



TO : ALL CONCERNED
FROM : The Dean
Date : December 10, 2020
Re : Guidelines for the taking the Completion Exams for Incomplete Grades from the Second Semester, A.Y. 2019-2020

All students who intend to take the Completion Exams for Incomplete Grades from the Second Semester, A.Y. 2019-2020 are directed to comply with the guidelines below:

- 1.) Download and accomplish a copy of the Application Form for the taking of the Completion Exam from the Arellano Law website at www.arellanolaw.edu.
- 2.) Payment of the Completion Fee of P300.00 per subject
- 3.) File the application by sending the same thru electronic mail to the Registrar's Office at registrar.arellanolaw@gmail.com **on or before December 18, 2020**. Please attach the proof of payment for the completion fee(s).

Thereafter, an electronic mail shall be received from the Registrar's Office regarding the action taken on your application.

If approved, the electronic mail will contain the schedule of the completion examination, which will be during the scheduled Final Examination this semester for the subject concerned and under the same professor from the previous semester.

In case the concerned professor is no longer teaching the said subject(s) for completion this semester, please coordinate with the Office of the College Secretary for further instructions.

Professors will be provided an official list of students who will be allowed to take the exam for this semester. Any exam taken by a student whose name was not indicated in the list will not be given credit.

For your guidance and strict compliance.


DOMINGO M. NAVARRO
Dean