

Removal of "Incomplete" ("Inc")

Removal of the "Inc" must be done within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the subject, after which the student shall be given a final grade based on his/her overall performance. [from Art. 369; 214th UC meeting, Apr. 12, 1962; 886th BOR meeting, Apr. 28, 1977; 899th BOR meeting, Mar. 30, 1978]

There shall be a regular period for removing grades of "Inc" before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. If a grade of "4" is received after removing an "Inc", this must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc". [Art. 378; amended at 886th BOR meeting, Apr. 28, 1977]

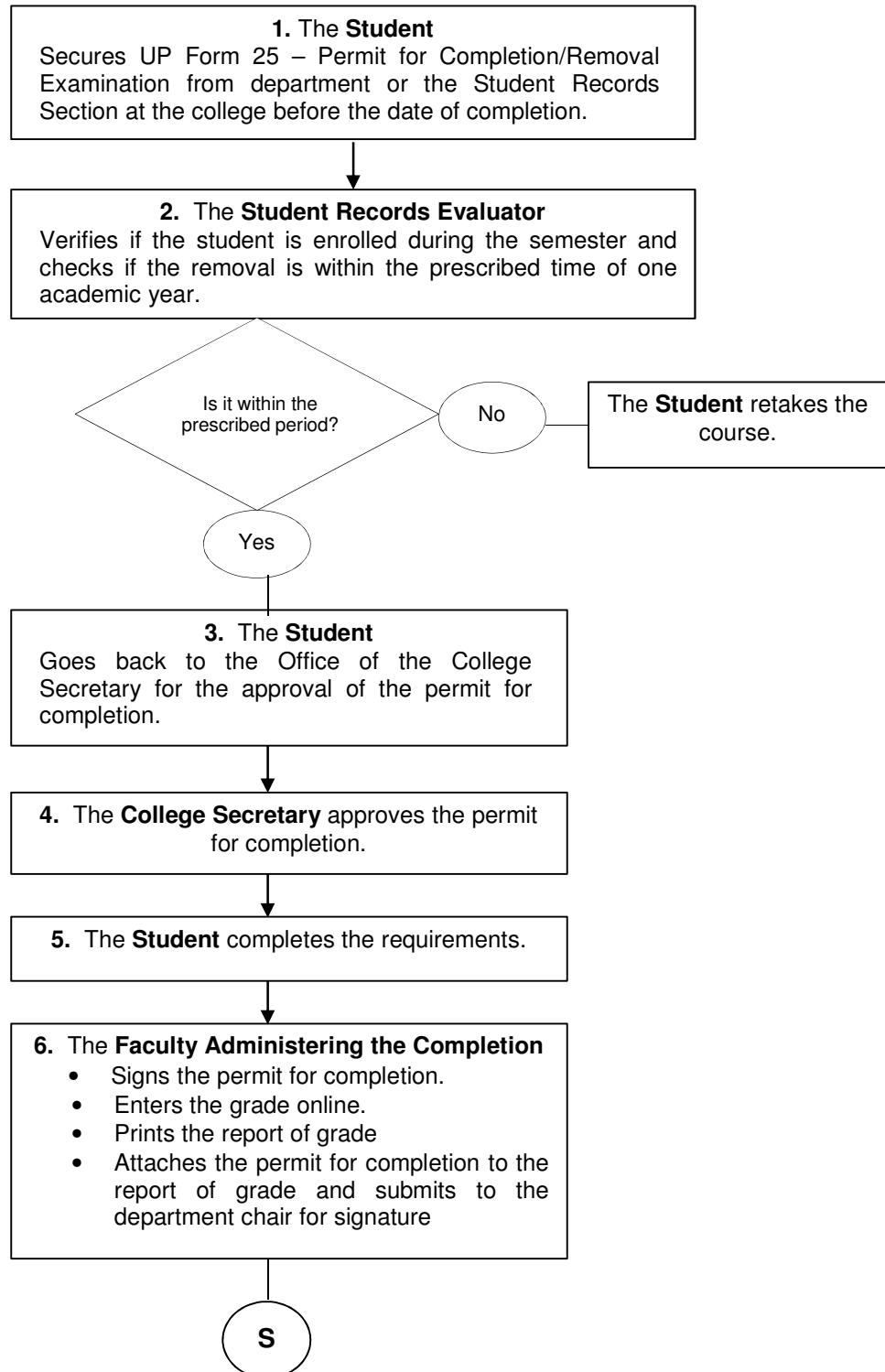
If the "Inc" is due to failure to take the final examination, the "Inc" may be removed without a fee under the following conditions: [Art. 377]

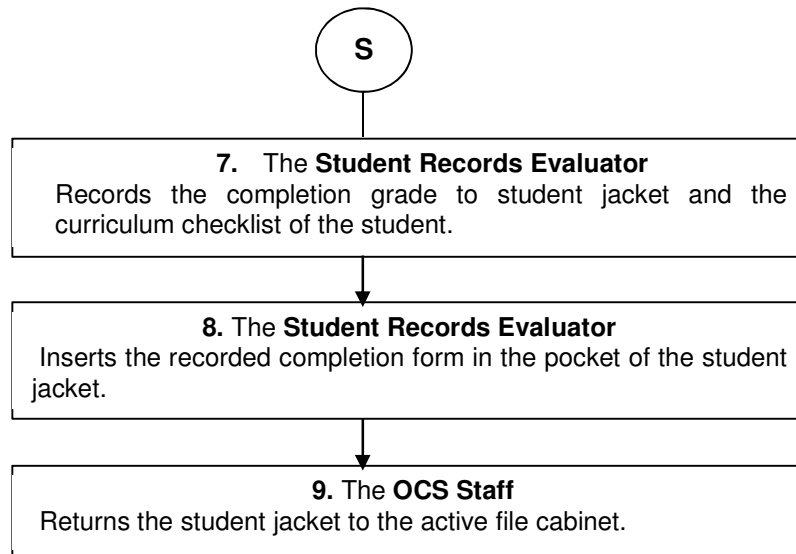
- Taking the final examination during the regular examination period within the allowed period of one (1) year, if the subject in which a student got an "Inc" is included in the schedule of examination;*
- Within the regular ten-day removal examination period preceding the registration in each semester; Provided, That the examination for the particular subject is taken at the time that it is scheduled; and*
- Within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; Provided, That the examination is taken at the time it is scheduled.*

Removal examinations may be taken at other times, subject to the next paragraph, on recommendation of the Dean and upon payment of the required fee.

Students who are not enrolled in any subject but who want to complete an "Inc" must enroll for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. If the "Inc" is to be removed by an examination, the students shall also pay the removal fee, if required.

Processing of Removal of Incomplete





Removal of the Grade of “4”

There shall be a regular period for removing grades of “4” before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred (i.e., one (1) academic year). A grade of “4” received, after removing a grade of “Inc,” however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of “Inc” [Art. 378; amended at 886th BOR meeting, Apr. 28, 1977]

The removal of the grade of “4” shall be governed by the following guidelines: [69th UC meeting, June 21, 2000; approved by UP President, Mar. 14, 2001]

- *A grade of “4” can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination a grade of “3” is given, otherwise, a “5”. Only one (1) re-examination is allowed.*
- *A grade of “4” shall appear in the official Transcript of Records. For the computation of weighted averages, the grade of “4” is counted until it is removed which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of “3” or “5” is counted but the grade of “4” remains in the Transcript.*