

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 on **20 November 2017 (Monday)** and will be available on the **LKC FES/FGO Notice Board 1, 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 5 pm, 21 November 2017 (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 1, Concourse Area, Level 8, KB Block** on **27 November 2017 (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, **17 November 2017 (Friday)**.



Any matter related to discrepancies of attendance percentages should be discussed with the respective lecturer(s). These matters should be finalized **before 5pm, 17 November 2017 (Friday)**.