



REQUEST FOR CHANGE OF GRADE FORM

Date: March 17, 2022

Dr. Edgardo E. Tulin
University President

Thru: **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: Nice Pepito

Course and Year: BSA-1

Department where the subject is offered: DoPAC

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

Offering Number: R226

Units: 1.0

Course No. and Course Title: Chem 120.1 – Organic Chemistry Laboratory

Class Schedule: M 4:00-7:00

Class Type: [] Lecture [/] Laboratory

Change of Grade Requested: From NA To 1.50


Reason/s for request for change of grade:

The student's last name from the class roster turned out to be different from the one that is in the cumulus on the day the grades were encoded. Thus, the student was mistakenly given a not attending mark when it was supposed to be 1.50 upon checking it from the grade sheet.


DANICA ANN D. PALMA

Signature over printed name requesting professor/instructor

Endorsed by:


DR. ELIZABETH S. QUEVEDO

Department Head

Date signed: 3/18/2022

DR. MA. THERESA P. LORETO

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