

CONTROL NO.:



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE CAMPUS REGISTRAR

APPLICATION FOR

- LATE REPORTING OF GRADE
(Please attach certified photocopy of class record)
- COMPLETION OF "INCOMPLETE GRADES"
(Please attach photocopy of Official Receipt)
- CORRECTION OF ENTRY
(Please attach certified photocopy of class record)
- OTHERS, SPECIFY: _____

Date: _____

The Campus Director / Academic Head

_____ Campus

I hereby request that

Student Number: _____ Name: _____
(Example: 2010-00001-MN-0) *(LAST NAME)* *(FIRST NAME)* *(MIDDLE NAME)*

Course: _____ Year & Section: _____

Subject Code: _____ Subject Title: _____

School Year: _____

Term: First Semester

Second Semester

Summer

Campus: _____

School Session: Day
 Night

which was reported as:

due to the following reason/s:

be credited as one:

who has "No Grade" in the Grade Sheets to a final grade of _____ units.

who has completed all requirements with a final grade of _____ units.

whose name in the Grade Sheet be corrected

From: _____
(LAST NAME) *(FIRST NAME)* *(MIDDLE NAME)*

To: _____
(LAST NAME) *(FIRST NAME)* *(MIDDLE NAME)*

others , specify:

Thank you.

PROFESSOR/INSTRUCTOR
(SIGNATURE OVER PRINTED NAME)

APPROVED BY CAMPUS DIRECTOR

Name: _____ Signature: _____ Date: _____

Received by Office of the Campus Registrar

Name: _____ Signature: _____ Date: _____