

TKU Implementation Guidelines on the Evaluation of Grades for Student Conduct

Secretariat Regulation No. 1000000021 (11/12/2011)

Amended in Student Affairs Meeting (10/21/2011)

1. These guidelines were formulated to provide a fair and consistent means of assessing and conferring grades for student conduct.
2. The assessment of grades for TKU student conduct is carried out with a standard initial score of 84 marks. Mentoring teachers must then add or deduct three marks based on the student's conduct.
3. If students receive rewards or sanctions, the addition or deduction of marks should be apportioned as follows: Starting with the standard score of 84, one mark should be added for a commendation; three for each minor merit citation; and nine for each major merit citation. On the other hand, for each reprimand, one mark should be deducted; three for each minor demerit; and nine for each major demerit. The maximum number of marks allowed is 100.
4. For each student act recorded – either positive or negative – faculty members from TKU colleges must document the facts involved and submit a written notification to the department / office in charge, which will then make an assessment and issue the corresponding marks.
5. Student conduct will only be assessed if an incident has occurred that prompts examination. If this happens, the responsible department or office will calculate the number of marks to add or deduct, based on categories of reward or sanction, and issue the student with a ranking or grade.
6. This set of guidelines will take effect on the date of its publication after being passed in a student affairs meeting and approved by the TKU President. The same applies to any later amendments made.