LEYTE STATE UNIVERSITY

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Office of the President

14 January 2004

MEMORANDUM CIRCULAR NO. 01
Series of 2004

T O: **All Faculty Concerned**

R E: **Completion of INC Marks in Prerequisite Subjects**

In the last two University Administrative Council meetings, the issue of students enrolling higher courses without having passed the prerequisite fundamental subjects was discussed.

A mark of INC is not considered as a numerical grade (ViSCA Code, Chapter 53, Section 325, page 52). Thus, students whose prerequisites were marked INC should not have enrolled the respective higher level courses.

The University Administrative Council thus agreed to correct such violation by implementing the following measure:

1.   The Registrar's Office will prepare completion forms for the remaining students with INC marks in general education and fundamental subjects enrolled last semester. The Instructors concerned should, considering the lapsed time and requirements, convert the INC marks to a passing grade *or* 5.00 (failure). Students who will receive a grade of 5.00 will be dropped (by the Registrar's Office) from the higher subject to which *the subject with a grade of 5.00* is a prerequisite.

2.   The University Administrative Council agreed to set the deadline for this measure on January 23, 2004.

Fundamental courses which are prerequisites to higher subjects to be enrolled in the succeeding semester must be graded accordingly, with INC marks to be completed only up to the last day of registration in the subsequent semester. Thereafter, INC marks should be converted to grade equivalents and the concerned students informed accordingly by the concerned Instructors.

All other INC marks in subjects which are not prerequisite of subjects to be taken in the subsequent semester will be dealt with following established policies and procedures stipulated in the ViSCA Code.

For your guidance and strict compliance.

PACIENCIA P. MILAN
President

cc: College Deans
        University Registrar