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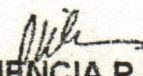
23 August 2004

MEMORANDUM CIRCULAR NO. 54
Series of 2004

T O: All Faculty/Staff
R E: Late Submission of Grades

To prevent the recurrence of non-submission of final grades of students on time, please be informed that based on Board Resolution No. 13, s. 2004, the salary of faculty/staff who submit grades after the allowable period of two weeks after the end of Final Examination, will be withheld and that a fine of P50.00/subject/day will be imposed on the said faculty/staff. Furthermore, this same penalty is meted out to those who give INC. marks to students without justifiable reason as contained in the Implementing Rules and Regulations for the Giving of INC. Marks to Students.

For your information and guidance.


PACIENCIA P. MILAN
President

IMPLEMENTING RULES AND REGULATIONS FOR THE
GIVING OF *INC.* MARKS TO STUDENTS

1. An *Inc.* is given when a student whose class standing throughout the semester is passing fails to appear for the final examinations due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examinations for any reason, a grade of "5" is given. (ViSCA Code, Chapter 53, Section 325, b) (*Italics provided*)
2. It is also given for work that is of passing quality, some of which is, for good reasons, unfinished ... *such as failure to submit* a written report or term paper (ViSCA Code, Chapter 53, Section 325, b) (*Italics provided*)
3. No. *Inc.* mark shall be given for a student who has missed other examinations prior to the final examination since they are supposed to be done before that final examination. Failure to do so shall mean that the computation shall be based on whatever points the student has attained which may either be based on the total points he has garnered or the total points the student is supposed to get, subject to an agreement previously worked out by the instructor and the class.
4. Removal examinations, if given, shall only be granted within the two weeks allowable period for an instructor to submit his/her grade without fines. Extension of this deadline can only be made upon prior approval of the President. Removal examinations conducted after then shall be at the expense of the instructor.
5. Every instructor who marks a student *Inc.* shall indicate after each name the specific reason for the incomplete. "Lacks requirements" as a reason cannot be accepted; the specific requirement lacking must be written.
6. An *Inc.* given to more than 50% of students in a class, especially for general and fundamental courses, is not acceptable and shall entail a written justification addressed to the President (through channels) for approval.
7. Failure to comply with the aforementioned rules and regulations shall entail a penalty equivalent to that imposed for non-submission of grades on time.
8. *Inc.* marks given to students for justifiable reason maybe removed following the provisions of the ViSCA Code, Chapter 54, Sections 332 and 333.