Title	SOP for Appeal to Sit for Final Attempt
Endorsement	KPGC 7/2025
Version No	1
Effective Date	3 September 2025

Responsibility	Flowchart	Remarks
Department	Start → Received application from student	Check: • Status of applicant (active/non-active) • Still in study period

DPGC	Decision ? (No → Received application from student; Yes →)	Decide to recommend or not based on:
		• Medical reason
		• Other reason from applicant
		• Prepare and submit the proposal and relevant document
		• Document:
		  ○ Study plan
		  ○ student appeal letter with HOD verification
		  ○ medical record (if applicable)

KPGC	Approve ? (No → Received application from student; Yes →)	
	Submit to DCM	• Submit to DCM and Senate meeting for endorsement
PG Office	Approve ? (No → Dismiss; Yes →)	
	Dismiss	
Administrative at department level	Submit to Senate	• To decide on the eligibility of the student to sit for exam
	Endorse	
	End	