



## REQUEST FOR CHANGE OF GRADE FORM

February 20, 2023

Edgardo E. Tulin, Ph. D.  
University President

Thru: Santiago Peña  
Chairperson  
Committee on Change of Grade

Dear Sir:

Greetings!

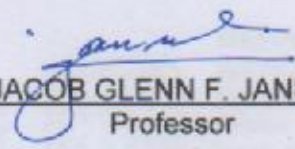
I am respectfully requesting for a change of grade of my student. The details are as follows:

Name of Student: KYLE E. HOYUMPA Course and Year: BS CHEM 2  
Department where the subject is offered: Department of Pure & Applied Chemistry (DoPAC)  
Semester and Academic Year when the subject was taken: 2nd Semester A.Y. 2020-2021  
Offering Number: R064  
Units: 3  
Course No. and Course Title: Chem 117 – Inorganic Chemistry 1  
Class Schedule: 4:00-5:00 pm  
Class Type: ☒ Lecture ☐ Laboratory  
Change of Grade Requested: From INC To 3.00

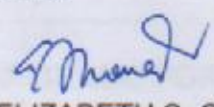
Reason/s for request for change of grade:

Mr. Hoyumpa got a weighted average score (WAS) of 56.1 in the combined formative and summative assessments (See attached records). Students who garnered a WAS of 55 or better but less than 60 were given a chance to pass the subject by passing the removal exam that covers the topics studied in the entire semester. A copy of Mr. Hoyumpa's removal exam and answer are attached. The problem arose in the submission of the answer to the removal exam. Due to the enormity of the number of learning tasks and other formative assessments submitted, I did not notice whether he submitted his answer to the exam or not. So, I have not changed the INC grade to a passing grade of 3.

Just lately he contacted me to inquire if he passed the course. I answered in the negative since I have no record of his removal exam answer submission. He claimed that he submitted his answer and showed a screen grab of his submission. I told him to submit his answer so that I can rate it. His submitted answers merit a passing mark, thus this request for change of grade.

  
**JACOB GLENN F. JANSALIN**  
Professor

Endorsed by:

  
**ELIZABETH S. QUEVEDO**  
Head, DqPAC  
Date signed: 02/20/2023

**MA. THERESA P. LORETO**  
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

Request for request for change of grade:

Mr. Hizon got a weighted average score (WAS) of 85.1 in the combined formative and summative assessments (See attached records). Students who garnered a WAS of 80 or higher but less than 90 were given a chance to pass the subject by passing the removal exam that covers the topics studied in the entire semester. A copy of Mr. Hizon's removal exam and answer is attached. The problem arose in the subtraction of the answer to the removal exam. Due to the enormity of the number of marking tasks and other formative assessments submitted, I did not notice whether he subtracted his answer to the question. So, I have not changed the WAS grade to a passing grade of 3.

Just lately he contacted me to inquire if he passed the course. I checked in the system and I have no record of his removal exam answer submission. He claimed that he submitted his answer and showed a passing grade of the subtraction. I told him to submit his answer so that I can file it. He submitted answer mark a passing mark. WAS has required for change of grade.