

### Crediting of Course Grade

- 1.1 Credit is given only to subjects validly enrolled for the semester. The MBA Thesis Program has a total of 42 academic units for the Non-Thesis Program.
- 1.2 It is the discretion of the faculty member to assign percentages to the components of a course grade. The computation of the course grade will be based on the aggregate grades of the components.
- 1.3 The performance of students is evaluated based the following grading system:

PERCENTAGE	POINT SYSTEM	REMARK
97-100	1.00	Excellent
94-96	1.25	Very Highly Satisfactory
91-93	1.50	Highly Satisfactory
88-90	1.75	Satisfactory
85-87	2.00	Passed
Below 85	5.00	Failed
FA		Failure due to Absences
INC		Incomplete
DRP		Dropped Officially
CRD		Credited
NC		No Credit
W		Withdrawn

- DRP remark is given after a student drops a subject officially or when a student is dropped by the school due to disciplinary action.
- FA is a failed grade (equivalent to 5.0) and is included in the computation of the Cumulative Grade Point Average (CGPA).
- INC is given to a student who fails to take the final examination or to submit a major requirement of a course. The student is allowed one academic year to comply, counted from the semester when the student was given the INC.

incomplete grade was incurred. The highest grade that the student will receive is 1.25.

Failure to comply after date of completion is automatic 5.0 for the said course.

A student who has an INC in a prerequisite course to a succeeding course will not be allowed to enroll in that succeeding course offered for the semester.

- CRD is given to graduates of San Beda College Alabang, San Beda College Manila and Saint Scholastica's College Manila for the 2 units of Benedictine Spirituality 1 and 2. They are no longer required to enrol and attend the subject.

1.4 The Registrar's Office issues a computerized copy of the grades on the courses taken during the semester.

1.5 The grades obtained from the subjects Benedictine Spirituality 1 & 2, whether taken (non-Bedans) or credited (Bedans) are not included in the computation of the semestral, annual and Cumulative Grade Point Average (CGPA).

1.6 The grades obtained from the subjects credited as pre-requisites namely: Management 101, Accounting 101 and Basic Finance for non-business graduates are also not included in the semestral, annual and CGPA computation.