




ATENEUM DE MANILA UNIVERSITY  
LOYOLA SCHOOLS

Office of the Associate Dean for Academic Affairs

06 December 2016

TO : **All Undergraduate Students of the Loyola Schools  
Department Chairs and Program Directors**

FROM :   
**Josefina D. Hofileña, Ph.D.**  
Associate Dean for Academic Affairs

SUBJECT : **Completion of INC (Incomplete) and NE (No Final Examination)  
Grades at the Undergraduate Level**

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In keeping with the Loyola Schools' commitment to academic excellence, all undergraduate students are reminded of the following LS academic regulations covering INC (Incomplete) and NE (No Final Examination) grades:

Academic Regulation No. 41 – In extraordinary circumstances, when some requirement of a subject (except the final examination) has not been met, the student shall be given the temporary grade of INC (Incomplete). No student on Probation shall be given the grade of INC or NE. The INC mark is changed to a letter grade following this procedure:

- a. submission of completed work to the instructor
- b. evaluation by the instructor and submission of letter grade to the Chairperson
- c. submission by the Chairperson of the grade to the Registrar.

The entire procedure must be completed within two weeks after the distribution of grades so that no marks remain INC after the two-week period. Any request for extension of the INC shall be subject to the approval of the Associate Dean for Academic Affairs.

Academic Regulation No. 42 – The temporary grade of NE shall be reported to the Registrar for every subject in which a student is absent from the final examination. In case the absence is not approved by the ADAA, the grade for the examination shall be changed automatically to F. If the absence has been caused by some grave reason, the student should apply to the Office of the ADAA not later than the second day following the examination for approval for a deferred examination. When, in the judgment of ADAA, the reason for the absence has been sufficiently justified, the student shall be granted the privilege of a deferred examination.

(Source: *Loyola Schools Undergraduate Student Handbook*, 2016 edition, p. 27).

In view of the above academic regulations, please note the following procedure for the completion of INC and NE grades for the first semester, SY 2016-17:

1. There is a clear distinction between the grades of INC and NE. The grade of INC is given because of work which cannot be completed on time for reasons judged meritorious by the teacher. The grade of NE is given if a student's inability to take the final exam was caused by grave circumstances. The procedure for requesting for a deferred final exam is found on page 93 of the *LS Undergraduate Student Handbook*, 2016 edition.
2. Final grades for the first semester of SY 2016-17 will be released on AISIS on Wednesday, 14 December 2016. **All INC and NE grades must be completed within two weeks after the electronic release of grades.** Since University offices will be closed for the Christmas holidays from 18 December 2016 to 03 January 2017, the two-week period for the completion of INC and NE grades will be from 15 December 2016 to 14 January 2017.
3. Faculty members have been reminded that the **deadline for submission to the Registrar's Office of their completion forms is on Saturday, 14 January 2017.**
4. Students with INC and/or NE marks should immediately consult their concerned teacher(s) about the deadline for the submission of their incomplete requirement or the schedule of their deferred final examination.
5. Any request for an extension of the INC/NE grade should be made by accomplishing the Request for Extension of INC/NE Grade Form. The form, which is available at the Office of the Associate Dean for Academic Affairs (ADAA), asks for the following information:
  - a) the reason for the need for an extension for the completion of the INC/NE grade
  - b) the deadline for submission to the faculty member of the missing requirement or the schedule of the deferred final examination
  - c) the signed *conforme* of the concerned faculty member and student
  - d) the endorsement of the Chair/Director of the offering department/program**The deadline for submission of requests for extension to the Office of the ADAA is on Thursday, 12 January 2017.**
6. If a student fails to take a scheduled deferred final examination within the two-week period, the teacher may opt to compute the final grade without the final examination. On the other hand, failure to complete an INC grade will result in a final grade of F (Failure) for the course.

Thank you very much.

cc: Dr. Maria Luz C. Vilches, Vice President for the Loyola Schools  
Dr. Benilda S. Santos, Dean, School of Humanities  
Dr. Luis F. Dumlao, Dean, John Gokongwei School of Management  
Dr. Evangeline P. Bautista, Dean, School of Science and Engineering  
Dr. Fernando T. Aldaba, Dean, School of Social Sciences  
Mr. Joaquin Julian B. Agtarap, School Registrar  
Mr. James Patrick S. Gregorio, Director, Office of Management Information Systems