



University of the Philippines
College of Social Work and Community
PERMIT TO COMPLETE INC or REMOVE 4.0

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)

| | |
|--|--|
| Completion/Removal period valid until _____ (date or semester, AY) | 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 4.0.
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).