



## REMOVAL EXAMINATION FOR MATH COURSES

The removal examination will be administered online on June 05, 2020 at 2PM. A student who intends to take a removal examination is expected to have access to a smartphone/laptop/computer, with an image capturing device (e.g. scanner, camera), a valid and working e-mail address (UP mail is preferred) and a reliable internet connection. Below are the guidelines for taking removal examinations for math courses.

1. Send an e-mail to [servicecourses@math.upd.edu.ph](mailto:servicecourses@math.upd.edu.ph), not later than the 29<sup>th</sup> of May 2020, with the following information: name, subject, semester when subject was taken, instructor for the subject.
2. Accomplish a removal exam permit in the form of an official letter. See guidelines below.
  - Submit a letter of request to remove a subject (indicate subject, semester when subject was taken) addressed to the Dean of your college through the College Secretary and endorsed by the faculty in charge of the course.
  - College Secretary evaluates whether the removal examination is still within the removal period before endorsing the request for the Dean's approval. Kindly inform your College Secretary to send the approved letter to the Coordinator for Service Courses of the Institute of Mathematics ([servicecourses@math.upd.edu.ph](mailto:servicecourses@math.upd.edu.ph)) not later than 02 June 2020.
3. A confirmation e-mail and instructions on how the exam will be administered will be sent to you by the Coordinator for Service Courses on 03 June 2020.

For any concerns or questions regarding removal examination, kindly e-mail the Coordinator for Service Courses ([servicecourses@math.upd.edu.ph](mailto:servicecourses@math.upd.edu.ph)).