



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

PERMIT FOR COMPLETION / EXAMINATION / REMOVAL

PLEASE NOTE:

- **Permit for Completion of INC (NO TRANSACTION FEE)**
- **Permit for Examination / Removal (P20.00 fee)**

STEPS:

1. Download and fill up completely the Permit for Completion/Examination/Removal [here](#).
2. The student will secure the approval/signature of the Instructor.
3. To request for the signature of the College Secretary, fill out the google form for the [Permit for Completion / Examination / Removal](#).
4. The SRO acknowledges and forwards the form to the College Secretary for signature.
5. The SRO will send back the signed copy to the student.
6. The student will resend the duly signed form to the Instructor for further action.

-
1. The 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. The Instructor generates and signs the Official Report of Grades for Completion/Removal and submits it to the SRO.
 4. The SRO submits the physical copy to the Office of the University Registrar (OUR). - end.

Payment Instructions for Examination / Removal: (Pay the P20.00 fee each course/subject)

- The student will pay the Examination/Removal Fee after receiving the Statement of Account (SOA)/Billing Statement from SRO.

FOR NON-CSWCD STUDENTS

- Please coordinate with your respective home unit/college for the form and procedures.

Important reminder:

Please be guided on the deadline of completion according to the approved [UPD Academic Calendar](#).

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 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.

For guidance.

Thank you.

-SRO, CSWCD-