

Form Number: _____
Request for Grade Correction

To:
Vice Dean of Education, Research and Student Affairs
Faculty of Mathematics and Natural Sciences
Universitas Indonesia
Kampus UI, Depok

Dear Sir/Madam,

With this letter, I request grade changes on behalf of:

Name				
Student ID				
Department				
Study Program				
Course Code	Course Name	Credit	Previous Grade	Corrected Grade
Reasons for correction				

I thank you for your attention.

Depok, (insert date)

Requested by,
Course Lecturer

Approved by,
Head of Department / Study Program

(Name) _____
(NIP) _____

(Name) _____
(NIP) _____

Acknowledged by,
Manager of Education FMNS UI

Dr. Ratna Yuniati
NIP: 196706241993032002