

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:

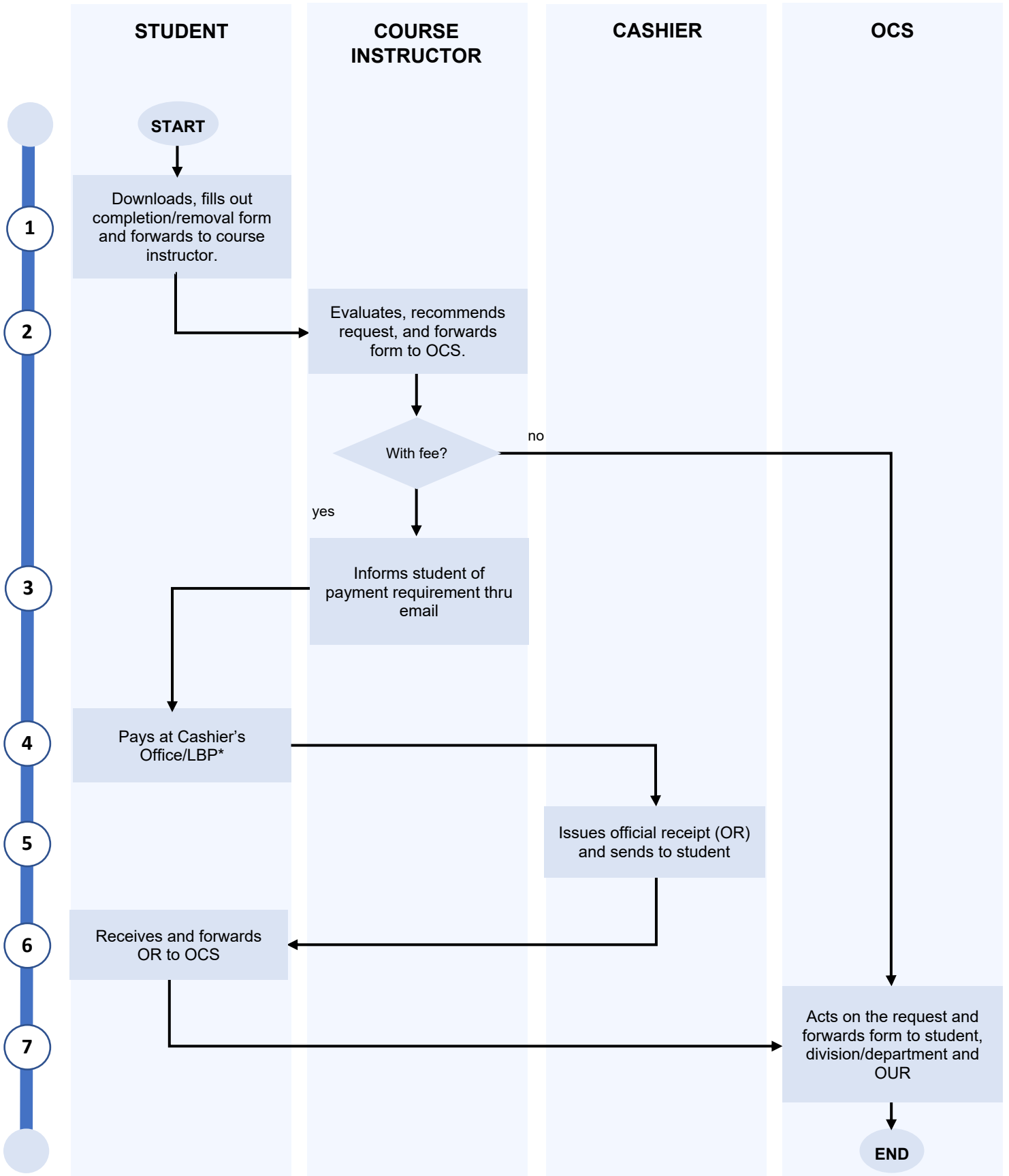
- a. “...during the regular examination periods”
- b. “...the period covering ten days preceding the registration in each semester.”
- c. “...within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation...” [Art. 377, UP Code 1975]

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





UNIVERSITY OF THE PHILIPPINES VISAYAS
PERMIT TO COMPLETE INC or REMOVE 4



Name: _____

Student Number: _____

Degree Program: _____

College: _____

The student, whose name is listed above, is permitted to COMPLETE/REMOVE _____ taken in the _____ semester/midyear, AY _____. (subject)

REQUIREMENT NEEDED: removal examination
 examination for completion
 others (paper, project, report, thesis, etc.): _____

 (To be filled-up by Instructor)

Removal examination to be given on _____ (date)

 Name and Signature of Instructor

 (To be filled-up by OCS)

Completion/Removal period valid until _____ (date or semester, AY)	If completion/removal is outside the regular period: Completion/Removal fee: _____ OR Number: _____ OR Date: _____
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Approved:

 Name and Signature of College Secretary

Reminders

1. The student must accomplish and submit this permit to the instructor-in-charge during the term that the student intends to complete INC or remove the grade of 4.
2. No examination will be given without a duly approved permit. If the examination is given beyond the date indicated above, it will be invalidated. This permit must be attached to the Report of Grades for Completion/Removal (UP Form 13C).
3. The student should pay for the completion/removal fee only if the completion/removal is outside of the regular period.
4. Attach this permit to UP Form 13C (Report of Grade for Completion or Removal)