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Memorandum No. LAMN 2020-03

TO: ASP Faculty and Graduate Students

FROM: LEE ANTHONY M. NERI, Ph.D.
Acting Director

SUBJECT: The Use of Deferred Grade on Third Trimester, AY 2019-2020

DATE: May 19, 2020

According to the FAQs issued by the Office of the Vice Chancellor for Academic Affairs (OVCAA) dated April 28, 2020, the use of **Deferred Grade** is only applicable for the **Third Trimester, AY 2019-2020**. This is only applied to students who are enrolled in this current trimester.

Deferred Grade is a non-submission of grade of a student until they comply with the adjusted course requirements set by the faculty. If the student will be given a Deferred Grade during the Third Trimester, AY 2019-2020, their grade will be left blank until they submit their adjusted requirements. The student is given until **May 31, 2021** or as scheduled by the faculty to complete their requirements.

The same academic rule as INC., the student may complete the adjusted course requirements anytime from April 30, 2020 to May 31, 2021. The faculty and student must follow the deadline of submission of grades per trimester as scheduled in the ASP Academic Calendar 2020-2021. More importantly, the student **MUST** be currently enrolled for a faculty to give their final grade. At the same time, a student, who is currently enrolled this trimester in a subject that is a prerequisite to another subject, is allowed to enlist in the latter subject despite having a Deferred Grade.

If, in any case, the student by May 31, 2021 will not be able to comply with their adjusted academic requirements or the faculty is still not satisfied, the student will be given a grade of **DRP** (dropped).

This is for your guidance and information.