**FINAL GRADE CHANGE FORM**

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