



University of the Philippines  
**LOS BAÑOS**

*Office of the Chancellor*

25 July 2025

MEMORANDUM NO. 097

*Series of 2025*

TO : All Faculty Members

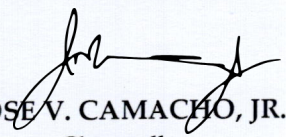
SUBJECT : Updated Schedule of Final Examinations, Regular Removal Period,  
and Extension of Submission of Grades for Midyear 2025

In view of the improved weather outlook in the coming days, all final examinations for Midyear 2025 originally scheduled on 22 July 2025 and on 23 July 2025 are moved to 28 July 2025 and to 29 July 2025, respectively.

Likewise, the regular removal examination period, originally set for 24-25 July 2025, is moved to 30-31 July 2025.

The deadline for submission of grades for Midyear 2025 is extended to **01 August 2025 (Friday)**.

For your guidance.

  
JOSE V. CAMACHO, JR.  
Chancellor

cc: OVCAA  
RMO



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UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
OFFICE OF THE UNIVERSITY REGISTRAR

## **SCHEDULE OF FINAL EXAMINATIONS**

**MIDYEAR TERM, 2025**

**TUESDAY, 22 JULY 2025  
to  
WEDNESDAY, 23 JULY 2025**

Kindly find attached the suggested final exam schedules for courses offered  
this Midyear Term 2025

COLLEGE OF AGRICULTURE AND FOOD SCIENCE  
COLLEGE OF ARTS AND SCIENCES  
COLLEGE OF DEVELOPMENT COMMUNICATION  
COLLEGE OF ECONOMICS AND MANAGEMENT  
COLLEGE OF ENGINEERING AND AGRO -INDUSTRIAL TECHNOLOGY  
COLLEGE OF FORESTRY AND NATURAL RESOURCES  
COLLEGE OF HUMAN ECOLOGY  
COLLEGE OF PUBLIC AFFAIRS AND DEVELOPMENT  
COLLEGE OF VETERINARY MEDICINE  
GRADUATE SCHOOL  
SCHOOL OF ENVIRONMENTAL SCIENCE AND MANAGEMENT  
DEPARTMENT OF MILITARY SCIENCE AND TACTICS  
UGNAYAN NG PAHINUNGOD



## IMPORTANT REMINDERS

1. The scheduling of final examinations is based on actual class meeting time, and the usual classrooms will be used except when otherwise indicated.
2. Faculty members must be logged into their UP Mail account in order to access the Academic Management Information System (AMIS) and view/edit the online grade sheets for the courses they handle.

Printouts of the online submitted grade sheets must be signed by the faculty-in-charge and the department chair prior to submission of one copy each to the department, the Office of the College Secretary and the Office of the University Registrar.

3. The schedule of deadlines for the online submission of final grades is as follows:

If final exam is on:

July 22, Tuesday (1<sup>st</sup> day)

July 23, Wednesday (2<sup>nd</sup> day)

The deadline is on:

July 28, Monday

July 28, Monday

Last day for submitting grades for all students ONLINE and HARD COPIES to the OUR:  
Monday, 28 July 2025.

4. Reminders for the faculty on giving and online submission of grades via AMIS.
  - a. A student is automatically dropped from the rolls for non-satisfaction of prerequisites. In such a case, indicate "DRP" as Grade Input and "Forced-drop due to non-satisfaction of prerequisites" as Transcript Note.
  - b. If a student's application for leave of absence (LOA) was approved after three-fourths of the total number of hours prescribed for the course has already elapsed, the student may be given a grade of "5" if the class standing up to the time of the withdrawal was below "3". If you do not want to give a grade of "5", indicate "DRP" as Grade Input and "LOA" as Transcript Note. "LOA" is not a grade and therefore, should appear only as a Transcript Note.
  - c. The grade of "Inc." is given to a student whose class standing throughout the semester is PASSING but is not able to take the final examination or to complete other requirements for the course due to illness or other valid reasons. The reason for a grade of "Inc." should be indicated as a Transcript Note.
  - d. Indicate as a Transcript Note the reason for the grade of "5" of a student in a course, whether (a) poor scholastic performance, (b) excessive absences, or (c) unauthorized dropping/stopped attending classes.

  
MARGARITA CARMEN S. PATERNO  
University Registrar

- e. For students who incurred absences, the rules on attendance quoted below shall apply:

When the total number of hours lost by absence of a student reaches 20% of the class hours, the student shall be dropped from the subject without the need of a dropping slip.

If majority of the absences are excused, the student shall not be given a grade of "5" upon being dropped. In the grade sheet/roster, indicate "DRP" as Grade Input and "Excessive excused absences" as Transcript Note.

If majority of the absences are not excused, the student shall be given a grade of "5" upon being dropped. Indicate "5" as Grade Input and "Excessive unexcused absences" as Transcript Note.

The table gives some examples for determining what is 20% of the class hours.

<i>No. of Meetings of Class per week</i>	<i>Total Number of Class Days*</i>	<i>20% of Days</i>
3	48	9.6
2	32	6.4
1	16	3.2

\* For a regular 16-week semester

However, a faculty member may prescribe a longer attendance requirement to meet their special needs. In such a case, the students must be properly informed.

Time lost by late enrollment shall be considered as time lost by absence.

BEFORE DROPPING A STUDENT DUE TO EXCESSIVE ABSENCES, THE FACULTY MEMBER SHOULD INQUIRE AT THE RESPECTIVE OFFICE OF THE COLLEGE SECRETARY IF THE STUDENT HAS DROPPED THE COURSE OR OBTAINED A LEAVE OF ABSENCE.

- f. Seminars should be graded "S" (Satisfactory) or "U" (Unsatisfactory). Likewise, thesis in progress should be graded "S" or "U" and not "IP" (In Progress).
- g. Special students do not earn credit but may be given a grade of "S" or "U".
- h. Completion/removal grades are to be submitted using the Report of Completion/Removal Grades form. Such grades are not included in the online grade sheet which only lists students currently enrolled in the course.

If you have questions on the official enrollment of students in your class, please check with your College Secretary or the undersigned.

  
MARGARITA CARMEN S. PATERNO  
University Registrar



- i. No student is allowed to take any removal examination unless a Removal Permit is issued by the respective College Secretary and presented to the Professor/Instructor concerned.

Effective first semester 2015-2016, the grade of "4" is removed by passing a removal examination or by re-enrollment in the course.

If not removed within the prescribed period (one academic year), the grade of "4" automatically becomes "5". The grade will be changed by the University Registrar upon prior confirmation with the concerned teacher and adviser or in their absence, the department chair or institute director.

- j. *Penalties for late submission of grades adopted by the Board of Regents at its 822<sup>nd</sup> meeting on July 31, 1972.*

The following implementing rules and regulations shall govern penalties applicable to faculty members who, without good reason, fail to submit grades of students within the deadline prescribed above:

- i. Since the prompt submission of grades is in large part a matter of good management, discipline and enforcement of University regulations, Department Chairmen, College Secretaries and Deans are enjoined to bend all efforts towards compliance with codal provisions regarding deadlines for submission of grades as well as recommendations for graduation of students.
- ii. Faculty members who fail to meet deadlines for the submission of grades should be reported to the appropriate authorities in the University. The delinquencies should be entered in the personnel records of the erring faculty members.
- iii. Upon recommendation of the Dean and subject to the approval of the Chancellor, a faculty member who, without justifiable cause, fails to submit grades on time, shall be liable to any of the following penalties:
  - a) Warning;
  - b) Reprimand;
  - c) Fine of not more than his salary per day for each day of delay; or
  - d) Suspension without pay for a period not exceeding one semester in case of repeated delinquency.
- iv. The procedure for the imposition of any penalty shall consist of the following steps:
  - a) Notification of deadline, including request for an explanation;
  - b) Report of delinquency; and
  - c) Order imposing the penalty.

  
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University Registrar

**TUESDAY, JULY 22, 2025**

Subject	Classroom/Lecture Hall	Time
ABE 1 CHEM 32 COMA 150 ENSC 11 PI 10(SSP)	CEAT B-201 PSLH A, AVR-ANNEX CAS A2 200 CEAT B-104, CEAT B-202 CAS A2 101, CAS A2 103	7:00 - 9:00 am
ARTS 1 ChE 32 CHEM 32.1 CMSC 123 COMM 10 HNF 126 MATH 25 PHYS 51	CAS A2 201, CAS B02 ChE 1 PSLH A, PS A-321 ICS LH 4 CAS A1 408, CDC GRADUATE RM BALH1 MB 302 PSLH B	10:00-12:00 noon
CHEM 160 CMSC 12 ENG 10 ENSC 10.1 ENSC 16 HUM 3 MATH 37 ME 174.1 SUTC 148	PSLH A, PS B-204 ICS LH3, ICS LH4 CAS 110, CAS A1 306 CEAT B-204 CEAT B-205 CAS A1 305 MB 303 AGP1 ChE 2	2:00 - 4:00 pm

**WEDNESDAY, JULY 23, 2025**

	Classroom/Lecture Hall	Time
ChE 147 CHEM 40 CMSC 21 ENSC 21 FPPS 131 PHYS 51.1 SAS 1	ChE 1 PSLH A ICS LH4 CEAT B-205 AAVLH PSLH B CAS 101	7:00-9:00 a.m
CHEM 160.1 CHEM 18 CHEM 131 CMSC 57 ENSC 13 ETHICS 1 FRM 165 MATH 27 SOSC 3 STS 1	PS A-227 PSLH A, BS B-309 PS B-309 ICS LH4 CEAT B-204 CAS A2 202, CAS A2 203, CAS B07 IRNR 291 MB 301 CAS 102 BS C-105, CAS A1 GAL	10:00-12:00 noon
CHEM 40.1 CHEM 161A CHEM 111 ENSC 12 MATH 28 MATE 21 WIKA 1	PS B-200, PS B-201 PS A-232 AVR -ANNEX CEAT B-202 MB 301, MB 302 CEAT B-200a CAS 107, CAS 109	2:00 - 4:00 pm

NO FINAL EXAMINATION - All courses numbered 190, 199, 200, 200a, 290, 299, 300 & 400

EXAMINATION BY ARRANGEMENT  
Department of Human Kinetics  
College of Veterinary Medicine  
Dept. of Military Science and Tactics