



OFFICE OF THE COLLEGE SECRETARY
College of Social Sciences and Philosophy
University of the Philippines Diliman

REQUEST FOR CHANGE OF GRADE

The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned (UPD General Catalogue 2014, page 38)

Date _____

Dean
College of Social Sciences and Philosophy
University of the Philippines
Diliman, Quezon City

Dear _____:

I would like to request for a change of grade for

Name of Student : _____
 Student Number : _____ College/Course: _____
 Subject : _____ Section: _____
 Course Title : _____ Units: _____
 Semester Incurred: _____ Academic Year: _____
 Grade : From: _____ To: _____
 Reason(s): _____

Requested by:

Faculty Name: _____ Rank/Position: _____
(Signature over Printed Name)

Recommending Approval:

Department Chair

Noted by:

College Secretary

Please attach supporting documents:

1. Grading Scale
2. Student Record
3. Course Requirements
4. Referendum

Reminder: Please send the request to the Office of the College Secretary three working days before the scheduled College Assembly.



TANGGAPAN NG KALIHIM

Kolehiyo ng Agham Panlipunan at Pilosopiya
Unibersidad ng Pilipinas

KAHILINGAN PARA SA PAGPAPALIT NG GRADO

Ang kahilingan para sa rekonisiderasyon ay kinakailangan maihain sa loob ng 30 araw matapos matanggap ng estudyante ang kanyang pinal na grado (UPD General Catalogue 2014, pahina 38)

Petsa _____

Dekano
Kolehiyo ng Agham Panlipunan at Pilosopiya
Unibersidad ng Pilipinas
Diliman, Lungsod Quezon

Mahal na Dekano,

Nais ko pong hilingin na palitan ang grado ni,

Pangalan ng Mag-aaral: _____
Bilang Pang-mag-aaral: _____ Kolehiyo/Kurso: _____
Asignatura : _____ Seksyon: _____
Titulo ng Kurso : _____ Yunit: _____
Semestre : _____ Taong Pang-Akademiko: _____
Grado : Mula: _____ Tungo: _____
Dahilan:

Hiniling ni:

Pangalan ng Propesor: _____ Ranggo/Posisyon: _____
(Pangalan at Lagda)

Inirerekomandang Aprubahan:

Tagapangulo

Binigyang Pansin:

Kalihim ng Kolehiyo

Mangyaring ilakip ang mga sumusunod:

1. Iskala ng Pagrado
2. Rekord ng Estudyante
3. Kahilingan ng Kurso
4. Referendum

Paalala: Pakisumite ang kahilingan sa Tanggapan ng Kalihim tatlong araw bago ang nakatakdang Pulong ng Kaguruan.



OFFICE OF THE COLLEGE SECRETARY
 College of Social Sciences and Philosophy
 University of the Philippines Diliman

REFERENDUM FOR CHANGE OF GRADE

Name of Student : _____
 Student Number : _____ College/Course: _____
 Subject : _____ Section: _____
 Semester Incurred: _____ Academic Year: _____
 Grade : From: _____ To: _____

Requested by:
 Faculty Name: _____ Rank/Position: _____

NAME OF FACULTY	APPROVE	DISAPPROVE	ABSTAIN
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TANGGAPAN NG KALIHIM

Kolehiyo ng Agham Panlipunan at Pilosopiya

Unibersidad ng Pilipinas

REFERENDUM PARA SA PAGPAPALIT NG GRADO

Pangalan ng Mag-aaral: _____
 Bilang Pang-mag-aaral: _____ Kolehiyo/Kurso: _____
 Asignatura : _____ Seksyon: _____
 Semestre : _____ Taong Pang-Akademiko: _____
 Grado : Mula: _____ Tungo: _____
 Hiniling ni:
 Pangalan ng Propesor: _____ Ranggo: _____

PANGALAN NG GURO	SANG-AYON	DI-SANG-AYON	ABSTAIN
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