

Service: *Completion of Incomplete Grades*

Schedule of Availability of service:

*Monday – Friday
8:00 am – 12:00 pm
1:00 am – 5:00pm*

Who may avail of the Service:

All students who have Incomplete Grades (Incomplete Grade must be completed within 5 months from acquiring of grades otherwise a failing grade will be given.

What are the requirements:

None

Fee: *20.00/subject*

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Request for Completion of Grades form at the Registrar's Office Fill-out request form completely and have it signed by the Registrar	Check If the INC has not expired Issue the Request for Completion of Incomplete Grades form	15 minutes	Department Chairman	Completion of grades form Request form
2	Proceed to the Cashier's Office and pay the corresponding fee	Issue receipt for the fee	5 minutes	Cashier	BSC Official Receipt
3	Submit the approved request form to the corresponding Instructor concerned together with the receipt of payment of fee	Instructor concerned will issue the grade and give the student his copy and submit personally to the Registrar's Office the registrar's copy	5 days	Instructor concerned	
4		Record the grade obtained in the students file	15 minutes	Clerk/Registrar	
End of Transaction					