GUIDELINES FOR COURSE GRADE APPEAL

1.0   The faculty offering the course will display the results of the examinations (grade only) to each student no later than seven (7) days after the last day of the final examination week for the semester.

2.0   **Students may contact the respective lecturers directly if they feel that a mistake has been made on the student's grade. Students may also check their examination answer scripts and discuss with the lecturer if they are not satisfied with their results. If students are still unhappy with the results of the review of their scripts, students may apply for a course grade appeal which is an appeal for the script to be reassessed and re-marked. Students may only apply for a course grade appeal after they have reviewed and discuss the answer scripts with the respective lecturers.**

3.0   The course grade appeal must be submitted within the stipulated time given by the faculty.

4.0   Students may obtain the Course Grade Appeal Form at the Centre for Degree Programme office or can be downloaded from the Student Portal. The student must submit the completed course grade appeal form together with payment receipt to the faculty offering the course. Payment can be made to the bursary according to the following procedure:

   4.1   RM50.00 will be charged for each course grade appeal,
   4.2   Payment can be in cash or online banking, and
   4.3   All payments must be made by the students themselves at the UTMSPACE Financial Division. Payments via postage will not be accepted.

   Note: Refer [here](#) for the methods of payment. For online payment, kindly put 'COURSE GRADE APPEAL' in the "Recipient Reference" to ease payment verification.

5.0   Students will have to submit copies of the form to the faculty offering the course that they are appealing. A copy of the form is to be kept by the student. Students will have to enclose the payment receipt when they submit the course grade appeal forms.

6.0   If there is an appeal from a student, the faculty will reassess and re-mark the examination answer scripts of the student.