



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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23 November 2017

**MEMORANDUM MTTP NO. 17-12**

TO: ALL COLLEGE SECRETARIES and GRADUATE PROGRAM COORDINATORS

FROM:   
MA. THERESA T. PAYONGAYONG, Ph.D.  
University Registrar

SUBJECT: **Automatic Grade of 5 from lapsed 4, First Semester AY 2016-2017**

Please be informed that you can now download from CRS (via Report Generation module, Report name: *Removal grades that will lapse this term*) the list of students who took courses in your college during the First Semester of AY 2016-2017 whose grades of 4 are still unremoved.

After **07 January 2018**, these unremoved grades of 4 will automatically be converted to 5.

Kindly remind affected students in your college.

For your information and guidance.