



ACADEMIC APPEAL FORM

Serial No. _____

This form shall be used by students to submit an appeal for Midterm / Final / Re-sit grade (coursework cannot be appealed). Students may appeal their grades only within the time given by ARO.

I. Student Details

Student Name : _____ Student ID No : _____
Mobile No : _____ UKH Email : _____
Degree : _____ Level : FND UG PG

II. Appeal Details

- Semester I - Midterm Exam Semester I - Final Exam Semester I - Re-sit Exam
- Semester II - Midterm Exam Semester II - Final Exam Semester II - Re-sit Exam

Module Name : _____ Module Code : _____

Request : Recounting of Marks Remarking of Exam Script Attendance

Reason for the Appeal (appeal will not be processed if no reason is stated)

Student's Signature : _____ Date : _____

III. Department's Recommendation and Decision

Module Leader's Recommendation : _____

Appeal's Decision : Accepted (Indicate New Grade / Attendance Below) Rejected

_____ **New MT/Final/RS Grade** _____ **New Attendance**

Module Leader Name / Signature : _____

_____ Dean _____ Chair

Name : _____

Signature : _____

Date : _____

For Official Use Only

Received by ARO Staff : _____ Date : _____