



LEYTE STATE UNIVERSITY

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Office of the President

14 November 2002

MEMORANDUM CIRCULAR NO. 72

Series of 2002

- T O: All College Deans, Department Heads, Faculty/Staff and Students**
- R E: Strict Implementation of Policies on Admission, Readmission, Transfer, Retention, Leave of Absence, Scholastic Standing, etc. as Provided in the ViSCA Code/Academic Calendar**

Based on the information that had reached this office, some offices, faculty and staff are not following/implementing strictly the policies and guidelines provided in the ViSCA Code and LSU Student Handbook such as the following:

ViSCA Code

- Title Two: Chapters 38-46 (Admission and Registration)
- Title Three: Chapters 47-50 (Curricular Changes)
- Title Four: Chapters 51-54 (Examination and Grades)
- Title Five: Chapters 55-58 (Rules on Scholastic Standing)

LSU Student Handbook

pp. 13-27 (Academic Policies)

In this connection, in order to ensure that policies and deadlines are consistently adhered to, all faculty and staff are hereby enjoined to fully and strictly implement the above provisions in the ViSCA Code and Student Handbook which are still in force until such time that revisions are made.

The Office of the Dean of Students and the University Registrar should see to it that this Memorandum Circular is effected immediately and is disseminated properly for the information of all concerned.

For strict implementation and compliance.


PACIENCIA P. MILAN
President

cc: Dean of Students
University Registrar
Records
File