



**REQUEST FOR CHANGE OF GRADE FORM**

May 22, 2023

Edgardo E. Tulin, Ph. D.  
University President

Thru: Santiago Peña  
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:

Department where the subject is offered: Department of Pure and Applied Chemistry  
Semester and Academic Year when the subject was taken: 1st Semester A.Y. 2021-2022  
Offering Number: R319  
No. of Units: 2  
Course No. and Course Title: PhSc 106.2 Analytical Chemistry (Laboratory)  
Class Schedule: WF 1600H to 1900H

Student ID No.	Name of Student	Change of Grade Requested	
		From	TO
19-1-00327	SABENORIO, KRISTINE JOY ARGALLON	INC (from cumulus)	1.75

*\*Add rows if more than one student*

Reason/s for request for change of grade (detailed in attached Justification Letter):

- Issue with email address where lacking outputs were sent to.
- Slight miscommunication between instructor and student.

  
**MARK RYAN R. TRIPOLE**

Instructor I

Date signed: 5/22/23

Endorsed by:

ELIZABETH S. QUEVEDO

Department Head, DoPAC

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

MA. THERESA P. LORETO

College Dean, CAS

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

May 22, 2023

Edgardo E. Tulin, Ph. D.  
University President

Thru: Santiago Peña  
Chairperson  
Committee on Change of Grade


Dear Sir:

Greetings!

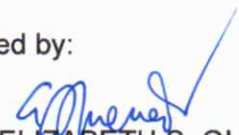
This is with regard to my request for the change of grade for **Ms. Kristine Joy A. Sabenorio** (19-1-00327), who incurred an INC from me when I handled her in the first semester of AY 2021-2022 in **PhSc 106.2** (Analytical Chemistry (Laboratory)) with the offering number **R319**. To pass the course, students lacking requirements but were in a passing standing only had to pass their requirements before the compliance deadline to receive a passing grade upon evaluation of their outputs. Ms. Sabenorio had already submitted her lacking requirements well in advance of the deadline for the compliance for her INC grade. However, as can be seen in the attached screenshots, she had failed to place a ".ph" after my university email and so the email address she sent her lacking requirements to was sent to **mark.tripole@vsu.edu** instead of the **mark.tripole@vsu.edu.ph**. Sending to the former will result in a bounce-back error message from Gmail, which Ms. Sabenorio admits to seeing but not acknowledging at the time.

Earlier this year, she sent me a message inquiring about her grades, and since I had failed to notice that there were two Sabenorios taking up the course, I mistakenly mentioned that it must have been fine and had requested her to check her cumulus if indeed it had reflected. She mentioned that she just read the preview message on messenger and left it at that, which means she did not read my request to check her cumulus account. She eventually replied back to me one month after the deadline of the compliance period, where I was able to trace the problem with regard to why I did not receive any of her outputs because of the mistake with the email address. As a result of these small miscommunications, I am requesting for a change of her grade, also in consideration that she would need a passing grade to take up her field study in the next semester.

Looking forward to your favourable action in this regard.

  
MARK RYAN R. TRIPOLE  
Instructor I  
Date signed: 5/22/23

Endorsed by:

  
ELIZABETH S. QUEVEDO  
Department Head, DoPAC  
Date signed: \_\_\_\_\_

MA. THERESA P. LORETO  
College Dean, CAS  
Date signed: \_\_\_\_\_