**FINAL GRADE CHANGE FORM**

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| **Semester:** | |  | | | | | **Year:** |  |
|  | | | | | | | | |
| **Student ID. No:** | | **Student Name** | | | | | | |
|  | |  | | | | | | |
|  | | | | | | | | |
| **Course Code/ No:** | | | **Section** | | **Course Title** | | | |
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|  | | | | | | | | |
| **Old Marks** | **In Words** | | | **New Marks** | | **In Words** | | |
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| **Justification for Change:** | |  | | | | | | |
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**APPROVALS**

|  |  |
| --- | --- |
|  |  |
| Instructor’s Signature & Date | Chairman’s Signature & Date |

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| **COLLEGE DEPUTY FOR EDUCATION AFFAIRS** |

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| **OFFICE OF THE REGISTRAR** | | | |
| Received & Entered by: | …………………………………………………………. | Date: | ……………………………………… |

|  |  |  |
| --- | --- | --- |
| 1st Registrar |  | 2nd Department |