



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

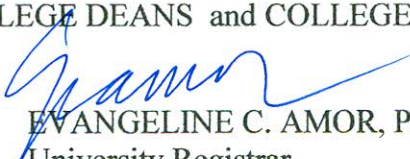
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16 September 2013

OUR-MEMORANDUM NO. 013-31

TO: ALL FACULTY

THROUGH: COLLEGE DEANS and COLLEGE SECRETARIES

FROM: 
EVANGELINE C. AMOR, Ph.D.
University Registrar

SUBJECT: CHANGE OF GRADES

Please be reminded of the following university rules in requesting a change of grade (pages 284-285, 2003 UPD Faculty Manual):

1. Students who have received a passing grade in a given subject are not allowed re-examination for the purpose of improving their grade.
2. The faculty member may request authority from the faculty of his/her college to make the necessary change.
3. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.
4. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

For your guidance please.

Thank you very much.