

## **COMPLETION OF INC/REMOVAL OF 4.0**

Grades of 1.0 to 3.0 are passing marks in the UP System. A grade of 4.0 is conditional, and a grade of

5.0 is a failing grade. The student who removes his/her conditional mark of 4.0 within the academic year that a grade is obtained may only receive a final grade of 3.0 or 5.0. A grade of 4.0 is automatically changed to 5.0 when the one-year grace period for removal has lapsed. An incomplete (INC) mark implies a passing average for a student who has not completed all course requirements, although it is possible that a student may get a grade of 4.0 upon completion.

### *Completion of INC*

A student is given one (1) academic year to complete the requirements of a course for which they received an INC. A course with an INC may not be re-enrolled within the prescription period. (Approved by the Board of Regents at its 1379th Meeting on April 3, 2023)

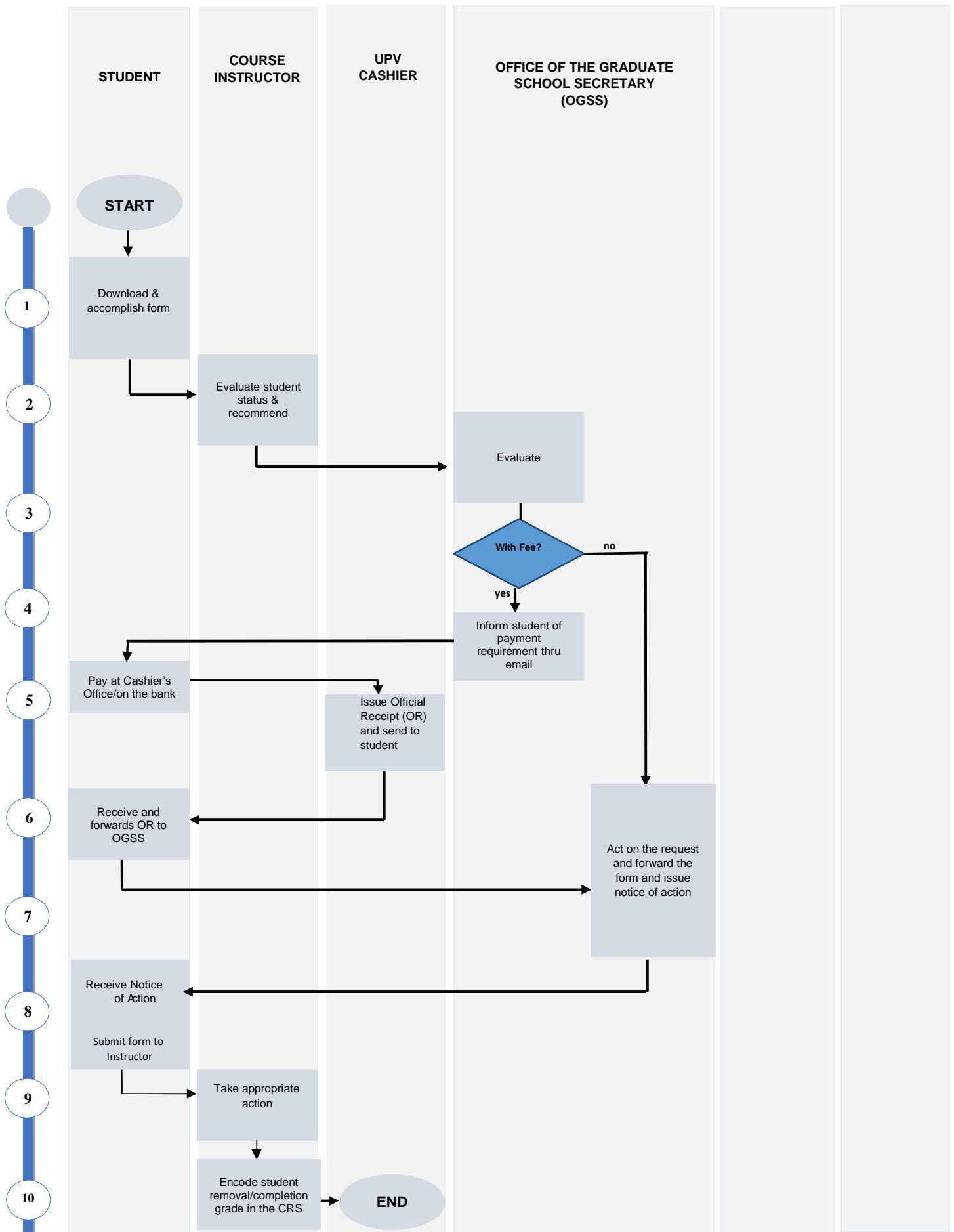
A student can complete their INC as long as they are enrolled in any CU of the University. For instance, a student need not enroll in residence at the CU where they incurred the INC so long as they are enrolled at their home CU. In the same manner, a student cross-enrolled in another CU, need not enroll in residence in their home CU to complete an INC incurred in their home CU.

### *Removal of 4.0*

The 'third regular removal period' referred to in Art. 378, is changed to the 'third regular term' or one (1) academic year after the semester when the grade of 4.0 was incurred. This is consistent with the prescription period for completion of INC. For instance, if the grade of 4.0 was incurred in the First Semester AY 2022-2023, this may be removed until the end of the First Semester AY 2023-2024 (Approved by the Board of Regents at its 1379th Meeting on 3 April 2023).

Please find attached the flowchart outlining the process for completing incomplete grades (INC) and removing a grade of 4.0, along with the prescribed form.

## Completion of INC / Removal of 4.0





UNIVERSITY OF THE PHILIPPINES VISAYAS

**GRADUATE SCHOOL**

General Luna St., 5000 Iloilo City, Philippines

Telefax No. (033) 337-7982

Email Address: [gs-secretary.upvisayas@up.edu.ph](mailto:gs-secretary.upvisayas@up.edu.ph)



**PERMIT FOR COMPLETION OF INC / REMOVAL OF 4.0**

\_\_\_\_\_ Date

Permit is hereby granted to:

Student Number: \_\_\_\_\_ E-mail: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Name: \_\_\_\_\_ Degree Program: \_\_\_\_\_

to  complete his/her INCOMPLETE

remove his/her grade of 4.0

in \_\_\_\_\_ incurred \_\_\_\_\_ Semester/Trimester/Midyear AY \_\_\_\_\_.

Completion/Removal examination should be taken on or before \_\_\_\_\_.

Fee: \_\_\_\_\_ O.R. #: \_\_\_\_\_ Date of payment: \_\_\_\_\_

Recommended by:

Approved:

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Graduate School Secretary

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



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