

Online Process Flow

UPC FORM 26A Permit for Removal of Incomplete/4.0
UPC FORM 13C Report for Completion Removal of Grades

Step	Who	Process
1	Student	Fills up the online form in http://our.upcebu.edu.ph/flowsandforms/#removal .
2	OCS Staff of Instructor's College	Checks Form 26A and Form 13C for accuracy and completeness– <ul style="list-style-type: none"> ▪ if the date of the removal/completion is valid; ▪ if the Course Code, Title, Semester, Academic Year info are correct; ▪ if the grade (INC or 4.0) is correct; and ▪ if the INC or 4.0 has not yet lapsed.
3	OCS Staff of Instructor's College	Emails Form 26A to the Instructor's up.edu.ph email address and ask for the Instructor's confirmation and/or signature as to the student's request for permission to remove a grade of INC or 4.0.
4	Instructor	Replies to the email her/his confirmation and/or signature to the Office of the College Secretary of the instructor's college .
5	OCS Staff of Instructor's College	Forwards the confirmation and signed form from the Instructor to the OCS Staff of the Student's College .
6	OCS Staff of Student's College	Checks Form 26A and Form 13C for accuracy and completeness– <ul style="list-style-type: none"> ▪ if Student is indeed enrolled; and ▪ if Student's information is correct.
7	OCS Staff of Student's College	Emails Form 26A and Form 13C to her/his College Secretary for approval.
8	College Secretary of Student's College	Approves and signs Form 26A. Affixes date signed and date of validity of the permit. (Note that Form 26A is delegated by the Dean to the College Secretary, but Form 13C is not. Only the Dean can sign Form 13C, Report of Removal Grade.) Emails it back to the OCS Staff .
9	OCS Staff of Student's College	Forwards the signed Form 26A, with the Form 13C attachment, to the College Secretary/OCS Staff of the Instructor's College for grading by the Instructor.
10	OCS Staff of Instructor's College	Emails Form 13C, with the approved Form 26A attachment, to the Instructor and requests for the completion/removal grade of the student.
11	Instructor	Emails the completion/removal grade of the student, when ready and on or before the date of validity of the permit, to the OCS Staff of the Instructor's College .
12	OCS Staff of Instructor's College	Emails the graded Form 13C, with the approved Form 26A attachment, to the Dean for approval.
13	Dean of the Instructor's College	Approves and signs the graded Form 13C. Emails the graded and approved Form 13C to the OCS Staff .
14	OCS Staff of Instructor's College	Forwards the graded and approved Form 13C, with the approved Form 26A attachment, to the OCS Staff of the Student's College and the Office of the University Registrar .
15	OCS Staff of Student's College	<u>Encodes the completed/removal grade of the student in SAIS.</u> (After lifting of ECQ, files Form 26A and Form 13C in the student's jacket.)