



REQUEST FOR CHANGE OF GRADE FORM

Date: August 12, 2022

EDGARDO E. TULIN, Ph.D.

University President

Thru: Chairperson
Committee on Change of Grade

Dear Sir:

Greetings!

I am respectfully requesting for a change of grade of my student. The details are as follows:

Name of Student: Kristine Joy A. Sabenorio Course and Year: BSEd – 4 Science

Department where the subject is offered: Department of Meteorology
Semester and Academic Year when the subject was taken: 1st Semester A.Y. 2021-2022
Offering Number: A201
Units: 3
Course No. and Course Title: PhSc 119 Meteorology
Class Schedule: 10:00 – 11:30 MW
Class Type: [] Lecture [] Laboratory
Change of Grade Requested: From DR To 3.00

Reason/s for request for change of grade:

The instructor mistakenly gave a final grade of DR to the student after non-completion of the remaining course requirements to lift the student's DEF remarks. The final grade was submitted to the Registrar's Office last June 29, 2022. However, on July 24, 2022, after several weeks, the student sent the instructor a message thru chat inquiring if the later dropped her in PhSc 119 Meteorology. Upon checking the class records, the instructor then noticed the mistake being done. Thus, this request to change of grade.

DANIEL C. LOR

Signature over printed name requesting professor/instructor
Endorsed by:

CHARLIE S. ANDAN

Department Head
Date signed: _____

JANNET C. BENCURE, Ph.D.

College Dean
Date signed: _____

Attachment:

a) Justification Letter (plain paper)

1. Brief description of the general basis of the course assessment and evaluation (e.g., syllabus);
2. Brief explanation of the issue encountered justifying the need for a change of grade; and
3. Brief description of required change/s including details of the new calculation.

B. Class Record and Grade Sheet (show only the name of the concerned student)

** to be accomplished in 3 copies*