



## Grade/Score Check and Reevaluation Request Form

Subject Request to check score/grade ..... Date..... Month..... Year.....

To Head of Academic Division:..... Student ID No. ....

Name (Mr./Miss/Mrs.) ..... Phone No. ....

Field of Study..... Faculty .....

would like to request to check my score/grade of Course No. .... Course Name.....

Subject Group ..... Instructor Name .....

Semester..... School year ..... Grade Announcement Date .....

Grade Received .....

Reasons for requesting score check

.....

.....

(Signature)..... Petitioner Date (DD/MM/YYYY) ...../...../.....

Opinion/Approval Process	
<b>1. Head of the Academic Department' Opinion</b>  I (Insert name).....have considered the petitioner's request to check their score in the subject taught by (instructor's name).....  (Signature) ..... Dean/Director Date (DD/MM/YYYY) ...../...../.....	<b>2. Instructor's Opinion</b>  <input type="checkbox"/> Petitioner's Grade/Score ...../..... <input type="checkbox"/> Grade/Score after reevaluation...../..... <b>Results</b> <input type="checkbox"/> No Corrections needed <input type="checkbox"/> Score/Grade should be rectified (Signature) ..... Instructor Date (DD/MM/YYYY) ...../...../.....
<b>3. Department Chair's Opinion</b>  <input type="checkbox"/> No Corrections needed <input type="checkbox"/> Score/Grade should be rectified (Signature) ..... Instructor Date (DD/MM/YYYY) ...../...../.....	<b>4. Academic Department</b>  <input type="checkbox"/> Score/Grade is Correct, Petitioner should be notified <input type="checkbox"/> Score/Grade should be rectified and the petitioner notified <input type="checkbox"/> Score/Grade should be rectified, the petitioner notified and it be brought before the department committee for rectification (Signature) ..... Head of Office Date (DD/MM/YYYY) ...../...../.....
<b>5. Petitioner</b>  <b>Notified of the Results</b> (Signature) ..... Petitioner Date (DD/MM/YYYY) ...../...../.....	<b>6. Head of the Academic Department</b>  <input type="checkbox"/> Notified (Information was correct and unchanged) <input type="checkbox"/> Approved to be brought before the department committee for rectification and for the campus committee for consideration (Signature) ..... Dean/Director Date (DD/MM/YYYY) ...../...../.....