
	UNIVERSITY OF THE PHILIPPINES MANILA			
	Type of Document:			
	Work Instruction			
Title of Document:		Removal of Grade of 4.0/INC		
Document No: UPM-CAS-WI-29	Effective Date: 03 May 2022	Page: 2 of 3	Rev: 0	

A

Verification of student's enrollment and if the removal is within the prescribed time of one academic year.

Assigned CAS OCS 2
personnel

The Assigned CAS OCS personnel Verifies if the student is enrolled during the semester and check if the removal is within the prescribed time of one academic year.

Student will fill out the form and the faculty will sign it.

Faculty, Student 3

Student will fill up the Removal Examination form and the faculty signs the permit for removal.

Fee is paid through online channels after a statement of account is emailed to the student.

Student, Cashier's Office 4

The student will pay the fee via online channels and email their proof of payment to CAS OCS and cc: cash@post.upm.edu.ph.

Send an E-mail to the Office of the College Secretary for the approval of the permit for removals

CAS Office of the College Secretary 5

After the payment the students sends an E-mail to the Office of the College Secretary for the approval of the permit for removals.

The College Secretary will sign the permit for removals.

College Secretary 6



The College Secretary approves the permit for removals.

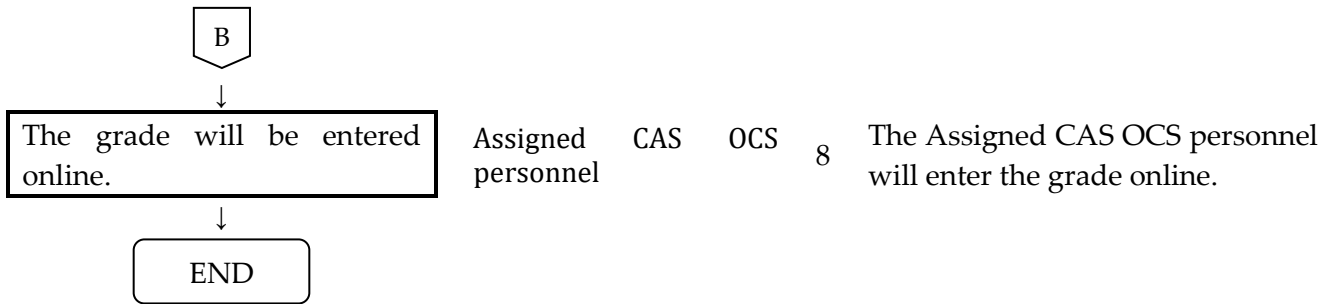
Removal exam will be given to the student. After the exam, the form will be signed by the faculty. The form will be forwarded to the Department Chair for signature.

Faculty Administering the Removal, Department Chair 7

The faculty gives the removal exam, after the exam, the faculty will sign the removal form and enter the grade in removal form. The faculty will attach the permit to the duly accomplished removal form and submit the form to the Department Chair for signature.

B

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2.0 ATTACHMENTS

2.1 None

3.0 FORMS

3.1 Permit for Removal Exam



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College of Arts and Sciences
UP MANILA