

COE

10/17/2017

Bumangabang, James  
Vice-President for Academics  
USJ-R, Cebu City

Through:        Lim, Duint  
                         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 English in the 1st Semester semester, SY 2017-2018 from 1.9 rating/mark to the following:

Name	Grade	Remark
Jercy Epili	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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Respectfully yours,

Rose Wick

Noted by:

Shannon, Darnell

Catipay, Julieta