

**COMPLETION EXAMINATION PROCEDURE**

Effective 2nd Semester Academic Year 2017-2018

1. Get and fill out the Completion Examination Application Form from the Registrar's Office.
2. Seek permission of the teacher concerned and the recommendation of the College Dean of the faculty.
3. Seek Registrar's approval.
4. Have your account verified at the Treasury Office then pay for the Completion Examination Fee.
5. Take the completion exam on schedule set by the teacher.
6. Teacher will fill out the Completion Examination Form and will be forwarded to the Dean for approval
7. The College will provide the students' copy of the completion form to the student.
8. The College will forward the Approved Completion Examination Form to the Registrar Office
9. The Registrar / Data In-Charge will encode the grade to the ERP.
10. After a week, the student may check / verify his / her grade on the portal / at the Dean's Office / Registrar's Office.

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