

CICCT

10/14/2017

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 Software Engineering in the 2nd Semester semester, SY 2017-2018 from 2.0 rating/mark to the following:

Name	Grade	Remark
John Doe	1.7	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,

Lorna Miro

Noted by:

\$(Chairman}

Approved By:Gabison