



Republic of the Philippines
Don Honorio Ventura State University
Villa de Bacolor, Pampanga

Office of the University Registrar
Tel. No. (045) 458-0142

INCOMPLETE GRADE AGREEMENT

Revised 2019

(A copy of this form must be completed for each "INC" grade given)

NOTE: Incomplete (INC) grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the subject and who is otherwise passing, is unable to complete a well-defined portion of a subject for reasons beyond his/her control. Incomplete (INC) grades must only be completed within a period of one (1) academic year, otherwise it will be changed to a Failure grade of 5.0.

Student Information

First Name _____ Middle Name _____ Last Name _____
Course: _____ Student No _____
Completion Form No. _____ No : _____ Date: _____

Class Information

Subject Code : _____ Subject Title : _____
Semester _____
Reason for INCOMPLETE Grade: _____
GRADE due to the student: _____
Instructor/Professor Name and Signature : _____

The incomplete (INC) grade will be changed to the default grade (5.0) if it is not satisfactorily completed within the one academic year period.

By signing below, the student has agreed to complete the work by the time specified, without further reminder/prompting from the Instructor/Professor. If the work is not submitted by the due date, the grade will be changed to the default grade (5.0) listed above.

Student Signature: _____ Date: _____

Recommending Approval:

Chairperson: _____

Dean : _____

University Registrar: DOLORES D. MALLARI Ph.D

Cc: Office of the University Registrar – Original
College Dean
Student