

University of Management and Technology

Petition Form for Change in Grade

(Acceptable within one week after posting of result; or within one week of the following semester excluding summer semester, whichever is later.)

To be filled by the Petitioner (Participant)

Name: _____ ID No.: _____

Program: _____ Course Instructor: _____ Section: _____

Course Code: _____ Course Title: _____

Semester & Year in which Course was studied: Fall Spring Summer Year: _____

Instrument (Component) which has been wrongly graded (eg. Quiz 1 or Final etc) (Attach proof, if required) _____

To be Filled by the Instructor/Chairperson (as applicable)

Instrument(s) of which Marks have been Changed (Tick or Describe as Required))

Final	<input type="checkbox"/>	CP	<input type="checkbox"/>	Sub-component, if any _____
Mid-term	<input type="checkbox"/>	Project	<input type="checkbox"/>	Weightage _____
Quiz	<input type="checkbox"/>	Term Paper	<input type="checkbox"/>	Drop 1 policy applicable _____
Assignment	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	_____

Marks: Previous: _____ Revised: _____

Reason for change: _____

Total Aggregate Marks: Previous: _____ Revised: _____

Note: If there is a change in the letter grade, please give the details of all the cutoff points, e.g. if the grade has changed from 'D' to 'B-', you need to indicate the cutoff points of 'C-', to 'B-'.

Grades Previous: _____ Revised: _____

Cutoffs: _____

Date of Petition

Name and Signature of Instructor/Chairperson

Date of Approval

Dean