

Policy No:	ACA-POL-00046
Policy Title:	Policy on Completion of Grades
Implementation Procedure:	
Date of Issuance:	AY 2015-2016
Effectivity:	AY 2015-2016 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	ACA-POL-0013 Policy on Change of Grade
Purpose of Policy:	This policy shall govern the terms and conditions of the application and processing of incomplete grade.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. A student shall only be given a grade of INC for the following reasons: <ul style="list-style-type: none"> <li>• No thesis / Feasibility study</li> <li>• No Final Exam</li> <li>• Non-attendance in retreat or recollection</li> <li>• Non-completion of practicum or OJT requirements</li> </ul> </li> <li>2. Students who failed to take the Final Examinations should submit to the Office of the Dean the reason/s for their failure not later than five (5) days from the last examination date</li> <li>3. Only students who failed to take the final examinations for a justifiable cause or valid reason per appreciation of the concerned faculty member and the Office of the Dean are entitled to completion examinations.</li> <li>4. A failing grade for the final examination shall be given to students, who failed to take it without a valid reason or justifiable cause.</li> <li>5. Students who failed to take the Final Examinations for reason of bereavement, sickness and similar emergencies may be given Special Final Examinations before the deadline for the submission of the Final Grade reports to correct or supersede the INC initially reported.</li> <li>6. If the INCs are in pre-requisite courses, the completion examinations should be scheduled early enough to enable concerned students to enroll the advanced courses upon completion of the pre-requisites,</li> <li>7. Completion examinations should be scheduled by the Office of the Dean, not later than two (2) weeks before the Midterm examinations of the immediately succeeding semester.</li> <li>8. Unless otherwise specified for the course, the grade of "INC" must be completed within or until the end of the succeeding semester.</li> <li>9. The "INC" automatically becomes a grade of "70" if the student fails to complete the requirements within the prescribed period.</li> <li>10. The Completion grades must be submitted to the Office of the Dean for approval, which in turn forward the grade reports to the Office of the Registrar.</li> <li>11. The Completion Grade must be submitted to the Office of the Dean not later than five days from the date the student complied with the completion requirements.</li> <li>12. Requirements for completion are as follow: <ul style="list-style-type: none"> <li>• Permit to complete form available at the Office of the Registrar</li> <li>• Completion form signed by the professor concerned and approved by the Dean</li> <li>• Payment of completion fee</li> </ul> </li> </ol>
Applicability:	Applicable to all college students
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Manual of regulations for private higher education (a.k.a. MORPHE)</li> </ul>
Definition:	
Prepared by:	Office of the Registrar
Approved by:	
	<p style="text-align: center;">_____ Rev. Fr. Clarence Victor C. Marquez, O.P.</p>
Date Approved:	