



University of the Philippines
[Constituent University]
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 (subject) taken in the semester/midyear, AY.

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)

Table with 2 columns: Completion/Removal period valid until (date or semester, AY) and If completion/removal is outside the regular period: Completion/Removal fee, OR Number, OR Date.

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)