



COURSE REVISION APPEAL FORM

Sem _____ Session _____

Office Use
Amount Paid:
Date:
Stamp:

Please read the appeal procedures and guidelines prior submitting this form.

Name: _____ Matrix No: _____
Program: _____ Active Email: _____
Course Name: _____ Lecturer: _____
Grade Received: _____ Grade Requested: _____

REASON(S) OF APPEAL (Please state)

Please attach supporting documentations: (v)

- ☐ A formal letter contains detailed explanation of the claim(s) addressed to the Dean.
☐ Correspondence with the lecturer indicating attempts to resolve the issue.
☐ Course outline

COMMUNICATION WITH LECTURER (v)

- ☐ My lecturer and I had met or made contact, but we are unable to resolve the grade dispute.
☐ My lecturer never responded to my attempts or requests to meet with him or her.
☐ Other (please explain): _____

SUPPORTING DOCUMENTATION (v)

I declare that the information on this form and all supporting documentation is correct and complete. I understand that purposeful misrepresentation of my situation may make me subject to disciplinary action by the School / University.

Student Signature

Date

FOR OFFICE USE

Decision to Proceed by Academic Representative

Name of Appointed Reviewer

Date of Revision

Result

Justifications by Reviewer

Final Decision by Dean / Representative

☐ Successful (complete / founded evidence)

☐ Unsuccessful (incomplete / unfounded evidence)

Previous Grade _____ New Grade _____

☐ Report (to be furnished by reviewer)

☐ Accept ☐ Reject

Comments:

Signature, Stamp and Date

PROCEDURES AND GUIDELINES FOR COURSE REVISION

1. UTM-IBS procedures for course revision adhere to University's academic policies as outlined in the UTM Graduate Studies Rules and Regulations (Item 22 and Attachment V).
2. The lecturers of UTM-IBS have the right to judge the quality of academic work for their courses as they see fit. Hence, any appeal that is made on the basis of a disagreement with a lecturer over the content of an exam answer, paper, or other assignments will not be entertained.
3. This appeal concerns only re-marking or revision of final exam paper or equivalent final assignment of the course. It does not include revision of other assessment components of the course.
4. A RM50 fee will be charged for revision of each course.
5. Appeal must be made personally by the student.
6. Student must show evidence that attempts have been made to communicate and resolve the grade dispute with the lecturer prior submitting this form.
7. Appeal must be submitted within the given time period. The appeal period will be informed by the School. Appeal made after this date will not be entertained.
8. Only complete and founded appeals will be approved for review by an independent lecturer appointed by UTM-IBS.
9. Student will be notified via active email once the appeal process is complete at least 10 working days after submitting the form. Final grade can be obtained from the system.
10. Decision by UTM-IBS is final.