



STUDENT RECORDS OFFICE

Office of the College Secretary

College of Social Work and Community Development

University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

PERMIT FOR COMPLETION/EXAMINATION/REMOVAL OF GRADES as of Second Semester, 2020-2021

How to apply:

STEPS:

1. Student pays the permit for completion/examination/removal fee of PhP20.00.
 - a. Generate and fill-out payment slip ([click payment slip](#))
 - b. E-mail the payment slip together with the proof of payment/receipt/confirmation to UPD cash office at cashoffice.upd@up.edu.ph copy furnished SRO at cswcdsro.upd@up.edu.ph for payment validation
2. Student fill-out completely the permit for completion/examination/removal of grades form ([click form](#))
3. Student submits the accomplished form to his/her respective Instructor for approval and signature
4. Student submits the form with Instructor's consent and signature to SRO at cswcdsro.upd@up.edu.ph for Dean's approval and signature
5. SRO sends back the signed permit form to the student
6. Student will resend the signed form to their respective Instructor
7. Instructor submits the completion grades to the CRS (*Policy Reminder re: Grade Completion and Removal: **Student must be enrolled during term of completion/removal for grade submission to be valid.***)
8. Instructor generates and submits the signed completion grades form to SRO for submission to OUR

Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:

UPD Office of the University Registrar (OUR): <https://our.upd.edu.ph/>

UPD Computer Registration System (CRS): <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: cswcdsro.upd@up.edu.ph

For your guidance.

Thank you

-SRO, CSWCD-