CONTROL NO.:

|  |  |  |
| --- | --- | --- |
| REPUBLIC OF THE PHILIPPINES    POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  OFFICE OF THE UNIVERSITY REGISTRAR  STUDENT RECORDS OFFICE  STA. MESA, MANILA | | APPLICATION FOR  c LATE REPORTING OF GRADE  *(Please attach certified photocopy of class record)*  c COMPLETION OF “INCOMPLETE GRADES”  *(Please attach photocopy of Official Receipt)* c CORRECTION OF ENTRY  *(Please attach certified photocopy of class record)*  c 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 Name: BALIZA GLENN RULL\_\_\_\_  *(Example: 2010-00001-MN-0)*  *(LAST NAME) (FIRST NAME) (MIDDLE NAME)*      Course: \_\_\_BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY Year & Section: 4 – 1\_\_\_\_\_\_      Subject Code: COMP4163 Subject Title: \_\_ FUNDAMENTALS OF RESEARCH\_\_\_\_\_\_  School Year: 2018 – 2019 Term: c First Semester  c Day c Second Semester  School Session: c Night c Summer Campus: QUEZON CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *which was reported as:*  INCOMPLETE GRADE DUE TO NOT SUBMITTING NECESSARY REQUIRMENT .  *due to the following reason/s:*  FAIL TO COMPLY NECESSARY REQUIREMENTS .    *be credited as one:*  c who has “No Grade” in the Grade Sheets to a final grade of \_\_\_\_\_\_\_\_\_\_\_\_\_\_units.  c who has completed all requirements with a final grade of \_\_\_\_\_\_\_\_ \_ \_\_\_\_\_ \_\_ \_\_\_\_\_ units.  c whose name in the Grade Sheet be corrected  From:  *(LAST NAME) (FIRST NAME) (MIDDLE NAME)*  To:  *(LAST NAME) (FIRST NAME) (MIDDLE NAME)*  c 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: | | |