

## APPEAL FOR COURSE GRADE REVIEW

Appeal can be done for courses with final examination component only. Faculty must give immediate attention and action to the students who will graduate soon. Student with Graduated Status or terminated from the studies programme is not allowed/eligible for course grade appeal. Student must submit the complete form to the faculty within two (2) weeks after the official result is released. A proof of payment done at the IPS Bursary must be attached together with the appeal form. Application submitted after this period or incomplete application form will not be processed. Application done directly to the lecturer is not accepted. Faculty must submit the complete appeal form and result to IPS within the first two (2) weeks after the new semester commences. Please bear in mind that, final marks that will be considered are the marks obtained from the course grade review regardless whether the grade is higher or lower.

### SECTION I (To be completed by Student)

#### 1. Student's Particular

<b>Student Name</b>	:				
<b>IC/Passport No.</b>	:		<b>Student ID</b>	:	
<b>Programme</b>	:		<b>Faculty</b>	:	
<b>CPA &amp; GPA</b>	:				

#### 2. Courses to be reviewed

Courses Name	Course Code	Type	Current Grade	Status(Pass/Fail)

#### 3. Reasons for Appeal

<p>I, as per information above, would like to request for re-examination because:</p>  <p>Hereby, I attached the slip of payment for the re-examination appeal.</p> <p>Total: RM _____ (RM50/paper)</p> <p>Student's Signature : _____ Date: _____</p>
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### SECTION II (To be completed by Second Examiner)

	Current Grade Retained		New Grade :
<p>Comment from Examiner:</p>  <p>Date:</p>  <p>Examiner's Signature and Stamp:</p>			

**SECTION III (To be completed by Head of Programme / Coordinator)**

	Approved		Disapproved
Comment from Head of Programme / Coordinator:  Date:  Head of Programme / Coordinator's Signature and Stamp:			

**SECTION IV (To be completed by Dean of Faculty)**

	Approved		Disapproved
Comment from Dean:  Date:  Dean's Signature and Stamp:			

**SECTION V (To be completed by IPS)**

Within rules & procedures	Further actions to be taken:				
	MPSU & Senate Matters		Administration Matters		
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
				IPS Staff's Name:	
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
				IPS Staff's Name:	
Reasons:					
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information <input type="checkbox"/> Bring to MPSU for approval				(Signature & Stamp)
Hereby, I verify that this student matter has been solved.  Date:  IPS Staff's Signature and Stamp:					