

## **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.

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 “4.00” 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” (*Revised UP Code: Art. 378, as amended at 886<sup>th</sup> BOR Meeting: 28 April 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 (*966<sup>th</sup> BOR Meeting; 29 March 1984*):

- 1) 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;
- 2) 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
- 3) within the ten-day period preceding the Christmas vacation in colleges in which there is no intersemester 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 not in residence shall pay the registration fee besides the examination fee in the proper cases in order to be entitled to take the removal examination. If the “Inc” is to be removed by an examination, the students shall also pay the removal fee, if required (*Revised UP Code: Art. 377*.) Students who are not enrolled in any subject but who want to complete an “Inc” must enroll for residence within the semester (*Refer also to Grading System, of this Section*).