



## 2. Processing of Application for Correction of Grade Entry, Late Reporting of Grades and Removal of Incomplete Mark

Correction of entry shall be accomplished within a period of one semester upon receipt of grade and the Late Reporting of Grades Form shall be accomplished within a period of one year. "Incomplete" (Inc.) is temporarily given to a student who may pass the subject, but who has not yet complied with all its requirements. Such requirement(s) shall be satisfied within one year from the end of the term; otherwise, the grade shall lapse into "No Credit" (N) or a failing grade.

<b>Office or Division:</b>	Campus Academic Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Completion Form (3 original copies)		<a href="http://www.pup.edu.ph/downloads/students/">http://www.pup.edu.ph/downloads/students/</a>		
Copy of Class Record		Assigned professor		
Notarized affidavit for change of grade of professor (for correction of entry/late reporting of grade)		Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Cashier's Office to pay the assessed fee.	Accept payment and issue official receipt	Php 30.00	8 minutes	<i>CDO Cashier/ Accounting Office</i>
2. Submit the filled-out Completion Form and official receipt to the Professor for completion of the grades for the subject.	2.1 Evaluate the requirement/s, compute and give grade to the student	None	3 days	<i>Faculty Member/s Assigned Room/s based on Teaching Assignment or Faculty Room</i>
	2.2 Provide Notarized Affidavit for Change of grade (for correction of entry/late reporting of grade)			<i>Faculty Member/s Assigned Room/s based on Teaching Assignment or Faculty Room</i>



	<p>2.3 Submit accomplished completion form, class record, and student's requirement/s to Director/ Head of Academic Program for signature</p> <p>2.4 Sign the Completion Form</p> <p>2.5 Log and forward all the requirements to the Registrar's Office</p> <p>2.6 Sign the Completion Form and tag the accomplished grade to SIS</p>			<p><i>Faculty Member/s Assigned Room/s based on Teaching Assignment or Faculty Room</i></p> <p><i>Director/ Head of Academic Program</i></p> <p><i>Receiving Staff Registrar's Office</i></p> <p><i>Receiving Officer Registrar's Office</i></p> <p><i>Receiving Staff Director/ Head of Academic</i></p>
	<p>2.7 Return one (1) copy of Completion Form to the concerned Director/ Head of Academic Program for the copy of the student</p>			
<b>TOTAL</b>	<b>Php 30.00</b>	<b>3 days and 8 minutes</b>		