



STUDENT GRADE QUERY & REVIEW REQUEST

SECTION 1: STUDENT AND CONTACT INFORMATION

*FIRST NAME	_____												
*MIDDLE NAME(S)	_____												
*LAST NAME	_____												
*I.D. #	_____						EMAIL	_____					
PHONE	_____ (HOME)				_____ (MOBILE)				_____ (WORK)				
CAMPUS(ES) ATTENDED	_____ 1			_____ 2			_____ 3						
PROGRAMME REGISTERED FOR	_____						ORIGINAL GROUP	_____					

SECTION 2: QUERY INFORMATION

NATURE OF QUERY / REVIEW	_____		DATE OF EXAMINATION	____/____/____	
	_____			mm / dd / yyyy	
	_____			_____	
	_____			_____	

SECTION 3: SIGNATURE

*NAME _____ *SIGN HERE ►► _____ DATE ____/____/____
mm / dd / yyyy

FOR OFFICIAL USE ONLY

RECEIVED BY	STUDENT SERVICES OFFICER	SIGNATURE _____	DATE	____/____/____
				mm / dd / yyyy
SENT TO FOR ACTION	EXAMINATIONS OFFICER	SIGNATURE _____	DATE	____/____/____
				mm / dd / yyyy
			DATE RECEIVED IN THE EXAM DEPARTMENT	____/____/____
				mm / dd / yyyy
RESULT OF INVESTIGATION / REVIEW	_____			

ACTION TAKEN	_____			
			DATE ACTION TAKEN	____/____/____
				mm / dd / yyyy
			DATE STUDENT SERVICES OFFICER ADVISED OF THE RESULTS	____/____/____
				mm / dd / yyyy
			DATE STUDENT ADVISED	____/____/____
				mm / dd / yyyy