${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}