



**REQUEST FOR CHANGE OF GRADE FORM**

Date: March 3, 2022

Dr. Santiago Peña Jr.  
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: Sheila R. Pino

Course and Year: BSFT-2

Department where the subject is offered: DoPAC

Course No. and Course Title: Chem 130f – General Biochemistry

Semester and Academic Year when the subject was taken: 1st Semester A.Y. 2021-2022

Class Schedule: MW 1:00-2:00

Change of Grade Requested: From 3.00 To 2.00

Reason/s for request for change of grade:

Ms. Pino was given a final grade of 3.00 instead of a Deferred grade due to a clerical error made during the submission of grades. Furthermore, she has already complied with her lacking exam and acquired a final grade of 2.00.

  
JAILENN JANNARAINÉ S. PURAY

Signature over printed name requesting professor/instructor

Endorsed by:

  
DR. ELIZABETH S. QUEVEDO

Department Head

Date signed: 3/3/2022

DR. MA. THERESA P. LORETO

College Dean

Date signed: \_\_\_\_\_

Attachments: *Class Record, Grade Sheet, etc.*

\* to be accomplished in 3 copies