

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

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

Fees waived during the covid-19 pandemic.

APPROVED:

 DEAN/COLLEGE SECRETARY of Student’s College

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.

Revised (2021 August 31)

UP Form 13C

University of the Philippines Cebu
Office of the University Registrar

REPORT FOR COMPLETION/ REMOVAL OF GRADES

Course No. & Section	Course Description/Title	Units	
Student No.	Student's Name	Program & Year	College
Original Grade	Semester & School Year Incurred	Completion/Removal Grade	Date
Printed Name of Instructor	Signature of Instructor	Signature of the Dean	
