



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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04 November 2019

OUR Memorandum No. MTTP 2019-25

To: ALL CONCERNED

From:

  
MA. THERESA T. PAYONGAYONG, PhD  
University Registrar

Subject: **University Rules on Grade of 'Inc.'**

Please be reminded of the following university rules on the grade of 'Incomplete' ('Inc.')

**Grade of 'Incomplete' ('Inc.')**

"The grade of 'Inc.' is given if a student's class standing throughout the semester is 'Passing,' but fails to take the final examination or fails to complete other requirements of the subject due to illness or other valid reasons. In case the class standing is not 'Passing' and the student fails to take the final examination for any reason, a grade of 5.00 shall be given. Removal of the 'Inc.' must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his overall performance." (Revised UP Code: Art.369, as amended at 886<sup>th</sup> BOR Meeting: 28 April 1977; 899<sup>th</sup> BOR Meeting: 30 March 1978)

**Removal of 'Incomplete' ('Inc.')**

"If the 'Inc.' is due to failure to take the final examination, the 'Inc.' may be removed without a fee under the following conditions (Revised UP Code: Art.377, as amended at 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 provisions of the next succeeding Article, on the recommendation of the Dean or Director and upon payment of the required fee.

There shall be a regular period for removing grades of '4' and '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. 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.'" (Revised UP Code: Art.378, as amended at 886<sup>th</sup> BOR Meeting: 28 April 1977)

#### **Residence to complete the 'Inc.'**

"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." (Revised UP Code: Art.377)

#### **For purposes of scholastic standing**

"For purposes of scholastic standing, a grade of 'Inc.' is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal was made."(Revised UP Code: Art.394)

For your guidance and strict compliance.

cc: Deans