



**LEYTE NORMAL
UNIVERSITY**
INTEGRITY • EXCELLENCE • SERVICE



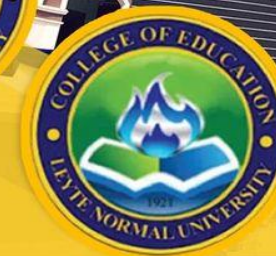
VISION

"A globally recognized university of education, management, arts and sciences geared towards the inclusive growth and sustainability of society"

MISSION

"To produce globally recognized human capital along teacher education, management, arts and sciences, responsive to the development needs of society"

STUDENT HANDBOOK 2019 EDITION



An absence may be excused if the student concerned has been authorized in writing by the Dean of Student Affairs and/or authorized through an Office Order from the University President to officially represent the school in an activity or function. However, the student is held responsible for all assignments and for the entire course content missed, regardless of reasons for his/her absence. Missed assignments and tests shall be completed a week after with the course instructor/professor upon presentation of the official document excusing him/her from class.

4. Grading System

4.1 Numerical Rating and Qualitative Description

All students must meet the academic standards set by the University in its program of quality education by obtaining at least 2.5 (2.0 for the College of Education) grade point average at the close of each semester.

Quality Marks	Numerical Rating
Excellent	1.0 (100 – 95)
Very Good	1.1 – 1.5 (94 – 90)
Good	1.6 – 2.5 (89 – 80)
Fair	2.6 – 3.0 (79 – 75)
Conditional	4.0 (74 – below)
Failure	5.0 student must repeat the course
INC	course not completed at the end of term, late completion authorized
DRP	dropped
NA	not attending

Numerical points are used in computing GPA. The MIS Unit gives students the grade reports at the onset of the succeeding semester. The University also provides free online checking of grade reports in the local area network.

A grade of 3.0 is the minimum acceptable passing grade in all courses. However, the College of Education requires at least a GPA of 2.0 for a student to qualify for second year of residence or specialization/major.

A conditional grade of 4.0 is given to a student who has not reached the passing score for requirements (especially major exams) set by the instructor/professor. Any student who receives such a grade is required to take a removal examination scheduled just after classes become regular in the semester immediately following the semester when the “condition” mark was received. If the student passes the removal examination, the grade is changed to 3.0 otherwise it is changed to 5.0 or Failure.

A grade of “INC” indicates the student has not completed the course requirements. For an “INC” to be converted to the appropriate grade, the student must complete all requirements within two (2) semesters succeeding the time the course was taken. Otherwise, one gets an automatic 5.0 or Failure.

A special fee is charged when an undergraduate/graduate student removes a 4.0 or completes an “INC.” Removal/Completion Forms are available at the Registrar’s Office.



The letters "DRP" show that the student has dropped a course or was dropped by the instructor/professor after incurring more seven (7) unexcused absences.

The college dean warns students whose records indicate poor overall standing as evidenced by several deficiencies in grades. The student will be put on "On Probation" status. Probationary students are expected to improve substantially during the following semester while on academic warning; otherwise they will be denied enrolment in the subsequent terms.

4.2 Bases of Grading

Aside from the required midterm and final term examinations, the instructor/professor is given the leeway to formulate his/her criteria as bases for grading as part of his/her academic freedom.

4.3 Mandatory policies for course requirements

Undergraduate and graduate courses are offered on a term basis. Required tests, projects and term papers are course to deadlines set by the instructor/professor. Midterm and final examinations are also scheduled based on the academic calendar. Certain exceptions are allowed under special considerations described below.

4.3.1 Tests

When the student is absent because of illness or equally compelling cause, make-up tests are to be scheduled within 5 working days after the last day of the midterm examinations or 7 working days after the last day of the final examinations. Should the student fail to take the tests as scheduled by the

instructor/professor, permanent course grade will be computed by the instructor/professor as if he/she failed in those tests.

4.3.2 Term Papers and Projects

4.3.2.1 All written course work is due on the date set by the instructor/professor. Students unable to complete a term paper or project on the deadline because of illness or another compelling reason essentially outside their control may request to submit the work late. The request must be made on or before the due date and the new date shall be agreed upon between the instructor/professor and students to be not later than the succeeding semester.

4.3.2.2 The student whose request is approved receives a grade of INC, which is converted to the appropriate LNU grade upon submission of the written work or project within the new deadline.

4.3.2.3 Should the request be denied or the student fails to submit the work or project on the specified new deadline, a permanent grade in the course will be computed by the instructor/professor in charge of the course, who assigns a failing grade to the missing component.

5. Leave of Absence (LOA)

Students may apply to take a leave of absence (LOA) upon approval of the College Dean and the VP for Student Development for a maximum duration of two years. The clearance or registration form of the last semester enrolled in before the leave should be attached to the application. Written consent from the parent or guardian may be required.