



February 21, 2022

Dr. Santiago T. Peña Jr.
Chairperson
Committee on Change of Grade

Dear Sir:

Greetings! I am respectfully requesting a change of grade for my student Sheila Repuela Pino, a sophomore Bachelor of Science in Food Technology student. She was enrolled in the subject I handled during the first semester of AY 2021-2022 which was Chem 130f General Biochemistry Lecture with the offering number R213. In this subject, the students are evaluated through their assessments, learning tasks, and exams that they submit through Moodle or VSUEE Virtual Classroom (VC), or through my VSU email address, whichever is convenient for them. During the submission of grades in Cumulus One, I accidentally gave Ms. Pino a final grade of 3.00 instead of a Deferred grade due to the reason that I failed to notice that she has yet to take the final exam. Aside from that, I was handling 10 sections this semester with the subjects Chem 131, Chem 130f, Chem 120, and ESci 115a with a total of 272 students, 2 sections of them are Chem 130f. After realizing this mistake, I checked multiple times in the grades I have submitted and can confirm that only Ms. Pino is the only student that I have made the error to. Furthermore, Ms. Pino has already complied with her lacking exam and acquired a final grade of 2.00 (please see attached class record). Due to this incident, I am requesting a change of grade of Ms. Pino in Chem 130f from 3.00 to 2.00. I sincerely accept my fault and apologize for this error. Rest assured that I will learn from this experience to make sure that this will not happen in my future classes.

Thank you for your understanding.

Respectfully yours,


JAILENN JANNARAINÉ S. PURAY
Instructor, DoPAC