

**CENTRAL PHILIPPINE UNIVERSITY**  
Iloilo City, Philippines

**INSTRUCTIONS:**

1. Choose the corresponding table and fill out all necessary information in the form.
2. Attach photocopies of the **Grade Sheet** and **Record Book** duly signed by the Faculty, Dean/Principal.
3. Attach proof of correct computation if reason is a wrong computation.
4. Attach a copy of the Record Book showing complete attendance if grades of NA, L or D is to be corrected.
5. If the change of grade is lower than what has originally been posted (ex. 1.25 to 1.75), the teacher must attach a document/proof manifesting that the student has been informed of the newly-computed grade.
6. For **INCLUSION**, attach approved letter of request from the VPAA.
7. Accomplish form and attachments in two (2) copies without ERASURES.
8. Attach duly accomplished HRD Form No. 67 (Record of Faculty Counselling Interview).
9. Submit completed forms with attachments to the Registrar's Office for verification and recommendation.

\_\_\_\_\_, 20 \_\_\_\_

The Vice President for Academic Affairs  
Central Philippine University  
Jaro, Iloilo City

(Through Channels)

Sir:

May I request permission to **CORRECT/INCLUDE** the final grade of the following student/s:

<b>CORRECTION</b>				
Name of Student	Subject, Time & Day	Term & School Yr.	Grade	
			From	To

**Reason (s)**

**(Kindly check and encircle specific reason/s.)**

**Technical Error which includes:**

1. Name of student/s not in the grade sheet
2. Error in alphabetical order of student's name

**Non-Technical error which includes:**

1. Wrong computation
2. Failure of teacher to request for correction of student's name in the Record Book
3. Oversight in encoding
4. Oversight in checking of grade sheet before submission

<b>INCLUSION</b>					
Name of Student	Subject, Time & Day	Term & School Yr.	Grade	Credit	Attendance

\_\_\_\_\_  
Instructor's Printed Name

\_\_\_\_\_  
Signature

Findings of the Chairman:

Findings of the Dean:

Recommendation:

Recommendation:

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Printed Name/Signature

Findings of the Registrar:

**Approved/Disapproved:**

Recommendation:

IRVING DOMINGO L. RIO, D. Mgt.  
Vice President for Academic Affairs

CHARISSA JUNE G. DEOCAMPO  
Registrar