	Republic of the Philippines **POLYTECHNIC COLLEGE OF BOTOLAN** *(Formerly Botolan Community College)*	Doc Ref Code: PCB- RO-FORMS-11 Created/Revised 0606/2024	
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		Effectively date 06/06/2024	Page 1 of 1

COMPLETION FORM

Date_____

For: The College Registrar

I hereby request that _____,
(Last Name, First Name, Middle Name)

with student number_____ enrolled this 1st/2nd/Midyear -AY 20____-20_____ in

_____, _____, _____,
(Course Code) (Course Title) (Units)

○ who has **NO GRADE** in the final grade sheet and be given a final grade of _____

○ who has completed all the requirements and be given a final grade of _____

○ whose name was **OMITTED** in the grade sheet/s and be given a final grade of_____

○ whose **GRADE** in the grade sheet be **corrected** from _____ to _____
(Attachment: photocopy of class record, grade sheet)

○ whose name in the grade sheet be corrected

From:_____
(Last Name, First Name, Middle Name)

To:_____
(Last Name, First Name, Middle Name)

_____
(Signature Over Printed Name of Instructor)

Approved by:

_____ Date_____
Program Coordinator

Noted:

_____ Date_____
Dean of the Institute

Received by:

_____ Date_____
Office of the College Registrar