



APPEAL AGAINST REMOVAL FROM COURSE

(Please read the notes overleaf carefully before completing the form)

This form may take you 5 minutes to complete. The data provided to Singapore Polytechnic will be kept strictly confidential and used for the purpose of this general appeal only. Thank you.

PART 1 - TO BE COMPLETED BY STUDENT WHO APPEALS

Name : _____ Admission No. : _____
 Address : _____
 _____ Postal Code: _____
 Contact Tel : _____ Email Address : _____
 Course / Type (FT/EO*): _____ (eg DEE/FT) Class : _____ (eg 2A09)
 Have you submitted an appeal against removal from course previously and was successful?
 (Please tick (✓) the appropriate box) YES NO
 Reasons for Appeal (Please attach supporting documents): _____

Signature & Date

* Delete where not applicable

PART II - FOR OFFICIAL USE

(a) RECOMMENDATIONS OF DIRECTOR OF SCHOOL

Relevant comments from Personal Tutor
 CumGPA : _____ Attendance : _____

Recommendation: (Please tick the appropriate box)
 Appeal: Recommended to reinstate to repeat the stage in
 _____ (Academic Semester) eg 2014/2015 Sem 1
 Recommended to reinstate to the next stage in
 _____ (Academic Semester) eg 2014/2015 Sem 1
 Not Recommended

Date

Director of School

Please scan and email the completed form and supporting documents to Exams Office.

Vetted by Exams Manager:

(b) DECISION OF EXAMINATIONS BOARD

Remarks:

Please tick the appropriate box
 Successful Unsuccessful

Date

SD SAAC

NOTES TO STUDENT WHO APPEALS

1. General appeals will only be accepted in the case of students who sat but failed the examination(s) due to illness or bereavement of a close relative or any other event which is entirely beyond the control of the student e.g. involvement in an accident at the time of the examinations.
2. All appeals should be lodged within **4 working days** after the release of the Examination Results.
3. Only **ONE APPEAL** can be lodged with the Examinations Board. No re-appeals are permitted.
4. No appeal will be entertained from any student who attributes his/her failure in the examination to the use of a faulty calculator.
5. This form must be duly completed and submitted to the One Stop Centre (T16 Level 1) or to the student's School with supporting documents.
