

Waiver – for Non-  
Compliance of  
Incomplete Grade/s.



Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Province of Rizal  
\_\_\_\_\_ Campus

**OFFICE OF THE REGISTRAR**

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Campus Registrar  
URS - \_\_\_\_\_

Dear \_\_\_\_\_:

Greetings!

I am (name) \_\_\_\_\_ a \_\_\_\_\_ year student,  
SY \_\_\_\_\_ leading to the degree \_\_\_\_\_ with  
Incomplete/ Unofficially dropped/ Conditional grade/s on the following subjects;

Subject:	3.
1.	4.
2.	5.

Enrolled this \_\_\_\_\_ Semester SY \_\_\_\_\_ choose not to resolve or settle my  
grades and transfer to other school.

I am duly aware of the school policy and understand that all my **INCOMPLETE,**  
**UNOFFICIALLY DROPPED** grades will be converted into **5.0** of **failed grade** as I have  
decided.

Hoping for your favourable response upon this matter.

Thank you and more power!

Respectfully yours,

\_\_\_\_\_  
Student

*Noted by:*

\_\_\_\_\_  
Dean

APPROVED BY:

\_\_\_\_\_  
Registrar