

## Questions and Grades Revision Form (MPBA Program)



### SECTION A: Student

Student name		KKU ID	
Course code		Instructor name	
Academic year		Term	
Assessment	<input type="checkbox"/> Assignment <input type="checkbox"/> Midterm exam <input type="checkbox"/> Final exam <input type="checkbox"/> Other:		
Issue	<input type="checkbox"/> Ambiguous qs <input type="checkbox"/> Typo errors <input type="checkbox"/> Grade revision <input type="checkbox"/> Other:		
<b>Description:</b>			
I certify that the information submitted in this form is true.		Date:	
		Signature:	

### SECTION B: Course Coordinator

<input type="checkbox"/> The issue was reviewed, and <u>no changes</u> are recommended (forward to HOD).	
<input type="checkbox"/> The issue was reviewed, and <u>changes</u> are recommended (forward to HOD).	
<b>Comments:</b>	
Name:	Signature:

### SECTION C: Head of Department

<b>Continuous assessments:</b> <input type="checkbox"/> No changes are recommended. <input type="checkbox"/> Approve the recommended changes. <input type="checkbox"/> Further investigation is required by the Department Graduate Studies Committee (forward to the committee).	<b>Final exams:</b> <input type="checkbox"/> No changes are recommended. <input type="checkbox"/> Approve the recommended changes. Note: If the student is not satisfied, send the request to College Council to consider forming a committee.
<b>Comments:</b>	
Name:	Signature:

### SECTION D1: Department Committee

<input type="checkbox"/> The issue was reviewed, and <u>no changes</u> are recommended (forward to HOD).	<input type="checkbox"/> The issue was reviewed, and <u>no changes</u> are recommended (forward to Dean).
<input type="checkbox"/> The issue was reviewed, and <u>changes</u> are recommended (forward to HOD).	<input type="checkbox"/> The issue was reviewed, and <u>changes</u> are recommended (forward to Dean).
<b>Comments:</b>	
Committee chair name:	Signature:

### SECTION D2: Committee Formed by College Council

### SECTION E1: Head of Department

<b>Comments:</b>	<b>SECTION E2: Dean</b>
Name:	Signature:

#### Instructions:

- The student should fill this form and email it to the course instructor.
- The course coordinators should document their decision and email the form to the HOD.