

GRADE REEVALUATION/APPEAL FORM

Registration Office

PART I (To be filled by Student)

Full Name:		Student ID:	
E-mail:		Contact Number:	
Program Title:			
College/Department:		Academic Year:	Semester:
Course Title:		Course Code:	
Instructor's Name:		Grade Received:	
Fee Paid:	Payment Receipt Number:		Date of Payment:
I hereby request grade re-evaluation/appeal along with the supporting documentation. (The student may use a separate sheet to specify the grounds for submitting an appeal.)			
<i>Signature of Student</i>			<i>Date</i>

PART II (For Registration Office Use)

The Registration Office has confirmed from the Account Office has received the reevaluation fee from the above student.	
<i>Signature of Registration Office</i>	<i>Date</i>

PART III (For College/Department Use Only)

[This form was received in the College/Department by _____ on _____									
The following members of the grade appeal committee have reviewed the student's appeal along with the information and documents presented in this case. (A course instructor of this particular course must be a member of the committee.)									
1.		2.			3.				
Committee's Decision	Appeal Granted		NO <input type="checkbox"/>		YES <input type="checkbox"/>		If YES then provide the following details.		
	CA1	CA2	CA3	CA4	CA5	CA6	Ca7	Final	Grade
Previous									
Revised									
The appeal has been granted on the following grounds:									
<input type="checkbox"/> Miscalculation of marks/final grade <input type="checkbox"/> Unmarked component of exam <input type="checkbox"/> Re-evaluation based on other grounds (please specify)									
1. Signatures of committee member			2. Signatures of committee member			3. Signatures of committee member			

Dean/HOD's Approval

The Dean/HOD shall approve the decision and forward this form to the Registration Office for record and necessary action. A copy of this form must be retained by the College/Department for record keeping.	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
	<i>Name and Signature</i>	<i>Date</i>

PART IV (For Registration Office Use Only)

Required Action (Please Tick)	Name	Signature and Date
<input type="checkbox"/> Form received in the Registration Office		
<input type="checkbox"/> No data entry or grade change is required		
<input type="checkbox"/> Revised marks and grade have been entered in the LOGSIS		
<input type="checkbox"/> A summary of committee decision has been mailed to the student		
<input type="checkbox"/> This form and the attached documents have been placed in the student file.		

For Registrar USE
I certify that all required actions on the left have been processed in an appropriate and professional manner.
_____ (Name and Signature)
Date: _____

The instructions for using this form are given on the back page.

INSTRUCTIONS:

1. A student wishing to apply for his/her grade reevaluation/appeal must fill all sections of Part I and submit this form to the Registration Office along with the appropriate fee payment receipt. Student should follow the instructions to pay the fee applicable for grade appeal.
2. In Part II, upon receiving confirmation of fee payment, the Registration Office will send the request to the concerned College/Department.
3. Part III of this form is for College/Department use only. The grade appeal committee constituted by the College Dean/Head of Department (HOD) shall review the appeal and take an appropriate decision within three (3) days of receiving this form by the College/Department. The College Dean/HOD must approve the committee's decision and forward it to the Registration Office for further processing.
4. In Part IV, the Registration Office shall process and document various actions necessary to implement the decision. After completing each step, the designated official must write his/her name, affix signature, and record the appropriate date. Finally, the Registrar shall sign this form certifying that all required actions have been completed and the student has been informed about the outcome of the grade reevaluation/appeal. The Registration Office must complete all steps within three (3) days of receiving this form.