

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

SCHEDULE OF FINAL EXAMINATIONS

SECOND SEMESTER, 2009-2010

TUESDAY, MARCH 23, 2010 TO TUESDAY, MARCH 30, 2010

**COLLEGE OF AGRICULTURE
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
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. The schedule of deadlines for the submission of final grades is as follows:

If final exam is on:

March 23, Tuesday (1st day)
March 24, Wednesday (2nd day)
March 25, Thursday (3rd day)
March 26, Friday (4th day)
March 29, Monday (5th day)
March 30, Tuesday (last day)

The deadline is on:

March 30, Tuesday
March 31, Wednesday
April 5, Monday
April 6, Tuesday
April 7, Wednesday
April 7, Wednesday

3. Penalties for Late Submission of Grades

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:

- a. 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.
 - b. 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.
 - c. 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:
 - 1) Warning;
 - 2) Reprimand;
 - 3) Fine of not more than his salary per day for each day of delay; or
 - 4) Suspension without pay for a period not exceeding one semester in case of repeated delinquency.
 - d. The procedure for the imposition of any penalty shall consist of the following steps:
 - 1) Notification of deadline, including request for an explanation;
 - 2) Report of delinquency; and
 - 3) Order imposing the penalty.
4. The faculty should submit their grades to their respective College Secretaries, through the department chairpersons concerned, and not directly to the Office of the University Registrar (OUR). However, the grade sheets should be submitted to the OUR on time (not later than five working days after the final examination day).
 5. Requests for extension of the deadlines for submission of grades should be submitted as early as possible and only when absolutely necessary. The faculty are reminded once again that the University's academic programs and the needs of students should have priority over outside activities, and that permission for late submission of report of grades should be secured from the respective Dean well in advance of the deadlines set.
 6. The record book bearing the student's performance should be turned over to the department chairperson for use in the evaluation of students in case of unavoidable absence of the faculty member concerned.