

UNIVERSITY OF THE PHILIPPINES MINDANAO
OFFICE OF THE COLLEGE SECRETARY

REQUEST OF COMPLETION/REMOVAL

CSM CHSS SOM

Date

TO WHOM IT MAY CONCERN:

The bearer _____ needs to

- () - take an examination
- () - submit a term paper, report
- () - other, specify _____

in order to remove his/her grade of "4.0" / "INC" in _____ incurred during the

1st 2nd Semester 20__ - 20__ or Summer _____ .

Signature of Instructor

Printed Name of Instructor

REVISED 2007

College Secretary's Copy

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