



# MABALACAT CITY COLLEGE

## OFFICE OF THE COLLEGE REGISTRAR

### APPLICATION FOR CORRECTION OF GRADE

#### THE REGISTRAR

Mabalacat City College  
Mabalacat City, Pampanga

THRU: The DEAN  
Institute of \_\_\_\_\_

I would like to request for the correction of the Final Grades of the following student/s in (Course Code): \_\_\_\_\_ (Descriptive Title): \_\_\_\_\_ which was offered during the (Semester/Academic Year): \_\_\_\_\_.

Student ID No.	Student Name	Course/ Section	Final Grade		Remarks
			From	To	

The request is made because of the following reason/s:

Attached are pertinent records of proof thereof (class record, final test paper of student, etc.)

Name (*print*) and signature of faculty: \_\_\_\_\_ Date: \_\_\_\_\_

#### INDORSEMENT TO THE INSTITUTE

Respectfully forwarded to the Institute recommending appropriate action.

Institute	RECOMMENDATION		Signature	Date
	For Approval	For Disapproval		
Field of Study Head				
Institute Dean				

Respectfully endorsed to the College President the recommendation for ( ) **Approval** ( ) **Disapproval** of the College Council on the abovementioned petition of the faculty member for the revision of his student/s final grades.

\_\_\_\_\_  
Director for Instruction

\_\_\_\_\_  
Date

#### ACTION TAKEN

The abovementioned petition is hereby ( ) **APPROVED** ( ) **DISAPPROVED**

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
*President*

**IMPORTANT:** Accomplish this form in triplicate (1 copy for the Registrar, 1 copy for the institute, and 1 copy for the faculty's file).