

PERMIT FOR COMPLETION OF INC./REMOVAL OF 4.0

Examinations for the removal of grades of INC and 4 may be taken without fee: (1) during the regular examination periods, if the subject in which a student failed to take his final examination is included in the schedule of examination for the period during which said removal examination is to be taken otherwise, said student is to be charged the required fee; (2) during the removal examination period, viz, the period covering ten days preceding the registration in each semester, provided that the examination is taken at the time that it is scheduled; and (3) within the ten-day period preceding the Christmas vacation in colleges in which there is no intersemester vacation, provided that the examination is taken at the time it is scheduled.

Removal examinations may be taken at other times on the recommendation of the Dean and upon payment of a required fee. [Granting of permit for removal of INC is included in the delegated authority for the College Secretary to sign on behalf of the Deans. [Memo No. FN 90-68 dated 08 August 1990] Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal examination. [Art 377, UP Code 1975]

There shall be a regular period for removing grades of 4 and INC. before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. A grade of 4 received after removing a grade of INC., however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of INC. [Art 378 as amended at the 886th BOR meeting, 28 April 1977]. See Figure 10 for the submission of completion grade flowchart.

Examination for the removal of grades of “incomplete” may be taken without fee:

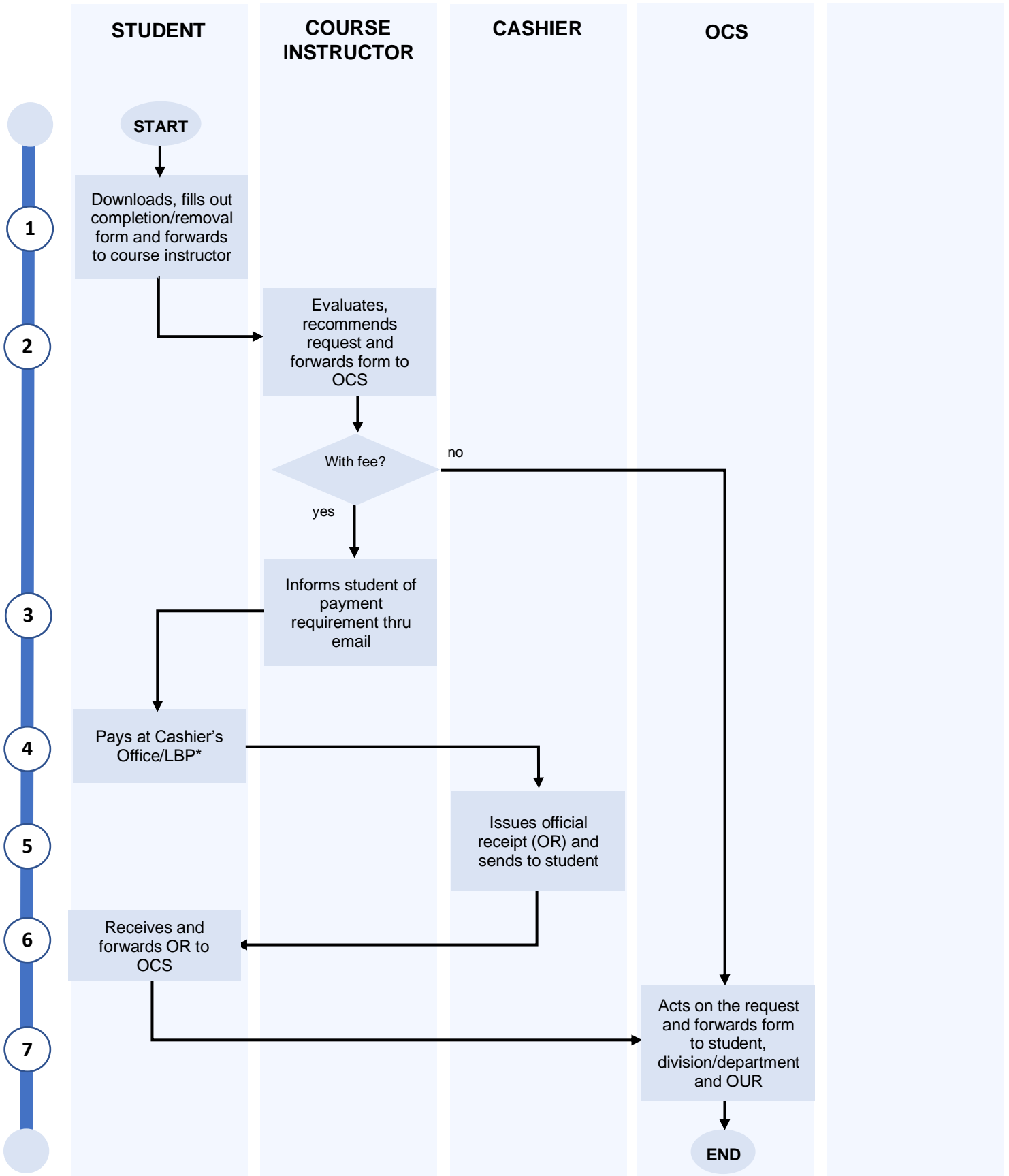
- a. “...during the regular examination periods”
- b. “...the period covering ten days preceding the registration in each semester.”
- c. “...within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation...” [Art. 377, UP Code 1975]

NOTES:

1. *The student must be required to present a completion/removal permit before he/she is given an examination or allowed to submit requirements for completion.*
2. *The faculty must submit removal or completion grade one week after the examination or submission of all requirements of the course. The faculty shall submit the completion grade through CRS and send the hardcopy later.*
3. *A student who is not officially enrolled at the time when he/she decides to take the removal exam or to comply the requirements shall be advised to pay the registration fee before he/she is given an examination or allowed to submit requirements for completion*



Permit for Removal of Grades of INC or 4.0



* Payment through Landbank (LBP). Deposit the amount to the UP Visayas account:

LBP Account Name: UP VISAYAS
 Account Number : 3052-1015-13



UNIVERSITY OF THE PHILIPPINES VISAYAS



PERMIT FOR COMPLETION OF INC / REMOVAL OF 4.0

_____ Date

Permit is hereby granted to:

Student Number: _____ E-mail: _____ Contact No.: _____
Name: _____ Degree Program: _____ College: _____

to [] complete his/her INCOMPLETE
[] remove his/her grade of 4.0

in _____ incurred _____ semester/midyear AY _____.

Completion/Removal examination should be taken on or before _____.

Fee: _____ O.R. #: _____ Date of payment: _____

Recommended by:

Approved:

_____ Instructor

_____ College Secretary

No examination will be given without this permit duly approved. Valid until ____, ____. IF EXAMINATION GIVEN BEYOND THIS DATE WILL BE INVALIDATED. This permit must be attached to the Report of Records of the Instructor giving the examination.



UNIVERSITY OF THE PHILIPPINES VISAYAS



PERMIT FOR COMPLETION OF INC / REMOVAL OF 4.0

_____ Date

Permit is hereby granted to:

Student Number: _____ E-mail: _____ Contact No.: _____
Name: _____ Degree Program: _____ College: _____

to [] complete his/her INCOMPLETE
[] remove his/her grade of 4.0

in _____ incurred _____ semester/midyear AY _____.

Completion/Removal examination should be taken on or before _____.

Fee: _____ O.R. #: _____ Date of payment: _____

Recommended by:

Approved:

_____ Instructor

_____ College Secretary

No examination will be given without this permit duly approved. Valid until ____, ____. IF EXAMINATION GIVEN BEYOND THIS DATE WILL BE INVALIDATED. This permit must be attached to the Report of Records of the Instructor giving the examination.