



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

June 14, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Rotacio S. Gravoso
Vice President for Academic Affairs

RE: Request for the Reversion of Grades

Dear Dr. Yepes:

Good day madam president!

I am writing my case, as I seek your approval to this request, to allow me to revert my submitted grade on Introduction to Agricultural Development and Policy (AgSc123) course with an offering number of P051. A computational error of grade occurred on one of the students, which I acknowledged and corrected within the same day of the submission but was late to request for reversion on the department and college head's end due to their quick approval of the grades submitted.

The student in question had transferred from her original (TF; 4:00-5:40 pm) schedule to another schedule (MTh; 5:00-6:30 pm), and this change was noted by me. However, the student kept on attending classes on both schedules and this created confusion in tracking attendance and quiz scores, leading to inaccuracies in the final grade calculation of that student.

I understand the gravity of accurate academic records and deeply regret this oversight. I am committed to ensuring fairness and accuracy in my student performance evaluations. Therefore, I kindly ask your understanding and approval to revert the submitted grade to reflect the corrected calculations.

Thank you for considering this appeal. I am available for any further information or discussion on this matter at your earliest convenience.

Thank you very much and hoping for favorable approval to this request.

Very truly yours,

ISRAEL C. EMBAYARTE
Faculty, DoEcon



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