



Malayan Colleges Mindanao  
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## Guidelines for Modular System and the OBE Grading System, SY2021-2022 (For College Faculty and Students)

### Advantages of Modular System to Students

- Granular delivery of courses.
- Multiple opportunities to pass modules.
- A student only needs to pass one module in a course so as not to incur a course grade of **5.0**.
- If a student passes at least one module in a course, he/she will only need to repeat the modules he/she failed to pass and not the whole course.

### Modularization of Courses

- Courses will be delivered in modules based on the following:

Type of Courses	No of Modules	Modules	No of Weeks	Schedule	No of Credit Units
4-unit lecture courses	2	Module 1	6	Weeks 1-6	2
		Module 2	6	Weeks 7-12	2
3-unit lecture courses	3	Module 1	4	Weeks 1-4	1
		Module 2	4	Weeks 5-8	1
		Module 3	4	Weeks 9-12	1
2-unit lecture courses	2	Module 1	6	Weeks 1-6	1
		Module 2	6	Weeks 7-12	1
1-unit laboratory courses	2	Module 1	6	Weeks 1-6	0.5
		Module 2	6	Weeks 7-12	0.5
2-unit laboratory courses	2	Module 1	6	Weeks 1-6	1
		Module 2	6	Weeks 7-12	1

- The following courses will not be modularized: **Capstone/Design, Thesis, OJT, Seminars, Plant Visits, NSTP, and Correlation.**

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## Enrollment

- The system of enrollment for regular courses will be the same. Students will enroll in regular courses, not modules.
- The payment of tuition will be based on the total number of units of enrolled courses.
- Miscellaneous fees will be paid for the entire term.
- The schedule of fees for students paying under installment mode may be scheduled based on the following:
  - **Module 1-** before **Week 1**
  - **Module 2-** before **Week 5**
  - **Module 3-** before **Week 9**

## Delivery Mode

- One faculty member will be assigned to handle one course or a section of a course with multiple sections.
- A Team-teaching mode may also be implemented. In this case, one faculty member will be assigned per module.
- Each module can be delivered in blended learning mode or fully online mode.

## OBE Grading System for Modular Courses

- The OBE Grading System adopts the OBE Principle of Expanded Opportunity.
- **Course grades** will be used in the determination of honor graduates and evaluation of an academic status review. However, Course grades will be based on the Module grades.
- **Module grades** determine the **course grades**.
- The **module grade average** will be the **weighted average** of the **module grades** based on the credit units of each module, i.e.

$$\text{Module Grade Average} = \frac{\sum_{i=1}^{\# \text{ of modules}} (\text{credit unit})_i (\text{module grade})_i}{\text{total credit units of the course}}$$

- The **course grade** will be determined through the module grade average using the following table:

Module Grade Average (MGA)	Course Grade
$1.0 \leq \text{MGA} < 1.10$	1.0
$1.10 < \text{MGA} \leq 1.40$	1.25
$1.40 < \text{MGA} \leq 1.60$	1.5
$1.60 < \text{MGA} \leq 1.85$	1.75
$1.85 < \text{MGA} \leq 2.10$	2.0
$2.10 < \text{MGA} \leq 2.40$	2.25
$2.40 < \text{MGA} \leq 2.60$	2.5
$2.60 < \text{MGA} \leq 2.85$	2.75
$2.85 < \text{MGA} \leq 3.0$	3.0
IP	IP
5.00	5.00

For example:

Module	No of weeks	Weight of contribution, $x_i$	Grade per Module, $MG_i$	Course Average	Course Grade
Module 1	4 weeks	1 unit	1.25	2.17	2.25
Module 2	4 weeks	1 unit	2.75		
Module 3	4 weeks	1 unit	2.50		

- A student who was not able to submit a course requirement due to medical or emergency reasons will get an incomplete grade of **INC**. Verified supporting documents should be submitted to the course instructor.
- An incomplete grade of **INC** can be completed to any passing mark, from **3.00** to **1.00**.
- A student who failed a module will get a grade of **IP**.
- An **IP** module grade can only be converted, upon completion, to a grade of **3.00**.
- A student with an **IP** grade in module 1 or 2 in a 3-module course or module 1 in a 2-module course will have the opportunity to convert the grade of **IP** to a grade of **3.00** until the end of the term using the fully online **Completion Modules**.
- A course with an unremoved **INC** or **IP** in any of the modules by the end of the term will get a course grade of **IP** for the course.
- A course will remain to have a course grade of **IP** until the student gets a passing grade in all modules within the next two terms immediately upon receiving the IP grade in a module.



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- The student will get a course grade of **5.00** if he/she violated the Academic Integrity Policy of the School in any of the modules (a module grade of **5.00** will be given) regardless of class standing.
- The student will get a course grade of **5.00** in case he/she incurred a **100%** absence (module grade of **ABS**) in any of the modules, regardless of his performance in other modules.
- A student who gets **IP** in all modules in a course will get a course grade of **5.00**. Under this situation, the student needs to re-enroll in the course in the following term, if offered.
- All students who passed at least one module in a course will be given an additional term to convert all module grades of **IP** into **3.00** using the fully online **Completion Modules**.
- After an additional term, if the student is not able to convert the **IP** to **3.00**, the student needs to re-enroll the module as a **Remedial Module** in the following term, if offered.
- The student needs to pay the **Remedial Module** fee when enrolling in the **Remedial Module**. The entire course needs to be re-enrolled when a student failed the **Remedial Module**. Faculty members will be assigned to facilitate the **Remedial Module**.
- Use of **Completion Modules** will be for free.
- Conversion of the grade of **IP** to a grade of **3.00** will be for **free**.
- Completion of the grade of **INC** to a passing mark will be for **free**.

### Grading System for Non-Modular Courses

- The grading system for non-modular courses will remain the same.

### Courses with Non-Numerical Grades

- Courses that give non-numerical grades, e.g. **Thesis, Capstone, Correlation**, etc. will use the following grading scheme:
  - **P** - Passing
  - **C** - Continuing
  - **F** - Failed

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### Submission of Modular Grades

- Module grades will be submitted based on the following schedule and must be reflected in the BBL FGC in MCM Digital as scheduled:

Modules	Deadline of Submission of Module Grades
Module 1 of a 3-unit lecture course	Sunday at 12 noon of Week 4
Module 1 of a 4-unit and 2-unit lecture courses	Sunday at 12 noon of Week 6
Module 1 of a 1-unit and 2-unit laboratory courses	
Module 2 of a 3-unit lecture course	Sunday at 12 noon of Week 8
Module 3 of a 3-unit lecture courses	Sunday at 12 noon of Week 12
Module 2 of a 4-unit and 2-unit lecture courses	
Module 2 of laboratory courses	
Non-modular courses	

### Viewing of Modular and Course Grades

- Students can immediately view their **module grades** upon submission by the faculty of their **module grades**.
- Students can immediately view their **course grades** upon submission by the faculty of their last **module grades** in week 12.

### Dropping of Courses

- Students can drop a course but cannot drop a module included in a regular course enrolled.
- The deadline for the dropping of courses will be on the Friday of Week 8.

### Course Prerequisites

- The prerequisite for advanced courses will be the course, not the modules. Students must have a passing course grade to be allowed to enroll in the advanced courses.

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### Academic Status Review

- **Course Grades** will be used in the status review.
- All unremoved course grades of **IP** at the time of evaluation will be considered **4.00** in the computation of **TWA**.
- All program-specific retention policies will be implemented. All students who are not able to satisfy these program-specific retention policies will be removed from the program and will not be re-admitted to the program.

### Academic Scholarship

- Course grades will be used to determine academic scholarships.

### Academic Honors

- Course grades will be used to determine academic honors.
- Aside from other criteria, students with a course grade of **IP** or **5.00** in modular courses and course grades of **5.00** or **F** in non-modular courses will be disqualified for any academic honors.

### Faculty Teaching Load

- Total faculty load will be computed based on the following formula:

$$\text{Total Faculty Load (in units)} = \text{Total Teaching Load in Modular Courses} + \text{Total Teaching Load in Non-Modular Courses} + \text{Total Teaching Load in Remedial Modules}$$

### Completion Module

- **Completion Modules** will be standardized.
- One **Completion Module** per course will be developed by the **Course Clusters**.
- Faculty members teaching the course will contribute to the development and updating of the **Completion Modules**.
- **Completion Modules** will be deployed via fully online delivery.

*Reference: MU Guidelines on MS and OBE Grading System*

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