



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

**Office of the Secretary of the University
and of the Board of Regents**

**EXCERPT FROM THE APPROVED MINUTES OF THE
15th LSU Board of Regents Meeting
16 March 2004 * LNU, Tacloban City**

**Academic School Calendar, SY 2004-2005 and
The Proposed Adjustments of the Schedule of 2004 Summer Classes**

Board Resolution No. 10, s. 2004

**Approving the proposed Academic School
Calendar for SY 2004-2005 for all campuses of the
University, including the proposed adjustments of
the schedule of 2004 Summer Classes, as
presented.**

BOARD ACTION: CONFIRMED

Date : 16 March 2004

ATTACHMENT: G

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: University Registrar

Mag 3/22/04



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the University President

16 March 2004

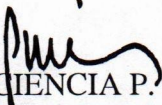
The Honorable Chairman and
Members of the LSU Board of Regents

Ladies/Gentlemen:

I am hereby endorsing the new **Academic School Calendar of LSU for SY 2004-2005** which was prepared by the Office of the University Registrar. This new school academic calendar has been presented and approved by the University Administrative Council during its meeting on March 4, 2004.

I am, therefore, recommending the same **FOR CONFIRMATION** by the Board of Regents.

Very truly yours,


PACIENCIA P. MILAN
President

BOARD ACTION : _____
DATE : 16 March 2004



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A Philippines

Office of the Registrar

March 9, 2004

Prof. Daniel M. Tudit, Jr.
University Secretary
Leyte State University
Visca, Baybay, Leyte

Dear Prof. Tudit,

We are submitting to your office the proposed school calendar for school year 2004-2005 and revision of 2004 schedule of Summer classes for presentation to the Board meeting.

Thank you.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Linda N. Mariscal", with a long, flowing underline.

LINDA N. MARISCAL
Registrar

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

PROPOSED ADJUSTMENTS OF THE SCHEDULE OF

2004 SUMMER CLASSES

	<u>From</u>	<u>To</u>
General Registration	Th – W, April 1-7	M – T, April 19 - 20
Classes begin	T, April 13	W, April 21
Last day for late registration	Th, April 15	F, April 23
Midterm and last day for dropping of subjects with no grade of 5.0	M, May 3	T, May 11
Final Examination	F – S, May 21 – 22	T - W, June 1 - 2
Last day for submission of grades	Three (3) days after scheduled examinations	
Removal / Special Exam. and Completion of Inc grade	M – F, May 17 – 28	Th – M, May 20 – 31
Deadline for complying with all requirements for graduation	F, June 11 (5 PM)	F, June 11 (5 PM)
Total no. of School days	35	35

No. of School Days

	M	T	W	Th	F	S	Total
April	1	1	2	2	2	1	9
May	4	4	4	4	4	4	24
June	0	1	1	0	0	0	2
Total	5	6	7	6	6	5	35

Holidays:

Sat., May 1 – Labor Day
Mon., May 10 - Election Day



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

SCHOOL CALENDAR for SY 2004-2005

	First Semester	Second Semester
Medical Examination : <i>Continuing Students</i>	M-F, Apr 5-June 4	
<i>New Students</i>	M-F, May 10-June 4	M-F, Oct. 28-29
Last Day for Transfer Students to File Application for Admission	F, May 28	F, Oct. 22
Removal/Special Exam & Completion of INC Grades	M-F, May 17-28	
Validation for Advanced Credit (Transferees).	M-F, May 24-28	M-F, Oct. 18-22
ACES Exam for Incoming Freshmen	M-F, May 24-28	
Registration for New Freshmen	M-F, May 10-June 11	
General Registration : <i>Fourth Year</i>	M-F, June 7-11	M-F, Oct. 25-29
<i>Third Year</i>	M, June 7	M, Oct. 25
<i>Second Year</i>	T, June 8	T, Oct. 26
<i>First Year (old), Transferees and others</i>	W, June 9	W, Oct. 27
<i>Graduate Students</i>	Th-F, June 10-11	Th-F, Oct. 28-29
Classes Begin	M-F, June 7-11	
Orientation for New Students	M, June 14	W, Nov. 3
Last Day for Late Registration	M, June 14	
General Academic Convocation Program	F, June 18	T, Nov. 9
Last Day for Graduating Students to File Graduation Application	T, June 29	
University Dorm Open House	Th, July 29	Th, Nov. 25
College Wide Christmas Program		1st Sat & Sun of Dec
Christmas Vacation Begins		M, Dec. 20
Classes Resume		W, Dec. 22
Midterm Examination		M, Jan. 3
Last Day for Dropping Subjects with no grade of 5.0.	M-F, Aug 16-20	M-F, Jan. 10-14
J-Sem Schedule for Special Exam & Completion of INC. Grades	M, Aug 16	M, Jan 10
LSU 80th Anniversary Celebration	Th-F, Aug 23-27	M - F, Jan 17-21
Career Guidance Seminar for Freshmen	W, Aug. 11	
Sports Intramurals for Students	Th, Aug. 26	
College Inter-Dorm Student Body Sportsfest	W-S, Sep. 8-11	
Last Day for Graduating Students to Clear Deficiencies		1st Sat & Sun of Feb.
Honors/Awards Convocation	F, Sep. 24	W, Feb. 23
Sports Intramurals for Faculty and Staff		Th, Feb. 24
Consultation Period for the Students with their Academic Advisers of the courses/subjects they intend to enroll next term		Th - S, Feb. 10-12
Removal/Special Exam & Completion of INC. Grades	M, Sep. 27-Oct. 8	T-F, Mar. 1-11
Advanced Enrolment for:	M-F, Sep. 27-Oct. 8	M-F, Feb. 28-March 11
Graduating/Regular/Acad. Scholars/Others with no Deficiency		
Final Exam for Graduating Students	M - F, Oct. 4 - 8	M - F, March 7 - 11
Final Exam for Other Students	M-T, Oct. 4 - 5	M - T, Mar. 7 - 8
Last Day for Submission of Final Grades:	M-F, Oct. 11 - 15	M-F, Mar. 14-18
Graduating Students		
Other Students	W, Oct. 13	T, Mar. 15
Deadline for Complying with All Requirements for Graduation	Seven(7) days after scheduled exam.	
UAC Meeting to Approve Candidates for Graduation	F, Oct. 29	W, March 23
BOR Meeting to Confirm Candidates for Graduation	Th, Nov. 4	M, Mar. 28
COMMENCEMENT EXERCISES	F, Nov. 5	T, March 29
		W, March 30

2005 SUMMER CLASSES

General Registration	Th-F, Mar.31-Apr 1	Last Day for Submission of Grades	Three(3) days after scheduled exam
Classes Begin	M, April 4		
Last Day for Late Registration	W, April 6	Deadline for Complying with all Requirement for Graduation	T, May 31
Midterm & Last Day for Dropping of Subjects with no Grade of 5.0	Sat., April 23	Removal/Special Exam. and Completion of INC. Grades	M - T, May 23 - 31
Final Examination	F-S, May 13-14		

SUMMARY OF CLASS DAYS

SY 2004-2005

FIRST SEMESTER 2004-2005

MONTH	MWF			TOTAL	TTh		TOTAL
	MONDAY	WEDNESDAY	FRIDAY		TUESDAY	THURSDAY	
JUNE	3	3	2	8	3	2	5
JULY	4	4	5	13	4	5	9
AUGUST	5	4	4	13	5	4	9
SEPTEMBER	4	5	4	13	4	5	9
OCTOBER	2	2	3	7	2	2	4
TOTAL	18	18	18	54	18	18	36

SECOND SEMESTER 2004-2005

MONTH	MWF			TOTAL	TTh		TOTAL
	MONDAY	WEDNESDAY	FRIDAY		TUESDAY	THURSDAY	
NOVEMBER	4	4	4	12	4	4	8
DECEMBER	3	3	3	9	3	3	6
JANUARY	5	4	4	13	4	4	8
FEBRUARY	4	4	4	12	4	4	8
MARCH	2	3	3	8	3	3	6
TOTAL	18	18	18	54	18	18	36

SUMMER 2005

MONTH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
APRIL	4	4	4	4	4	4	24
MAY	2	2	2	2	2	2	12
TOTAL	6	6	6	6	6	6	36

OFFICIAL HOLIDAYS:

2003	S, June 12 - Independence Day			T, Nov. 30 - Bonifacio Day		
	W, Oct. 20- Leyte Landing			S, Dec. 25- Christmas Day		
	M, Nov. 1 - All Saints Day			Th, Dec. 30 - Rizal Day		
2004	S, Jan. 1 - New Year's Day			F, March 25 - Good Friday		
	S, Apr. 9 - Araw ng Kagitingan			Su, May 1 - Labor Day		
	Th,March 24- Holy Thursday					