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Office of the Vice President for Academic Affairs

9 July 2021

OVPA Memomandum No. 2021-95

For: The Vice Chancellors for Academic Affairs

CANT

From: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

Re: Removal of an “INC” or a “4”

This Memorandum is issued in response to an urgent request for clarification raised with the UP System Academic Affairs Committee on the removal of an “INC” and a “4”.

Art. 369 and Art. 378 of the University Code as amended at the 886th BOR meeting on 28 April 1977 and at the 899th BOR meeting on 30 March 1978 provide guidance on the completion of an “INC” and removal of a grade of “4”:

INC “indicates that the work is incomplete”. “Removal of the INC must be done within the prescribed time [within one (1) academic year in which there are three (3) regular removal periods] by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.”

A grade of “4” means “conditional failure”. “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”.”

“In no case shall the period for the removal of grades of “Incomplete” extend beyond one academic year from the date the grade was received.”

Art. 377 of the University Code further provides that “removals may be taken at other times” and “on recommendation of the Dean or Director” and subject to payment of removal fee.

Given the foregoing, an “INC” or a “4.0” may be removed by the student during the regular removal period or at other times within the prescribed period, provided that a completion/removal permit is accomplished and approved. The phrase, “at other times” includes any period during the same semester or term when the “INC” or “4.0” was incurred.

A student should be in residence or officially registered in order to remove an “INC” or a “4”.

For your guidance please. Thank you.