



University of the Philippines
MINDANAO
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)

Transaction flow

Permit for Removal of Grades of INC or 4.0

