



**University of the Philippines**  
**MINDANAO**  
**PERMIT TO COMPLETE INC or REMOVE 4**

Name: \_\_\_\_\_  
 Degree program: \_\_\_\_\_

Student number: \_\_\_\_\_  
 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.): \_\_\_\_\_

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 (To be filled-up by Instructor)

Removal examination to be given on \_\_\_\_\_  
 (date)

\_\_\_\_\_  
 Name and Signature of Instructor

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 (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 : _____
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**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)

## Transaction flow

### Permit for Removal of Grades of INC or 4.0

