



ACADEMIC APPEAL FORM

PART A: NATURE OF APPEAL (Please check, ✓, the relevant box.)

- ☐ Re-admission (into the same program)
☐ Taking more course(s) than stipulated in the prescribed study plan
☐ Taking less course(s) than stipulated in the prescribed study plan
☐ Taking course(s) that are not recommended (for students who are not on Good Standing status)
☐ Repeating course(s)
☐ Debarring from sitting for Final Examination(s)
☐ Others (specify): _____

PART B: DETAILS OF STUDENT

Name: _____ Student ID: _____
 Contact No.: _____ Semester (month and year): _____
 Name of Programme: _____
 Nationality (please check, ✓): ☐ Malaysian ☐ International

IMPORTANT! You are required to attach an appeal letter (and other supporting documents, if any) with this form.

(Student's Signature)

(Date)

PART C: PROGRAMME LEADER

Recommendation (please check, ✓): ☐ Approve ☐ Reject

Rationale for recommendation:

| |
|----------------------|
| _____ (Signature) |
| Name: |
| Date: |

**PART D: HEAD OF ACADEMIC**
 Recommendation (please check, ✓): ☐ Approve ☐ Reject*

 Rationale for recommendation:

 (Signature)

Name:

Date:

* If the appeal is rejected, the appeal application is forwarded to the Director, Office of Academic Affairs for final decision.

PART E: DIRECTOR, OFFICE OF ACADEMIC AFFAIRS
 Recommendation (please check, ✓): ☐ Approve ☐ Reject

 Rationale for recommendation:

 (Signature)

Name:

Date:

PART F: FOLLOW ACTION BY PROGRAMME LEADER

Please check, ✓ in the relevant boxes:

1. Student is informed of the outcome of the appeal.

☐

2. Debarring of student in the system if approved.

☐

3. Appeal documents placed in student's personal file, and returned to the Registrar's Office

☐

4. Copy of appeal form forwarded to Examination Unit (examinations-related appeals)

☐

 (Signature)

Name:

Date: