



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE ASSISTANT VICE PRESIDENT FOR UNDERGRADUATE EDUCATION

29 July 2023

TO	Faculty Handling Undergraduate Classes Department Chairs and Program Directors Undergraduate Students
FROM	(SGD) Josefina D. Hofleña, Ph.D. <i>Assistant Vice President for Undergraduate Education</i>
SUBJECT	Completion of INC (Incomplete) and NE (No Final Examination) Grades at the Undergraduate Level for the Intersession SY 2023–2024

This is to remind all concerned of the guidelines covering INC (Incomplete) and NE (No Final Examination) grades, as found in Section T of the 01 June 2023 memo, [Undergraduate Academic Policies Adapted to Onsite and Fully Online Learning, Intersession SY 2023–2024](#):

Section T. INC/NE Grades

1. The grade of INC (Incomplete) is given “in extraordinary circumstances meriting consideration by the instructor...when a major course requirement (except the final examination) has not been submitted” (Undergraduate Academic Regulations Section V.5). A major requirement “refers to midterm and final examinations, or any other course requirement that constitutes twenty percent (20%) or more of the final grade in the course” (Section V.3).
2. The grade of INC should not be given for missed minor requirements. Minor requirements should be completed within the academic term. Any extensions to deadlines for minor requirements should fall within the academic term and should thus not be a reason for issuing the temporary grade of INC.
3. If a student fails to take a final exam as scheduled, the temporary grade of NE (No Final Exam) -- and not INC -- should be issued. Requests for a make-up final exam may be approved if the failure to take the final exam was due to some grave reason (e.g., physical illness, medical and psychological conditions, and family or personal emergencies, etc.) or if the student was representing the University or the country in an official capacity. In making a request for a make-up final exam, the student



ATENEO DE MANILA UNIVERSITY

should present relevant supporting documents (Undergraduate Academic Regulations Section V.4).

4. Students who receive INC/NE grades should immediately coordinate with their instructors for the timetable for the submission of the missing requirement or the schedule of the make-up final exam.
5. Unless otherwise announced, undergraduate students' INC and NE grades should be completed within two (2) weeks after the release of grades. Requests for an extension to this deadline must be endorsed by the concerned instructor and department chair/program director and approved by the ADAA¹. If an INC/NE grade is not completed within the two (2)-week period, the instructor should compute the final grade by any method deemed just and submit a completion form to the Office of the Registrar.
6. Any INC/NE grades issued to undergraduate students that are not completed by the last day of the following semester will be automatically converted to F (Failure) without need of prior notification to the students concerned.

In view of the above, faculty members are reminded that they should give a grade to each student officially enrolled in their course within the deadline stipulated by the Registrar. Students should note that there is a clear distinction between the grades of INC and NE.

In the completion of INC and NE grades, please be reminded of the following:

1. Final grades for the Intersession SY 2023–2024 were released on AISIS on Friday, 28 July 2023. **All INC and NE grades must be completed within two weeks after the electronic release of grades.** The two-week period for the completion of INC/ NE grades is from **Friday, 28 July 2023 to Saturday, 12 August 2023.**
2. For NE grades:
 - a) The relevant documentation to justify the absence from the final exam should be submitted to the instructor. Students who submit medical certificates in support of a missed final exam should request for the endorsement of the Office of Guidance and Counseling (for psychological conditions) or the Office of Health Services (for acute illness or chronic medical conditions). Such endorsements should be sent by the OGC/OHS directly to the concerned instructors.

¹ Now known as the Asst. Vice President for Undergraduate Education.



ATENEO DE MANILA UNIVERSITY

- b) Upon receipt of the documentation, including any endorsement from OGC or OHS, instructors may evaluate if the student's reason falls within the justifiable reasons stated in Section T.3 of the of the aforementioned 01 June 2023 memo, If so, instructors **may already schedule the make-up final exam with their students, without requesting approval from the AVP-UEd.**
3. Once the student has submitted the missing requirement (for the INC grade) or taken the make-up final exam (for the NE grade), the instructor should submit the completion grade on AISIS within a reasonable period of time.
4. If an INC/NE grade is not completed within the two (2)-week period, and the student does not have an approved request for an extension to the deadline, the instructor should compute the final grade by any method deemed just and submit a completion form to the Office of the Registrar.
5. Requesting an extension to the deadline for completion of INC/NE grades
 - a) Students who need an extension to the two-week deadline for the completion of INC/NE grades should make a request to their instructor and the instructor's department chair/program director. They should provide the reason(s) for their need for an extension and relevant documents in support of the request.
 - b) Instructors, in coordination with their department chairs/program directors, have the discretion to allow for an extension to INC/NE grades if they feel that there is a valid reason for doing so. The following are considered valid reasons:
 - Physical illness, including COVID-19 – This requires submission of a medical certificate to the OHS. The student then requests OHS to notify the instructor(s).
 - COVID-19 in the household that results in a student's need to quarantine or take care of a sick family member – This requires submission of a medical certificate to the OHS. The student then requests OHS to notify the instructor(s).
 - Psycho-emotional and mental health conditions – This requires submission of a medical certificate to the OGC. The student then requests OGC to notify the instructor(s).
 - Family and other emergencies that require the presence of the student – Supporting documents should be submitted directly to their instructors for their evaluation.
 - Internet connectivity issues – Supporting documents should be submitted directly to the instructors for their evaluation.
 - The student is representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions,



ATENEO DE MANILA UNIVERSITY

- etc.) – This requires the endorsement of the appropriate office and the approval of the AVP-UEd. The Office of the AVP-UEd notifies the student's instructor(s).
- Other reasons deemed meritorious by the instructor
- c) The deadline for submission of missing requirements is to be determined by the instructor but **should not be set beyond 05 December 2023.**
- d) If the instructor and chair do not allow an extension to the INC/NE grade, or if the student does not submit his/her missing requirements by the instructor's deadline, the instructor should compute the final grade by any means deemed just and submit the completion form.
6. Instructors submit their completion grade through the New AISIS Submit Completion Grade module. Please refer to the 18 November 2022 memo from the Registrar, [New AISIS Submit Completion Grade and Post Completion Grade Modules](#). **Approval/Endorsement by the AVP-UEd is no longer needed.**
7. The deadline for the submission by departments/programs of the completion grades is on **12 December 2023 which is the last day of the First Semester SY 2023–2024,**
8. INC/NE grades that are not completed by then will **automatically convert to F (Failure) without need of prior notification to the students concerned.**

Any actions or approvals by teachers that are contrary to these regulations shall be treated as null and void. Submission of requirements after the INC/NE grade has automatically converted to F will not change the F, even if the teacher accepted the late submission.

cc: Office of the Vice President for Higher Education
Deans of the Schools Offering Undergraduate Classes
Gokongwei Brothers School of Education and Learning Design
School of Humanities
John Gokongwei School of Management
School of Science and Engineering
School of Social Sciences
Associate Deans and Directors, Undergraduate Education
Office of the Associate Dean for the Core Curriculum
Office of the Associate Dean for Student Affairs
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Office of Student Discipline
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ATENEO DE MANILA UNIVERSITY

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