



REQUEST FOR CHANGE OF GRADE FORM

Date: 6/13/2022

DR. EDGARDO E. TULIN
University President

Thru: **SANTIAGO T. 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: Janessa B. Abastas Course and Year: BSED

Department where the subject is offered: NSTP-CWTS

Semester and Academic Year when the subject was taken: 2nd Semester A.Y. 2020-2021

Offering Number: X018

Units: 3

Course No. and Course Title: NSTP11c – CIVIC WELFARE TRAINING SERVICE (CWTS)

Class Schedule: Saturday (7:00 – 12:00)

Class Type: ☐ Lecture ☐ Laboratory

Change of Grade Requested: From NA To 2.75

Reason/s for request for change of grade:

THIS IS TO JUSTIFY that the actual grade of **Janessa B. Abastas** for the 2nd sem, SY 2020-2021 base on my record is **2.75** and not **NA (Not Attending)** with remarks of *Dropped*. The student emailed to the Office of the Director regarding her grade despite submissions were made. The Director forwarded to me the student's proofs. I double check it before, I am certain everything was in order at that time. But when I open the link in VSUEE, indeed there were submissions made. The submission of the student was unintentionally omitted for the following reasons: 1) During that time, I was new to VSUEE System, I missed the submission because of limited familiarity of the functionality of the System. 2.) Despite constant communication thru emails, chats and phone calls the student was difficult to reach out because students' limited connectivity. As a result, there were limited means to confirm here attendance and submissions. I learned lately, the student is from Mayahay, Albueria - a remote barangay.

ERNA MAE V. ALAJAS

Signature over printed name requesting professor/instructor