	10:00-12:00 noon
CHEM 40.1 CHEM 161A ENG 100 ENSC 12 MATH 28 MATE 21 WIKA 1	PS B-200, PS B-201 PS A-232 CAS A1 306 CEAT B-203 MB 101B, MB 103 A CEAT B-104 CAS 109	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