

REQUEST TO COMPLETE COURSE

GUIDELINES

- (1) THIS FORM IS AVAILABLE TO STUDENTS TO COMPLETE COURSES WITH A GRADE OF "INC" OR "C". THIS APPLICATION SHALL BE PROCESSED DURING THE FIRST WEEK OF THE SUCCEEDING TERM.
- (2) STUDENTS FILLS OUT THE FORM AND SUBMITS TO THE INSTRUCTOR FOR AUTHORIZATION.
- (3) STUDENT SUBMITS DULY ACCOMPLISHED FORM TO THE OFFICE OF THE COLLEGE REGISTRAR FOR BILLING AND THEN PAYS THE COMPLETION FEE AT THE OFFICE OF THE TREASURER
- (4) STUDENT RETURNS COPY TO OCR FOR THE REGISTRAR'S NOTATION AND THEN PROCEEDS TO DO THE COMPLETION WORK .

GENERAL INFORMATION

NAME	<input type="text"/>	DATE	<input type="text"/>
	<small>SURNAME GIVEN NAME MIDDLE INITIAL</small>		
STUDENT NO.	<input type="text"/>	PROGRAM / YEAR	<input type="text"/>

COURSE INFORMATION

COURSE / SECTION	<input type="text"/>	S.Y. / TERM OBTAINED	<input type="text"/>
INSTRUCTOR'S NAME	<input type="text"/>		
STUDENT'S SIGNATURE		DATE	

COMPLETION WORK DONE

TYPE OF COMPLETION WORK TO BE DONE	<input type="text"/>
DATE TO BE COMPLETED	<input type="text"/>
INSTRUCTOR'S SIGNATURE	
DATE	

VERIFICATION

THE COLLEGE REGISTRAR'S STAFF DATE

NOTATION

THE COLLEGE REGISTRAR DATE

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