

TO: All LKC FES STUDENTS

**BAR LIST FOR UNSATISFACTORY ATTENDANCE
(JANUARY 2016 TRIMESTER)**

Please be informed that student bar list for January 2016 Trimester will be pasted on the LKC FES notice board 3 in concourse area, level 8, KB Block on **Monday, 11 April 2016**. Students who have less than 80% class attendance for a unit in a trimester without acceptable reasons or without obtaining the prior approval of the Academic Staff concerned will be barred from taking the final examination for the unit concerned.

Deadline for withdrawal is Friday, 8 April 2016. If you wish to withdraw, the form must reach FGO (with all the necessary signatures) latest by 5.00 pm, 8 April 2016.

Students who are in the bar list are required to collect **APPEAL UNBARRED FORM** from LKC FES FGO and appeal to lecturers of the unit concerned & submit the form back to FGO latest by **12.00 noon, Wednesday, 13 April 2016**, with reason and supporting document (if any).

NO APPEAL WILL BE ACCEPTED AFTER THE STIPULATED DEADLINE.

If there is no action from the students after the stipulated deadline, the barred status will remain and the students shall be barred from taking the final examination.

P/s: Students listed in the bar list are not eligible to withdraw the barred unit(s).

BAR LIST INSTRUCTION

Bar list will be released on [11 April 2016 \(Monday\)](#). Students can check the bar list at LKC FES/FGO notice board 3 located at concourse area, Level 8, KB Block.



Your name will appear in the bar list if you did not meet the satisfactory level of **80% attendance rate**



Please follow the steps stated below to appeal for unbarred

1. Collect the "Appeal for Unbarred" form from LKC FES/FGO counter.
2. Seek an interview with the respective lecturer. Both lecturer and student will have to complete the form during the interview session. (if it is not convenient to have the physical interview session, email is acceptable)
3. Student submits the form to FGO after the interview session. Deadline for submission is **12 noon, Wednesday, 13 April 2016. Any late submission will not be entertained.**
4. All the appeals will be sent to HOD and Dean for final decision.



Result for appeal to unbar will be released on **Monday, 18 April 2016 tentatively**. Student can check the result at LKC FES/FGO notice board 3 located at concourse area, level 8.

Warning:

If your name is in the bar list and you did not appeal, you are regarded to have failed the unit(s) in which you are barred. No withdrawal is allowed for the barred unit.

Thank you.

Faculty General Office

Lee Kong Chian Faculty of Engineering and Science