

# TO: All LKC FES STUDENTS

## Procedures on Appeal to Unbar for Unsatisfactory Attendance in October 2017 Trimester (LKC FES)

Please be informed that student bar list for **October 2017 Trimester** will be posted on the LKC FES Notice Board 1, Concourse area, Level 8, KB Block on Monday, 20 November 2017, Week 6. Students who have less than 80% class attendance for a course in a trimester without acceptable reasons will be barred from taking the trimester examination for the course(s) concerned.

Students who are listed in the bar list are required to collect "*Appeal For Unbarring From Trimester Examination Form*" from the LKC FES FGO counter and submit the form back to FGO before 5 p.m, Tuesday, 21 November 2017, with reason and supporting document (if any).

**NO APPEAL WILL BE ACCEPTED AFTER THE STIPULATED DEADLINE. IF** your appeal is unsuccessful or no appeal is made, **F-grade** will be awarded for the barred course(s).

**P/S:**

**Deadline for course withdrawal is Friday, 17 November 2017. Students listed in the bar list are not eligible to withdraw the barred course(s).**

Please read through the procedures in [QP-LKC FES-FGO-001 Appeal for Unbarring](#).

Thank you.

Faculty General Office  
Lee Kong Chian Faculty of Engineering and Science