



No. ....  
Place.....

### Grade Report ‘I’

Semester..... Academic Year.....

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Date:.....

Subject: Replacement of an ‘I’ on a Grade Report  
To: The Registrar, Trang Campus

The Faculty of Commerce and Management, Prince of Songkla University, Trang Campus, would like to request permission for an alteration to a student’s grade report from an “I” to a grade assigned as follows, based on the assessment criteria for the specified course.

Course Code..... Subject.....				
No.	Student ID #	Name	Grade	Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
.....		.....		
Name of Instructor		Head of Department		

Programming Division

Date of Grade Change.....

Date Received..... Time.....

.....

Receiver