

APPEAL FOR COURSE GRADE REVIEW OF PROGRESS REPORT

1. A student can appeal for review of his/her examination results within two (2) weeks after the grades are issued by the IPS. Students are required to submit the appeal form to the IPS stating their intention and they will be required to pay a fee (RM150) when making the appeal.
2. Student is required to attach a copy of current result.

SECTION I (To be completed by Student)

1. Student's Particular

Student Name	:	
IC/Passport No.	:	
Student ID	:	
Programme	:	
Faculty	:	
Semester	:	

2. Reasons for Appeal

I, as per information above, would like to appeal my result because:

Hereby, I attached the slip of payment for the appeal.

Total: RM _____ (RM150)

Student's Signature : _____ Date: _____

SECTION II (To be completed by Supervisor)

	Current Grade Retained		New Grade
Comment: Date: Signature and Stamp:			

SECTION III (To be completed by Dean of Faculty)

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

SECTION IV (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"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date:	<input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date:	<input type="checkbox"/> Verification by Dean of IPS Date: <input type="checkbox"/> Change status in the system 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"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date:	<input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date:	<input type="checkbox"/> Verification by Dean of IPS Date: <input type="checkbox"/> Change status in the system 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:				