

#{College}

#{Date}

#{VP-Acadmics}

Vice-President for Academics

USJ-R, Cebu City

Through: #{Head Registrar}

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 #{Subject} in the #{Semester} semester, SY #{SchoolYear} from #{PreviousGrade} rating/mark to the following:

Name	Grade	Remark
#{StudentName}	#{NewGrade}	#{Remark}

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,

\$_{Sender}\$

Noted by:

\$_{Chairman}\$

\$_{Dean}\$