



## STUDENT RECORDS OFFICE Office of the College Secretary

College of Social Work and Community Development  
University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

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### PERMIT FOR COMPLETION/REMOVAL OF GRADES/CHANGE OF GRADE

#### **PLEASE NOTE:**

- **Completion (NO FEE)**
- **Removal (P20.00 fee)**

#### **STEPS:**

1. Download and Fill-up completely the [Permit for Completion/Removal/Examination Form](#).
2. The student will secure the approval/signature of the respective instructor.
3. To request for the signature of the Dean, fill-out the google form for the request for [Permit for Completion/Removal/Examination](#).
4. Once received, the SRO forwards the permit to the Dean for signature.
5. The SRO will notify the student once the permit has been signed by the Dean and a hard copy will be available at the SRO Office.
6. The student resends the duly signed form to the Instructor.

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1. Instructor submits the completion/removal grades through the grade completion/removal module in CRS.
  2. *Policy Reminder re: Grade Completion and Removal: **Student must be enrolled during term of completion/removal for grade submission to be valid***
  3. Instructor generates and submits the signed Official Report of Grades for Completion/Examination/Removal to the SRO.
  4. SRO submits the physical copy to the OUR - Records Section. - end.

#### **Payment Instructions for Removals:** *(Pay the P20.00 fee each course/subject for removal)*

- Fill-out completely the [Payment Slip](#)
- Pay thru the following options:
  - In-person (face-to-face) payment at the **UPD Cash Office**
  - Payment using **LinkBiz** (click [here](#) to view the detailed instructions, steps 1-13)
  - Payment using **GCash** (click [here](#) to view the detailed instructions, steps 1-5; for GCash Reference #, please encode any number)
- For payment validation, payment made thru LinkBiz or GCash, e-mail your proof of payment and payment slip to UPD Cash office at [cashoffice.upd@up.edu.ph](mailto:cashoffice.upd@up.edu.ph) copy furnished SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph).

**Important reminder: Please be guided on the deadline of completion according to the approved [Academic Calendar](#).**

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***Please keep posted for updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:***

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

***Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our e-mail address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph).***

For guidance.

Thank you.

-SRO, CSWCD-