



To: **All Concerned**
From: **The Dean**
Date: May 19, 2023

RE: Guidelines for Taking Completion Exams for Incomplete Grades for the Second Semester, A.Y. 2022-2023.

All Students who intend to take the Completion Exams for Incomplete Grades from the Second Semester, A.Y. 2022-2023 are directed to comply with the following guidelines:

- 1.) Download and accomplish a copy of the Application Form for taking the Completion Exam from the Arellano School of Law Website at www.arellanolaw.edu.

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| RO4 | Application for Completion Form |
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- 2.) Payment of the Completion fee of Php 300.00 per subject.
- 3.) File the application form by sending it thru electronic mail at registrar@arellanolaw.edu not later than **May 29, 2023**. Indicate the following details for proper validation.
 - a) Subject/s
 - b) Name of Professor/s
 - c) Semester and Academic Year
 - d) Date of application submission
 - e) Date of payment
- 4.) In sending the proof of payment, please use your FULLNAME , STUDENT NUMBER, Payment for COMPLETION as the email SUBJECT and include the following details:
 - a.) Date/Time of online transfer/over-the-counter deposit.
 - b.) Bank where funds came from.
 - c.) The last three (3) digits of the account number where the transfer came from; and
 - d) Send it to jphorlina@arellanolaw.edu OR accounting@arellanolaw.edu.


Thereafter, an electronic mail will be received from the Office of the Dean 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 Examinations 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 Dean 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 5/19/23