



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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30 October 2015

Memorandum No: MRC 15-21

For: COLLEGE SECRETARIES & GRADUATE COORDINATORS OF ALL ACADEMIC UNITS

From:

Marilyn R. Canta, PhD
University Registrar

SUBJECT: Advance Notice for Automatic conversion of Grade of "4" to "5"

Please inform your faculty members that effective this semester (1st 2015-2016), the University will be implementing the automatic conversion of the grade of "4" to "5" after the one-year grace period for removal has lapsed.

In view of this, please advise them to check their CRS accounts for students with unremoved grades of "4" (incurred during the 1st semester 2014-15) for whatever action they wish to take. These grades will be automatically changed to a grade of "5" should they not be removed by the end of the 1st semester 2015-2016.

The OUR will generate a list of students with unremoved grades of "4" and send them to the respective units forthwith.

Thank you.