



**FM-LPU-REGO-08/08**  
REGISTRAR'S OFFICE  
Lyceum of the Philippines University-Batangas  
Capitol Site, Batangas City, 4200  
Main: Tel +63 43 723 0706 loc. 158 /159  
Telefax +63 43 723 2038  
LIMA: Tel +63 43 723 0054  
High School: Tel +63 43 741 5761 loc. 103

APPLICATION FOR COMPLETION OF INCOMPLETE GRADES

Date

The Registrar,

I wish to take the completion of incomplete grades in:

Course Code	Course Description	
Name of Faculty	Sem	School Year
Reason for incomplete grades (please specify):		
Student's Name in Print		
Student Number	Program	

**TO THE STUDENT:**  
Please verify / claim your Completion grade form with corresponding grade at the Dean's Office, two weeks after you completed the requirement(s).

Approved by:

Amount

Accounting Asst.

OIC-Registrar

OR No.

Cashier

Date

FACULTY'S REPORT

FINAL GRADE

Date Completed

Faculty's Signature over Printed Name

Approved by:

Dean	Date
------	------

Registrar's Copy



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Accountant's Copy



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Student's Copy