



APPLICATION FOR CHANGE OF GRADES

NOTE : No change of grades will be entertained at the Registrar's Office two (2) weeks after the deadline for submission of grades as announced for the semester or beyond one (1) week after the deadline for submission of grades as announced for the summer. This form should be submitted personally by the instructor to the Registrar's Office.

Date Filed: _____

TO: THE REGISTRAR

The Prelim/Midterm/Final Grades of _____
(Student's full name)

Program Code _____ for the () First () Second Semester,
() Summer of School year _____, should be changed as follows:

COURSE CODE	INSTRUCTOR	GRADE TO BE CHANGED
_____	_____	FROM: _____ TO : _____

Reason/s for changing grade:

(Please attach the minutes of meeting of the committee duly signed by the members.)

Endorsed for Approval:

Instructor's Signature

Dean

Approved:

University Registrar

Date : _____