



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: \_\_\_\_\_  
(Example: 2010-00001-MN-0) Name: \_\_\_\_\_  
 (LAST NAME) (FIRST NAME) (MIDDLE NAME)

Course: \_\_\_\_\_ Year &amp; Section: \_\_\_\_\_

Subject Code: \_\_\_\_\_ Subject Title: \_\_\_\_\_

School Year: \_\_\_\_\_

Term:  First Semester Second Semester SummerSchool Session:  Day Campus: \_\_\_\_\_ Night*which was reported as:*


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*due to the following reason/s:*


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*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:

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*Thank you.*


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PROFESSOR/INSTRUCTOR  
(SIGNATURE OVER PRINTED NAME)

**APPROVED BY CAMPUS DIRECTOR**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Received by Office of the Campus Registrar*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_