



**REQUEST FOR STUDENT GRADE ADJUSTMENT**

**Application for**

- Encoding of Special Examination (Prelim/Midterm/Final Exam)  
 (Please attach photocopy of approved Request for Special Examination and Examination Paper)
- Correction of Grade Entry due to Clerical Errors (incorrect addition of points or error in transcribing of grades)  
 (Please attach photocopy of Class Record/Periodical Grades in Excel/Document/Output of Learning Activity with Corrected Grade)
- Completion of Blank Entry  
 (Please attach photocopy of Class Record/Document/Output of Learning Activity)
- Adjustment of Final Rating for Special Courses  
 (Please attach photocopy of Class Record/Periodical Grades in Excel)

DATE OF FILING:		TERM: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Inter-Sem, A.Y.	
<b>PERSONAL INFORMATION</b>		<b>ACADEMIC INFORMATION</b>	
LAST NAME		ID NO.	
FIRST NAME		PROGRAM	
MIDDLE INITIAL			
<b>GRADE FOR ADJUSTMENT</b>			
COURSE CODE		SECTION	
COURSE TITLE			

**Check the grade component that needs adjustment:**

<input type="checkbox"/> MAJOR EXAM			
<b>PERIOD</b>	<b>FROM</b>	<b>TO</b>	
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals			
<input type="checkbox"/> LONG QUIZ			
<b>PERIOD</b>	<b>QUIZ NUMBER/S</b>	<b>FROM</b>	<b>TO</b>
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals			
<input type="checkbox"/> SHORT QUIZ			
<b>PERIOD</b>	<b>QUIZ NUMBER/S</b>	<b>FROM</b>	<b>TO</b>
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals			
<input type="checkbox"/> ASSESSMENT TASK			
<b>PERIOD</b>	<b>FROM</b>	<b>TO</b>	
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals			
<i>Assessment Task Component/s:</i>			
1.			
2.			
3.			
4.			
5.			
<input type="checkbox"/> TERM GRADE			
<b>PERIOD</b>	<b>FROM</b>	<b>TO</b>	
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals			
<input type="checkbox"/> FINAL RATING FOR SPECIAL COURSES			
<b>Course Code</b>	<b>Section</b>	<b>FROM</b>	<b>TO</b>

**Grade Adjusted by:**

_____ <b>Faculty/Moderator</b> Signature over Printed Name	_____ Date
--	---------------

<b>ACTION TAKEN</b>		
<b>Noted by:</b>  _____ <b>Dean/RelEd Director</b> Signature over Printed Name	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved by:  _____ <b>Registrar</b> Signature over Printed Name	<b>Encoded by:</b>  _____ <b>College Records Officer/Records Assistant</b> Signature over Printed Name/Date

**Note:** This form should be submitted at the Registrar's Department on or before \_\_\_\_\_. Otherwise, this form shall be considered null and void.



**REQUEST FOR STUDENT GRADE ADJUSTMENT**

**Application for**

- Encoding of Special Examination (Prelim/Midterm/Final Exam)  
 (Please attach photocopy of approved Request for Special Examination and Examination Paper)
- Correction of Grade Entry due to Clerical Errors (incorrect addition of points or error in transcribing of grades)  
 (Please attach photocopy of Class Record/Periodical Grades in Excel/Document/Output of Learning Activity with Corrected Grade)
- Completion of Blank Entry  
 (Please attach photocopy of Class Record/Document/Output of Learning Activity)
- Adjustment of Final Rating for Special Courses  
 (Please attach photocopy of Class Record/Periodical Grades in Excel)

DATE OF FILING:		TERM: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Inter-Sem, A.Y.	
PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NO.	
FIRST NAME		PROGRAM	
MIDDLE INITIAL			
GRADE FOR ADJUSTMENT			
COURSE CODE		SECTION	
COURSE TITLE			

**Check the grade component that needs adjustment:**

MAJOR EXAM

PERIOD	FROM	TO
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals		

LONG QUIZ

PERIOD	QUIZ NUMBER/S	FROM	TO
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals			

SHORT QUIZ

PERIOD	QUIZ NUMBER/S	FROM	TO
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals			

ASSESSMENT TASK

PERIOD	FROM	TO
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals		
<i>Assessment Task Component/s:</i>		
1.		
2.		
3.		
4.		
5.		

TERM GRADE

PERIOD	FROM	TO
<input type="checkbox"/> Prelim <input type="checkbox"/> Midterm <input type="checkbox"/> Pre-Finals		

FINAL RATING FOR SPECIAL COURSES

Course Code	Section	FROM	TO

**Grade Adjusted by:**

_____ <b>Faculty/Moderator</b> Signature over Printed Name	_____ <b>Date</b>
--	----------------------

**ACTION TAKEN**

<b>Noted by:</b>  _____ <b>Dean/RelEd Director</b> Signature over Printed Name	<b><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved by:</b>  _____ <b>Registrar</b> Signature over Printed Name	<b>Encoded by:</b>  _____ <b>College Records Officer/Records Assistant</b> Signature over Printed Name/Date
--	---	---

**Note:** This form should be submitted at the Registrar's Department on or before \_\_\_\_\_. Otherwise, this form shall be considered null and void.