

# APPEAL FOR UNBARRING FROM TRIMESTER EXAMINATION (UNSATISFACTORY ATTENDANCE)

You will be barred from sitting examination if you do not meet the satisfactory level of **80%** attendance.

Bar list will be released at **9.30am, 22 August 2016 (Monday)** and will be available on the **LKC FES/FGO Notice Board 3, Concourse Area, Level 8, KB Block.**

## Procedures:

### Step 1 : Form Submission

- Collect the "*Appeal For Unbarring From Trimester Examination Form*" from the LKC FES/FGO counter.
- Complete and submit the form to FGO **before 5pm, 23 August 2016 (Tuesday)**. Late submission will not be entertained.

### Step 2 : Appeal Outcome

- The outcome of your appeal will be posted on the **LKC FES/FGO Notice Board 3, Concourse Area, Level 8, KB Block** on **29 August 2016 (Monday)**.
- The decision is **FINAL** and no further appeal will be entertained.

### Important Notes:



If your appeal is unsuccessful or no appeal is made, F-grade will be awarded for the barred course(s). You are not allowed to withdraw from the barred course(s).



It is your responsibility as student to be aware of your attendance percentage and ensure that you have met the satisfactory attendance percentage prior to the announcement of the bar list, **19 August 2016 (Friday)**.



Any matter related to discrepancies of attendance percentage should be discussed with the respective lecturer(s). These matters should be finalized **before 5pm, 19 August 2016 (Friday)**.