



# La Consolacion College Tanauan

A. Mabini Ave., Tanauan City

*Office of the Registrar*

R – Form 10

## APPLICATION FOR COMPLETION OF INCOMPLETE GRADES

To College Registrar:

I wish to apply for completion in \_\_\_\_\_ (Subject) taken during the \_\_\_\_\_ Semester of the Academic Year \_\_\_\_\_ under Mr. / Ms. / Sr. \_\_\_\_\_.

\_\_\_\_\_  
PRINT NAME OF STUDENT / COURSE / YEAR

*\*All fields are required to write the grade entries.*

CS	PE	ME	MID – TERM GRADE
CS	FE	PFG	FINAL GRADE

2

\_\_\_\_\_  
NAME & SIGNATURE OF PROFESSOR

Approved by:

3

\_\_\_\_\_  
ACADEMIC DEAN

1 Verified by: \_\_\_\_\_  
RECORDS OFFICER (*Registrar's Office*)

4

\_\_\_\_\_  
REGISTRAR

5

\_\_\_\_\_  
CASHIER

### IMPORTANT:

- ❖ Completion of academic grades should be complied within 45 days.
- ❖ To be accomplished in triplicate: COPY FOR: Registrar / Finance / Student
- ❖ This application shall only be valid upon completion & submission to the Registrar's Office.

**\*Not valid unless countersigned by the Cashier**