



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: