



December 20, 2018

Memo Circular No. 52  
Series of 2018

**T O: All College Deans, Directors, Department Heads, Institute Directors, Faculty and Students**

**R E: Reminders for Preparation and Submission of Final Grades**

Faculty members, especially the new teachers, are reminded of the following rules related to the giving of final grades:

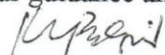
1. Deadline of submission of final grades is two weeks after the final exam schedule.
2. Some subjects are pre-requisites to other higher subjects, so make sure final grades are submitted before the enrollment period for the next semester.
3. Final grades or marks that can be encoded in the grade sheets can only be any of the following, with their corresponding Remark/s:

Final Grade	Remarks
1. Numerical Grade	Passed or Failed
2. INC	Reason for the INC, e.g. <i>lacks exam, lacks report, etc.</i>
3. Dropped	None/no remark
<i>For Ongoing/uncompleted thesis, dissertation or special problem:</i>	
4. S (Satisfactory)	In Progress
5. U (Unsatisfactory)	Reason for the U, e.g. <i>not reporting to adviser, not working on thesis, no outline/manuscript submitted, etc.</i>
"Not attending" as a final grade is not valid.	

4. A "Dropped" mark can only be given if an approved dropping form has been submitted to the Office of the Registrar. The deadline for dropping is the first day of the midterm exam week.
5. As a rule, it is the student who files a request for dropping. However, if a student has incurred absences of at least 20% of the total number of class hours/meetings, he/she shall be automatically dropped from the course, by the teacher, using the prescribed dropping form. If 60% or more of all those absences are unexcused, the student shall be dropped with a grade of "5.0" (Sec. 332, Chap. 41, VSU Code).

Our enrollment for the 2<sup>nd</sup> Semester shall be on January 3-9, 2019. We will continue online registration this 2<sup>nd</sup> semester 2018-2019 in the main campus. In this computer-based enrollment, **a student cannot enroll in a higher subject if there is no numerical passing grade in the pre-requisite subject.** Thus, all teachers are especially requested to refrain, as much as possible, from giving INC grades especially if the subject is pre-requisite to a higher subject. Faculty members are strongly encouraged to conduct removal examinations and other activities/requirements to be complied/submitted by the students BEFORE the deadline of grade submission, so that final grades can already be indicated in the grade sheets.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction