



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE UNIVERSITY REGISTRAR
STUDENT RECORDS OFFICE
 STA. MESA, MANILA

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: February 21, 2021

The Dean

College of: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

I hereby request that

Student Number: 2017-00100-CM-0
*(Example: 2010-00001-MN-0)*Name: BALIZA GLENN RULL
*(LAST NAME) (FIRST NAME) (MIDDLE NAME)*Course: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY Year & Section: 4 - 1Subject Code: COMP4163Subject Title: FUNDAMENTALS OF RESEARCHSchool Year: 2018 - 2019Term: ☒ First Semester☐ Second SemesterSchool Session: ☒ Day
☐ Night ☐ SummerCampus: QUEZON CITY

which was reported as:

INCOMPLETE GRADE DUE TO NOT SUBMITTING NECESSARY REQUIREMENT

due to the following reason/s:

FAIL TO COMPLY NECESSARY REQUIREMENTS

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 3.0 3 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 DEAN / CHAIRPERSON

Name: _____

Signature: _____

Date: _____

Received by Office of the Student Records, University Registrar.

Name: _____

Signature: _____

Date: _____