${College}

${Date}

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}

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

Respectfully yours,

${Sender}

Noted by:

|  |  |
| --- | --- |
| ${Chairperson}  ${Chairperson-Name}  ${Chairperson-Position} | ${Dean}  ${Dean-Name}  ${Dean-Position} |