CENTRAL PHILIPPINE UNIVERSITY
Iloilo City, Philippines

INSTRUCTIONS:
1. 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. **Accomplish form and attachments in two (2) copies without ERASURES.**
7. Please pay P100 per subject/stub code (Acct. No. 1814) and attach receipt upon submission to the Registrar's Office.
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.

_____
Date

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

(Through Channels)

Sir:

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

Name of Student	Subject, Time & Day	Stub Code	Term & School Yr.	Grade From	To

Kindly check the box:

☐ **Technical Error**   ☐ **Non-Technical Error**

Reason: _____

_____

_____   _____
Instructor's Printed Name   Signature

Department Chairperson's Findings and Recommendation: Dean's Findings and Recommendation:

_____   _____
Printed Name/Signature   Printed Name/Signature

Findings of the Registrar: **Approved/Disapproved:**

Recommendation:

CHARISSA JUNE G. DEOCAMPO   IRVING DOMINGO L. RIO, DM
Registrar   Vice President for Academic Affairs

Date: _____   Date: _____