SIS FACULTY MODULE
Request for Re-opening of Grade Sheet with ALL "P"
or ALL "Not Set" Grades only
(If Gradesheet contains some numeric grades, please use Completion/Correction/Late Reporting of Grades Form)

Name of Faculty: _____

Contact # or E-mail: _____

Date to open: Start date _____   End date _____

Academic Year: _____   Semester: ☐ First ☐ Second ☐ Summer

Please tick the department:

☐ LHS   ☐ ITECH   ☐ OU Undergrad   ☐ Graduate School
☐ SHS   ☐ College   ☐ OU Grad

Course Code: _____ Course Description: _____

Course, Year & Section: _____

Reason/s for re-opening: _____
_____

REMINDER!
Do not change a grade "P" (Passed) of a student who graduated/enrolled in the pre-requisite subject into Incomplete (INC), Dropped, Withdrawn (W) or 5.0/Failed

Conformé: _____
                         Faculty Signature / Date
Approved by:

_____
Principal/Chairperson/Dean/ Branch or Campus Director

_____
SHS or LHS Registrar /University Registrar/ Branch or Campus Registrar
/GS/OU/ITECH Registrar

Remarks: _____
_____

Served by: _____ *Date:* _____