Colegio de San Juan de Letran Calamba
City of Calamba, Laguna
REGISTRAR'S DEPARTMENT
Collegiate Records Unit

REQUEST FOR LEARNER 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: [ ]1st [ ] 2nd [ ] 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 [ ] Prelim [ ] Midterm [ ] Pre-Finals	FROM	TO

[ ] LONG QUIZ

PERIOD [ ] Prelim [ ] Midterm [ ] Pre-Finals	QUIZ NUMBER/S	FROM	TO

[ ] SHORT QUIZ

PERIOD [ ] Prelim [ ] Midterm [ ] Pre-Finals	QUIZ NUMBER/S	FROM	TO

[ ] ASSESSMENT TASK

PERIOD [ ] Prelim [ ] Midterm [ ] Pre-Finals	FROM	TO
Assessment Task Component/s:		
1.		
2.		
3.		
4.		
5.		

[ ] TERM GRADE

PERIOD [ ] Prelim [ ] Midterm [ ] Pre-Finals	FROM	TO

[ ] FINAL RATING FOR SPECIAL COURSES

Course Code	Section	FROM	TO

Grade Adjusted by:

_____   _____
Faculty/Moderator   Date
Signature over Printed Name

ACTION TAKEN		
Noted by:	[ ] Approved [ ] Disapproved by:	Encoded by:
_____ **Dean/RelEd Director** Signature over Printed Name	_____ **Registrar** Signature over Printed Name	_____ **College Records Officer/ e-Grading In-Charge** 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.*