

**GUIDELINES ON DEAN'S LIST, PRESIDENT'S LIST, AND ACADEMIC SCHOLARSHIP  
(EFFECTIVE SY 2024-2025)****ACADEMIC SCHOLARSHIP GUIDELINES**

As a general rule, all students in the President's List with a TWA of 1.50 to 1.00 will be given a FULL Academic Scholarship of 100% tuition fee discount. Those with TWA of 1.75 to 1.51 will be given a HALF Academic Scholarship of 50% tuition fee discount. Only students in the President's List will be qualified for Academic Scholarship. In addition, only students included in the Dean's List will be qualified for the President's List.

To be included in the President's List, the student must be part of the top spot of his/her batch. The top spot per batch depends on the program population.

- a. A qualified student must avail of the academic scholarship immediately on the succeeding term. If the student wants to avail the academic scholarship, he/she must go to the CSFA to sign the academic scholarship undertaking.
- b. Should the student decide to take a leave of absence (LOA) for the succeeding term, he/she may apply his/her scholarship upon his/her return, provided his/her availment of the academic scholarship falls within two succeeding trimesters. A clearance from the Registrar's Office and Letter of Consideration addressed to the CSFA should be presented by the academic scholar prior to his/her scholarship validation. A student who goes on leave for two (2) successive trimesters waives his/her right to avail of the academic scholarship.
- c. Students' grade corrections must be changed to a passing mark within five days after the deadline of final grades submission. The Registrar's Office must encode their grades before the generation of the President's list. In case there are inconsistencies once final grades are released, grade corrections must be done within one (1) week after the release of final grades. The corrected grade must be encoded before the generation of the President's list. NO APPEAL will be entertained after said period and after the release of the President's and Dean's List awardees.
- d. Academic scholarships are automatically validated upon the release of grantees. In cases when the scholarship is not indicated, the student is given two (2) weeks from the opening of classes to claim his/her scholarship at the CSFA. Failure to do so will be construed as a waiver of the right to avail of the scholarship.
- e. Students who are on the Dean's List but failed to be included in the President's List and in financial need can apply for available slots in the Need-Based Academic Scholarship (NBAS). These additional slots will be based on the financial position and need of the qualified applicant.

**DEAN'S LIST CRITERIA**

The Dean's List shall be announced every term for each undergraduate program.

1. A student must satisfy the following requirements to be included in the Dean's List in a particular trimester:
  - a. has no failed course grades of F, 5.00, ABS in any course in any trimester
  - b. has no course grade of IP starting 1Q AY 2020-2021
  - c. has a running GWA of 2.00 to 1.00
  - d. has a TWA of 1.75 to 1.00
  - e. enrolled in curricular number of units for the trimester but not less than 15 units
  - f. has not been academically dismissed from a previous program
  - g. has not received a course grade of C (Continuing) for the trimester
  - h. has not received a modular or course grade of I (Incomplete) for the trimester
  - i. has not received a course grade of W (Official Withdrawal Course/Dropping of Course) for the trimester
2. A student in a double-degree undergraduate program shall be considered in both undergraduate programs.
3. A student of BS-MS, AB-MA, BS-MA, or similar programs shall be considered in the undergraduate program.
4. Students who shifted to another program during the succeeding term should be considered in their previous undergraduate program.
5. For non-numeric grades, the following should be considered:
  - a. A student who has obtained any of the following grades qualifies for the Dean's List provided the total number of units including the course with such grade is not less than the curricular number of units.
    - i. P (Passed)
    - ii. AU (Audit)
  - b. A student who has obtained NR (No Report) should inform his/her instructor to be considered in the Dean's List Award, N/R must be changed to a passing mark within one (1) week after the release of final grades. Failure to do so disqualifies the student for the Dean's List Award.
6. Students, after the release of the final grades, must inform their course teachers if they notice that there are inconsistencies in their encoded grades. Grade correction/completion must be done within one (1) week after the release of final grades. NO APPEAL shall be entertained after said period and after the release of the President's and Dean's List awardees.
7. If several attempts by the student to reach out to their instructor or professor yield no response from the teacher and if found that an error exists in the student's final grade, the dean or department chairperson, with the approval of the University President, may request for grade correction on the faculty member's behalf. The case shall be subjected to PCM-AA-10-01 (Merit-based assignment of Overload Teaching Units) and the Amended Academic Council Resolution 2021-07 (Resolution on Non-Submittal of Final Grades on Time) and the faculty member shall be reprimanded accordingly.

8. The students who did not reach the top spots but belong to the Dean's List can apply for the Need-Based Academic Scholarship (NBAS) if they are qualified.
9. The Center for Scholarships and Financial Assistance (CSFA) shall inform the qualified students for the President's List and Dean's List via email through their myMapua mail account. Moreover, CSFA shall send the list of President's and Dean's List awardees to the dean/department chairpersons of the school/department where the students belong to be posted in their respective social media accounts.
10. The lists once sent by CSFA are deemed final.

### **PRESIDENT'S LIST CRITERIA**

The President's List shall be announced every term for each undergraduate program.

1. Students on the Dean's List who belong to the top spots for each program shall be included in the President's List.
2. Students in the President's List will receive a certificate from the Registrar's office within the term.
3. A student in a double-degree undergraduate program included in the President's List in two undergraduate programs can avail of the academic scholarship for one program only.
4. The number of top spots for each program that shall be included in the President's List shall be determined based on the total number of students in a program:

| Total Number of Students in the Program | Number of Top Spots in the President's List for the Program |                |                        |       |
|-----------------------------------------|-------------------------------------------------------------|----------------|------------------------|-------|
|                                         | 1st Year Level                                              | 2nd Year Level | 3rd and 4th Year Level | Total |
| 1-45                                    | 1                                                           | 1              | 1                      | 3     |
| 46-120                                  | 1                                                           | 1              | 1                      | 3     |
| 121-250                                 | 2                                                           | 2              | 2                      | 6     |
| 251-500                                 | 4                                                           | 4              | 4                      | 12    |
| 501-1000                                | 5                                                           | 5              | 5                      | 15    |
| 1001-1500                               | 7                                                           | 7              | 7                      | 21    |
| 1501-2000                               | 9                                                           | 9              | 9                      | 27    |
| Above 2000                              | 10                                                          | 10             | 10                     | 30    |

### **ENTITLEMENT OF CONCURRENT SCHOLARSHIP**

1. In the event the scholar qualifies in more than one Mapua-sponsored scholarship, financial assistance, or discount, whichever program with the highest benefit will be granted.
2. For FAMIT/MITLU/NFMS scholars who also qualify in the Academic Scholarship program, the guidelines are set in the Collective Bargaining Agreement (CBA).