



REQUEST FOR CHANGE OF GRADE FORM

January 10, 2024

Dr. Daniel Leslie S.Tan
Officer-In-Charge
Visayas State University

Thru: 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: ITEEM

Semester and Academic Year when the subject was taken: 1st Semester A.Y. 2023-2024

Offering Number: 0164

No. of Units: 3.0

Course No. and Course Title: Envi – Environmental Science

Class Schedule: MTh 14:30 – 16:00

| Student ID No. | Name of Student | Course and Year Level | Change of Grade Requested | |
|----------------|-----------------------------------|-----------------------|---------------------------|------|
| | | | From | TO |
| 23-1-00209 | Dumaguing, Romeo Jr Casil | BSAB 1 | 2.75 | 3.00 |
| 23-1-00905 | Dumaguing, Stephanie Jean Pojaras | BSAB 1 | 3.00 | 2.75 |

**Add rows if more than one student*

Reason/s for the request for change of grade:

The grades of the aforementioned students were interchanged due to rearrangement of their names in the class roster.

JANNELLE G. ASOMBRADO

Part-time Instructor

Date signed: 01-10-24

Endorsed by:

TEOFANES A. PATINDOL

Director, ITEEM

Date signed: _____