

**REMOVAL PERIOD: A student is given one academic year to remove the INC or 4.0.**

Term Incurred	Deadline
1 <sup>st</sup> Semester/Trimester	A day before enrollment of the 2 <sup>nd</sup> Semester/Trimester of the succeeding academic year
2 <sup>nd</sup> Semester/Trimester	(Semester) Graduation day of the succeeding academic year (Trimester) A day before enrollment of the 3 <sup>rd</sup> Trimester of the succeeding academic year
Midyear Term/3 <sup>rd</sup> Trimester	A day before enrollment of the 1 <sup>st</sup> Semester/Trimester of the succeeding academic year

**PERMIT FOR REMOVAL OF INCOMPLETE/4.0**

I, \_\_\_\_\_, am hereby permitted to remove my grade of  
(Name of Student) Program/Year  
"Incomplete"/"4.0" in \_\_\_\_\_ which was incurred during the \_\_\_\_\_ semester/tri/midyear, school year \_\_\_\_\_.  
Completion requirements/removal exams to be accomplished/or is scheduled on this date \_\_\_\_\_.

BY: \_\_\_\_\_ Fee \_\_\_\_\_ Date of Payment \_\_\_\_\_ OR No. \_\_\_\_\_

Name in print & Signature of Instructor

RECOMMENDED BY:

APPROVED:

\_\_\_\_\_  
DEAN/COLLEGE SECRETARY

\_\_\_\_\_  
UNIVERSITY REGISTRAR

NO removal of "Incomplete"/"4.0" will be allowed without this permit duly approved. Valid only up to \_\_\_\_\_.  
If removal of "Incomplete"/"4.0" is allowed beyond this date, requirements submitted for this purpose will be invalidated.

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