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