



Ateneo de Zamboanga University



GRADE POINT SYSTEM

Faculty Guide
Revised February 2013

GRADE POINT SYSTEM

GRADE	DESCRIPTOR	PERCENT CORRECT
4.0	Excellent	95—100
3.5	Superior	89—94
3.0	Above Average	83—88
2.5	High Average	77—82
2.0	Average	71—76
1.5	Low Average	65—70
1.0	Passed	60—64
F	Failed	Below 60

OTHER MARKS	DESCRIPTORS
WP	Withdrawn with Permission
WF	Withdrawn with Failure
P	Passed for FFP/NSTP
F	Failed for FFP/NSTP

GENERAL GUIDELINES

1. The percent correct (PC) corresponding to a score is computed as follows:

$$\text{Percent Correct} = \frac{\text{Total Score (TS)}}{\text{Highest Possible Score (HPS)}} \times 100 \%$$

Suppose...

$$\begin{aligned} \text{HPS} &= 80 \\ \text{TS} &= 68 \end{aligned}$$

To compute for percent correct...

$$\frac{68}{80} \times 100\% = 85\%$$

2. To convert PC to a grade point (4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, F), refer to the above table. Example:

$$85 \% \Rightarrow 3.0$$

(ABOVE AVERAGE)

3. The qualitative rubric provides the interpretation of the different grade points with respect to the following criteria: completeness and quality of work, conceptual understanding, critical thinking processes, creativity and innovativeness, communication skills, and character. It shall be used in aid of the quantitative basis for grading.
4. The midterm and final grades shall be reported in Eclass in the form of grade points (4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, F).
5. The GPA is obtained through the following procedure:
 - a. Multiply the number of units for each course by the corresponding grade points obtained.
 - b. Get the sum of all the products.
 - c. Divide the sum by the total number of units.
 - d. Round off to two (2) decimal places.

ACADEMIC PROBATION

1. A student who obtains a semestral GPA of less than 1.0 shall be placed on academic probation.
2. If a student is placed on academic probation, the student is required to obtain a GPA of at least 1.0 within the next semester.
3. To be readmitted to ADZU, a student must have taken a minimum academic load of 18 units in another school for one semester and must have obtained an equivalent GPA of at least 2.5.

ACADEMIC HONORS

1. To qualify for semestral academic honors, a student must meet the following requirements:

First Honors	Second Honors
Lowest Grade – 2.0	Lowest Grade – 2.0
GPA – at least 3.5	GPA – at least 3.0

2. To qualify for latin honors, a student must meet the following requirements:

Summa Cum Laude	Magna Cum Laude	Cum Laude
Lowest Grade – 1.0	Lowest Grade – 1.0	Lowest Grade – 1.0
GPA – at least 3.8	GPA – at least 3.5	GPA – at least 3.0

SCHOLARSHIP RETENTION

1. For scholars of all UNIVERSITY (Ateneo-funded) and PRIVATE scholarships with a coverage of 100% tuition or its equivalent amount, there must be no grade below 2.5 in all subjects enrolled in any given semester.
2. For scholars of all UNIVERSITY (Ateneo-funded) and PRIVATE scholarships with a coverage of 50% tuition or its equivalent amount, there must be no grade below 2.0 in all subjects enrolled in any given semester.
3. For scholars of all STUDENT ASSISTANTSHIP and GOVERNMENT, the GPA must not be less than 1.5 with no grade below 1.0 in all subjects enrolled in any given semester.

OTHERS

1. If a student fails to submit a requirement, he/she merits a percent correct of 0 for the requirement.
2. If a student fails to take a major exam for reasons not considered valid, he/she merits a percent correct of 0.
3. A faculty may exempt a student from taking the final exam provided that both midterm and second quarter grades are at least 3.0. When a student is exempted from taking the final exam, his/her final grade shall be based on his/her performance in the first and second quarters. Colleges have adopted a policy of not allowing exemptions in courses covered in professional board examinations.

GRADING RUBRIC

Grade	Descriptor	Criteria					
		Completeness and Quality of Work	Conceptual Understanding	Critical Thinking Processes	Creativity and Innovativeness	Communication Skills	Character
4.0	Excellent 95 - 100						
3.5	Superior 89 - 94						
3.0	Above Average 83 - 88						
2.5	High Average 77 - 82						
2.0	Average 71 - 76						
1.5	Low Average 65 - 70						
1.0	Passed 60 - 64						
F	Failed Below 60						

QUALITATIVE INTERPRETATION OF THE GRADE POINTS

COMPLETENESS AND QUALITY OF WORK:

Quality of output, completeness of requirements, and compliance with standards

GRADE	DESCRIPTOR	INTERPRETATION
4.0	Excellent 95 - 100	Provides work of highest quality; completes all course requirements thoroughly; consistently exceeds standards
3.5	Superior 89 - 94	Provides work of high quality; completes all course requirements thoroughly; consistently meets standards
3.0	Above Average 83 - 88	Provides work of acceptable quality but requires minimal revisions; completes all course requirements; meets all the standards satisfactorily
2.5	High Average 77 - 82	Provides work of moderate quality; completes course requirements adequately; meets most standards
2.0	Average 71 - 76	Provides satisfactory work; completes course requirements; meets many standards
1.5	Low Average 65 - 70	Provides almost satisfactory work; completes course requirements; meets standards minimally
1.0	Passed 60 - 64	Provides work that needs to be redone to pass; completes course requirements almost adequately; meets standards minimally but lacks details and depth
F	Failed Below 60	Provides incomplete course requirements; frequently does not meet minimum standards

CONCEPTUAL UNDERSTANDING:

Depth of understanding, ability to explain and link ideas, and ability to distinguish fact from opinion

GRADE	DESCRIPTOR	INTERPRETATION
4.0	Excellent 95 - 100	Demonstrates deep understanding; has no misconceptions; shows high competence in explanations; links concepts to daily life and other domains very well; can easily detect facts from opinions
3.5	Superior 89 - 94	Demonstrates good understanding; has no misconceptions; shows good competence in explanations; links concepts to daily life and other domains well; can easily detect facts from opinions
3.0	Above Average 83 - 88	Demonstrates understanding; has very few minor misconceptions; shows competence in explanations; links concepts to daily life and other domains satisfactorily; can detect facts from opinions

GRADE	DESCRIPTOR	INTERPRETATION
2.5	High Average 77 – 82	Demonstrates understanding; has few minor misconceptions; can explain in some details; links concepts to daily life and other domains with little help; can tell facts from opinions
2.0	Average 71 – 76	Demonstrates some understanding; has minor misconceptions; can explain in some details with very little inaccuracies; can only identify real life examples; needs prompts to tell facts from opinions
1.5	Low Average 65 – 70	Demonstrates some understanding; has some misconceptions; can explain in some details with some inaccuracies; can identify real life examples with prompts; needs prompts to tell facts from opinions
1.0	Passed 60 – 64	Demonstrates limited understanding; has misconceptions; can explain in some details with some inaccuracies; can identify real life examples with prompts; needs prompts to tell facts from opinions
F	Failed Below 60	Demonstrates low understanding; has many misconceptions; needs help in explaining ideas; identifies few real life examples; may detect facts from opinions with help

CRITICAL THINKING PROCESSES:

Higher level thinking skills, multidisciplinary skills, lifelong learning strategies, research skills

GRADE	DESCRIPTOR	INTERPRETATION
4.0	Excellent 95 - 100	Demonstrates exemplary, insightful and consistent use of higher level thinking skills, multidisciplinary skills, lifelong learning strategies, and research skills in analyzing issues, interpreting events, completing tasks, problem solving, and making decisions
3.5	Superior 89 - 94	Exhibits efficient, successful, and consistent use of higher level thinking skills in analyzing issues, interpreting events, completing tasks, problem solving, and making decisions; usually makes successful use of multidisciplinary skills, lifelong learning strategies, and research skills to back-up analysis and decision-making
3.0	Above Average 83 – 88	Generally shows successful use of higher level thinking skills in analyzing issues, interpreting events, completing tasks, problem solving, and making decisions; makes good use of multidisciplinary skills, lifelong learning strategies, and research skills to back-up analysis and decision-making
2.5	High Average 77 – 82	Many times shows successful use of higher level thinking skills in analyzing issues, interpreting events, completing tasks, problem solving, and making decisions; shows adequate ability in the use of multidisciplinary skills, lifelong learning strategies, and research skills to back-up analysis and decision-making

GRADE	DESCRIPTOR	INTERPRETATION
2.0	Average 71 – 76	Most often exhibits the inclination to use higher level thinking skills but not successful sometimes; demonstrates an emerging ability in the use of multidisciplinary skills, lifelong learning strategies, and research skills to back-up analysis and decision-making
1.5	Low Average 65 – 70	Sometimes shows confident use of high level thinking processes; seldom uses multidisciplinary skills, lifelong learning strategies, and research skills in analyzing issues, interpreting events, completing tasks, problem solving, and making decisions
1.0	Passed 60 – 64	Generally shows low level thinking processes; needs to be constantly prompted and coached in the use of higher level thinking skills when analyzing issues, interpreting events, completing tasks, problem solving, and making decisions; demonstrates narrow interpretations of events, mechanical approaches to problem solving, prejudiced analysis of issues, and unfounded decision making
F	Failed Below 60	Shows inability to effectively use even low level thinking processes

CREATIVITY AND INNOVATIVENESS:

Ability to generate new ideas/results, operate in open-ended situations, see links and multiple ways of reacting to changes, and respond with spontaneity and ingenuity

GRADE	DESCRIPTOR	INTERPRETATION
4.0	Excellent 95 - 100	Generally sees links between seemingly unrelated ideas; able to independently produce results that are fresh, unique, original and well developed; continually attempts to learn about new, unknown or unexplained phenomena; able to independently see multiple ways of reacting to changes in conditions; enjoys operating in open-ended or ill-defined situations, responding with spontaneity and ingenuity that leads to discovery and exploration of new ideas
3.5	Superior 89 - 94	Often sees links between seemingly unrelated ideas; able to independently produce results that are fresh, unique, original and well developed; often attempts to learn about new, unknown or unexplained phenomena; able to independently see alternative ways of reacting to changes in conditions; enjoys operating in open-ended or ill-defined situations, responding with spontaneity and ingenuity that leads to discovery and exploration of new ideas

GRADE	DESCRIPTOR	INTERPRETATION
3.0	Above Average 83 – 88	With minimum support, often able to produce unique and convincing ideas and products; openly expresses interest and wonder at new phenomena, and with encouragement actively pursues such interest; often able to envision new responses to varying situations with supervision or encouragement; is often comfortable with open-ended situations; is willing and able to let discovery, exploration and spontaneity to lead to new directions
2.5	High Average 77 – 82	Occasionally able to produce unique and convincing ideas and products with a minimum support; openly expresses interest at new phenomena, but seldom pursues such interest even with encouragement; occasionally able to envision new responses to varying situations with supervision or encouragement; is occasionally comfortable with open-ended situations and with encouragement is able to let discovery, exploration and spontaneity to lead to new directions
2.0	Average 71 – 76	With significant guidance, encouragement, and help, from time to time able to produce unique and convincing ideas or products; expresses interest in novel situations or ideas, but shows little motivation to explore such ideas or situations further; can be guided to reconsider some positions and points of view; tolerates ill-defined situations, and at times responds with spontaneity and ingenuity
1.5	Low Average 65 – 70	Sometimes produces unique and convincing ideas or products, but only with much guidance and encouragement; expresses interest in novel situations or ideas, but not motivated to explore such ideas or situations further; can be guided to reconsider some positions and points of view; tolerates ill-defined situations, and at times responds with spontaneity
1.0	Passed 60 – 64	Seldom produces unique and convincing ideas or products, even with significant guidance and encouragement; shows interest in some novel situations or ideas, but not motivated to explore such ideas or situations further; can be guided to reconsider some positions and points of view; tolerates ill-defined situations, and at times responds accordingly

GRADE	DESCRIPTOR	INTERPRETATION
F	Failed Below 60	Hardly ever produces unique and convincing ideas; most ideas and products lack originality and are mundane and predictable; seems uninterested in new topics and avoids becoming involved in novel experiences; lacks flexibility, stubbornly maintains positions and points of view in spite of new information and changing conditions; is not comfortable with open-ended tasks or situations

COMMUNICATION SKILLS:

Ability to articulate and persuade, grammatical accuracy, pronunciation and intonation accuracy, command of professional vocabulary.

GRADE	DESCRIPTOR	INTERPRETATION
4.0	Excellent 95 - 100	Presents ideas articulately and persuasively in a complex discussion; consistently maintains a high degree of grammatical accuracy; has accurate pronunciation and intonation in most instances; expresses self fluently and spontaneously, almost effortlessly; has a very good command of professional vocabulary
3.5	Superior 89 - 94	Can present ideas articulately and persuasively in a formal discussion; frequently maintains a high degree of grammatical accuracy; has accurate pronunciation and intonation in most instances; expresses self quite fluently and spontaneously, almost effortlessly; has a good command of professional vocabulary
3.0	Above Average 83 - 88	Can successfully present and justify ideas in a formal discussion; generally maintains a good degree of grammatical accuracy; pronunciation and intonation generally accurate; fluent and spontaneous, but occasionally needs to search for expressions; has a good command of professional vocabulary
2.5	High Average 77 - 82	Can communicate with reasonable accuracy and can correct mistakes if they have led to misunderstanding; has some inaccuracy in pronunciation and intonation; can be hesitant as he/she searches for expressions, with a few noticeably long pauses; has an adequate vocabulary to express himself/herself on matters connected to his/her field; keeps up with the discussion and can justify an opinion; responds and interacts adequately with other speakers

GRADE	DESCRIPTOR	INTERPRETATION
2.0	Average 71 – 76	Can communicate with negligible inaccuracy and can correct mistakes if they have led to misunderstanding; commits occasional inaccuracy in pronunciation and intonation; is sometimes hesitant as he/she searches for expressions with a number of noticeably long pauses; has an adequate vocabulary to express himself/herself on matters connected to his/her field; generally keeps up with the discussion and can justify an opinion; responds and interacts successfully with other speakers
1.5	Low Average 65 – 70	Can communicate but with noticeable inaccuracies and can correct mistakes if they have led to misunderstanding; commits occasional inaccuracies in pronunciation and intonation; can be hesitant as he/she searches for expressions, with lots of noticeably long pauses; has a minimum vocabulary to express himself/herself on matters connected to his/her field; occasionally keeps up with the discussion and can occasionally justify an opinion; responds and interacts somewhat adequately with other speakers
1.0	Passed 60 – 64	Occasionally can communicate ideas but with marked inaccuracies; has some unresolved misunderstanding; frequent inaccuracy in pronunciation and intonation; mother tongue interference apparent; some noticeable pauses; limited professional vocabulary; has some difficulty keeping up with the discussion and arguing an opinion
F	Failed Below 60	Poorly expresses himself/herself and with a lot of inaccuracies and misunderstanding; key words regularly mispronounced, strong mother-tongue influence; frequent hesitations and pauses, can produce only short stretches of language at best; professional vocabulary minimal or none at all; has marked difficulty in keeping up with the discussion and contributes only minimally

CHARACTER:

Honesty and integrity, commitment to justice, compassion for others, care for the environment, involvement and participation, GMRC, attendance and punctuality

GRADE	DESCRIPTOR	INTERPRETATION
4.0	Excellent 95 - 100	Shows honesty and integrity at all times- does not support any form of injustice; shows courtesy, politeness and right conduct; manifests concern for others and willingness to help; shows great respect for environment, cultural and religious affiliations; demonstrates active involvement and participation; sees mistakes as learning opportunities; manifests commendable attendance and punctuality
3.5	Superior 89 - 94	Shows honesty and integrity at all times- does not support any form of injustice; shows courtesy, politeness and right conduct; manifests concern for others and willingness to help; shows great respect for environment, cultural and religious affiliations; demonstrates active involvement and participation; sees mistakes as learning opportunities most of the time; manifests admirable attendance and punctuality
3.0	Above Average 83 – 88	Shows honesty and integrity - does not support any form of injustice; shows courtesy, politeness and right conduct; manifests concern for others and willingness to help; shows great respect for environment, cultural and religious affiliations; sees mistakes as learning opportunities; demonstrates involvement and participation; manifests good attendance and punctuality
2.5	High Average 77 – 82	Shows honesty and integrity - does not support any form of injustice; shows courtesy, politeness and right conduct; shows concern for others but lacks willingness to help; shows respect for environment, cultural or religious affiliations; sees mistakes as learning opportunities; demonstrates involvement and participation; meets the required standard for attendance and punctuality
2.0	Average 71 – 76	Shows honesty and integrity - does not support any form of injustice; shows courtesy, politeness and right conduct; shows concern for others but lacks willingness to help; shows respect for environment, cultural or religious affiliations; occasionally sees mistakes as learning opportunities; demonstrates involvement and participation; meets the required standard for attendance and punctuality

GRADE	DESCRIPTOR	INTERPRETATION
1.5	Low Average 65 – 70	Shows honesty and integrity - does not support any form of injustice; occasionally shows courtesy, politeness or right conduct; occasionally shows concern for others but lacks willingness to help; occasionally shows respect for environment, cultural or religious affiliations; occasionally sees mistakes as learning opportunity; occasionally demonstrates involvement and participation; meets the required standard for attendance and punctuality
1.0	Passed 60 – 64	Shows honesty and integrity - does not support any form of injustice; sometimes shows courtesy, politeness or right conduct; sometimes shows concern for others but lacks willingness to help; sometimes shows respect for environment, cultural or religious affiliations; sometimes sees mistakes as learning opportunity; sometimes demonstrates involvement and participation; meets the required standard for attendance and punctuality
F	Failed Below 60	Manifests poorly the expected values and character set by the university

Sources of the Qualitative Rubric:

3000 Grading. (2009). *Bellevue College*. Retrieved on December 9, 2010 from http://bellevuecollege.edu/policies/3/3000_grading.asp

Assessment criteria for communication skills. (n.d.). *Language Center, University of Jyvaskyla*. Retrieved on December 4, 2010 from http://kielikompassi.jyu.fi/uploads/documents_userfiles/criteria_cs.pdf

Lupisan, E. and Dragan-Lagera, R. B. (2007). *Institutional Productivity and School Quality Through Key Result Areas and Rubrics*. Philippines: Southville International School Publications.

Creativity and innovation.(n.d.) *Metiri Group*. Retrieved on December 9, 2010 from http://creativity_innovation.metiri.wikispace.net/

Percent Correct Table

10	PC	15	PC	20	PC	25	PC	30	PC	35	PC	40	PC	45	PC	50	PC	55	PC	60	PC
10	100	15	100	20	100	25	100	30	100	35	100	40	100	45	100	50	100	55	100	60	100
9	90	14	93	19	95	24	96	29	97	34	97	39	98	44	98	49	98	54	98	59	98
8	80	13	87	18	90	23	92	28	93	33	94	38	95	43	96	48	96	53	96	58	97
7	70	12	80	17	85	22	88	27	90	32	91	37	93	42	93	47	94	52	95	57	95
6	60	11	73	16	80	21	84	26	87	31	89	36	90	41	91	46	92	51	93	56	93
5	50	10	67	15	75	20	80	25	83	30	86	35	88	40	89	45	90	50	91	55	92
4	40	9	60	14	70	19	76	24	80	29	83	34	85	39	87	44	88	49	89	54	90
3	30	8	53	13	65	18	72	23	77	28	80	33	83	38	84	43	86	48	87	53	88
2	20	7	47	12	60	17	68	22	73	27	77	32	80	37	82	42	84	47	85	52	87
1	10	6	40	11	55	16	64	21	70	26	74	31	78	36	80	41	82	46	84	51	85
0	0	5	33	10	50	15	60	20	67	25	71	30	75	35	78	40	80	45	82	50	83
		4	27	9	45	14	56	19	63	24	69	29	73	34	76	39	78	44	80	49	82
		3	20	8	40	13	52	18	60	23	66	28	70	33	73	38	76	43	78	48	80
		2	13	7	35	12	48	17	57	22	63	27	68	32	71	37	74	42	76	47	78
		1	7	6	30	11	44	16	53	21	60	26	65	31	69	36	72	41	75	46	77
		0	0	5	25	10	40	15	50	20	57	25	63	30	67	35	70	40	73	45	75
				4	20	9	36	14	47	19	54	24	60	29	64	34	68	39	71	44	73
				3	15	8	32	13	43	18	51	23	58	28	62	33	66	38	69	43	72
				2	10	7	28	12	40	17	49	22	55	27	60	32	64	37	67	42	70
				1	5	6	24	11	37	16	46	21	53	26	58	31	62	36	65	41	68
				0	0	5	20	10	33	15	43	20	50	25	56	30	60	35	64	40	67
						4	16	9	30	14	40	19	48	24	53	29	58	34	62	39	65
						3	12	8	27	13	37	18	45	23	51	28	56	33	60	38	63
						2	8	7	23	12	34	17	43	22	49	27	54	32	58	37	62
						1	4	6	20	11	31	16	40	21	47	26	52	31	56	36	60
						0	0	5	17	10	29	15	38	20	44	25	50	30	55	35	58
								4	13	9	26	14	35	19	42	24	48	29	53	34	57
								3	10	8	23	13	33	18	40	23	46	28	51	33	55
								2	7	7	20	12	30	17	38	22	44	27	49	32	53
								1	3	6	17	11	28	16	36	21	42	26	47	31	52
								0	0	5	14	10	25	15	33	20	40	25	45	30	50
										4	11	9	23	14	31	19	38	24	44	29	48
										3	9	8	20	13	29	18	36	23	42	28	47
										2	6	7	18	12	27	17	34	22	40	27	45
										1	3	6	15	11	24	16	32	21	38	26	43
										0	0	5	13	10	22	15	30	20	36	25	42
												4	10	9	20	14	28	19	35	24	40
												3	8	8	18	13	26	18	33	23	38
												2	5	7	16	12	24	17	31	22	37
												1	3	6	13	11	22	16	29	21	35
												0	0	5	11	10	20	15	27	20	33
														4	9	9	18	14	25	19	32
														3	7	8	16	13	24	18	30
														2	4	7	14	12	22	17	28
														1	2	6	12	11	20	16	27
														0	0	5	10	10	18	15	25
																4	8	9	16	14	23
																3	6	8	15	13	22
																2	4	7	13	12	20
																1	2	6	11	11	18
																0	0	5	9	10	17
																		4	7	9	15
																		3	5	8	13
																		2	4	7	12
																		1	2	6	10
																		0	0	5	8
																				4	7
																				3	5
																				2	3
																				1	2



Percent Correct Table

THE VISION

The Ateneo de Zamboanga University, an educational community forming Men and Women of God, Men and Women for Others and serving as an agent of change in bringing about peace and development in the city, the region, and the nation.

THE MISSION

The Ateneo de Zamboanga University believes that education is a process of formation that develops in the person the knowledge, skills, and orientation needed for a life of dedicated service. The university also believes that its institutional responsibility includes working for peace and progress particularly in Western Mindanao.

In the context of this general mission, the Ateneo commits itself:

AS A FILIPINO UNIVERSITY - to deepen appreciation for our country's rich cultural and historical heritage and to help enhance the country's participation in an emerging global society;

AS A CATHOLIC UNIVERSITY - to foster Christ-like values so that they may govern every aspect of the life of the community and of the people it serves while engaging in a dialogue of life with others of different religious convictions or cultural traditions;

AS A JESUIT UNIVERSITY - to instill in all who share its life St. Ignatius of Loyola's spirit of humble service to God's people and to continue a tradition of academic excellence animated by a faith that does justice.

PRO DEO ET PATRIA

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IN THE SERVICE OF GOD AND COUNTRY

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