

COE

10/11/2017

REV. FR. JAMES T. BUMANGABANG, OAR

Vice-President for Academics

USJ-R, Cebu City

Through: DUINT N. LIM  
University Registrar

Subject:

REQUEST FOR CHANGE OF GRADE

Dear Fr. Bumangabang:

The undersigned respectfully requests for the change of prelim/midterm/final grade/s of the student/s listed below in the subject Math in the 1st semester, SY 2017-2018 from 1.8 rating/mark to the following:

Name	Grade	Remark
Dustin Molly	1.5	Passed

The reason for this request is:

\_\_\_\_\_ The student/s was/were given the chance to comply with the lacking requirements/s of the subject and was/were able to make it within the time prescribed by the teacher in accordance with the guidelines of the University.

\_\_\_\_\_ The student/s was/were not able to comply with the lacking requirements and when all the grades were computed from the prelim up to the finals, the average/s would not reach a passing mark.

\_\_\_\_\_ Others, please specify \_\_\_\_\_

\_\_\_\_\_

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May this request merit your consideration and favorable action. Thank you.

Respectfully yours,

John Doe

Noted by:

#{Chairman}                      Approved