



5 September 2023

MEMORANDUM NO. 855
Series of 2023

**T O: All Concerned VSU Faculty and Staff Currently Enrolled in the
VSU Graduate Degree Programs**

**R E: Adherence to the VSU Graduate School Code of 2021 on the Allowable
Maximum Units to Enroll**

This is to remind all VSU faculty and staff who are currently enrolled in the VSU graduate degree programs to strictly adhere to the policy set by the Graduate School specifically on the adherence of the maximum allowable units to be enrolled per semester. As stipulated in the **VSU Graduate School Code of 2021 under Section 5.3** that ***"VSU staff members on full-time employment may be given the privilege of enrolling not more than 6 units per term only"***.

Graduate School Memo No. 13 series of 2023 was issued on August 13, 2023 to remind all concerned faculty and staff of this ruling. Non-compliance to this memorandum would risk their extra enrolled units invalidated.

For your guidance and strict compliance.


EDGARDO E. TULIN
President