Grading Policy

1. **OBJECTIVES**
   1.1 To quantify student performance.
   1.2 To assess eligibility of student to take upper level courses and graduate from the program.
   1.3 To have on records mentors' evaluation and grading for each student.
   1.4 To follow a standardized grading system

2. **POLICY STATEMENTS**
   2.1 IAFT operates on a pass or fail grading system.

GRADING RUBRIC

ALPHA GRADE	PERCENTAGE EQUIVALENT	DESCRIPTIVE EQUIVALENT
A+	98 - 100	Excellent
A	94 - 97	Superior
A-	90 - 93	Very Good
B+	87 - 89	Good
B	83 – 86	Competent
B-	80 - 82	Satisfactory
C+	77 – 79	Sufficient
C	73 – 76	Fair
C-	66 – 72	Passing
F	65 - below*	Failed
FA		Failure due to absences
DR		Dropped
W		Withdraw

2.2 Students are graded based on the quizzes, tests, projects, class/group activities.
2.3 Students will be issued with grade slips first day of the following term.
2.4 Copies of the students' grade slips are mailed to students' permanent address for the student's parents or guardians.
2.5 Students who receive an A, B or C are considered to be passing.
2.6 Students who receive an F are required to retake the course to proceed with the upper level courses.
2.7 Students may appeal for grade change upon approval of the Program Director.

3. **PROCESS**

RESPONSIBILITY	STEP	ACTIVITY
Registrar and Admissions	1	Prepares grades rosters and distributes to all the mentors.
Mentors	2	Computes grades of students according to the grade rubric and fill out the grade roster.
Mentors	3	Submits the completed grades roster to Registrar and Admission.
Registrar and Admissions	4	Receives grades from the mentor and reviews it.
Registrar and Admissions	5	Forwards the grade roster to the Program Director for review.
Program Director	6	Reviews each of the grade roster and signs.
Registrar and Admissions	7	Releases grades slips to the students on the first day of the following term. A copy of the student's grade is mailed to the parents/guardian as well.

4. FORMS

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Grade Roster	Program Director	- Grade Rosters are distributed at the start of the term.	
Grade Slip	Registrar	- Grade slips are prepared based on the grade rosters submitted - Grade slips are issued at the start of the term to students	- Registrar and Admissions Office - Parents/ Guardians - Students
Summary of Grades	School Director	- Registrar and Admissions prepares summary of grades. - School Director reviews and approves.	