



How to make a Re-appeal about Academic Department Decision

Dear student,

After you the decision of the academic department for the appeal request that you have submitted and you are not satisfied with the result, you may submit a re-appeal request again by following these steps:

First:

You need to pay the re-appeal fee which is (**215.05 SR**) via the [online payment service](#).

Second:

Active the receipt of the re-appeal fee, as shown below:

Request a services Re-appeal receipt

First:

Login to SIS and request an appeal service, as shown below:

- **Step 1:** Go to E-Services via the tab “Other services”

- **Step 2:** Select appeal from E-Services

Requested Services

Service	Year	Semester	Request Date	Status	Copies	Service Field 1	Admin Comments	
Appeal Receipt - إيصال لطلب التظلم	2024/2025	3	29/05/2025	Deleted	1		(Not completed/ Paid by student, Deleted by SIS 20250529 20:33:42)	

1 Records - Showing 1 to 1

[+ Request a service](#)

- Step 3: Select Appeal Receipt from the drop-down menu

New Service ×

Service *

Appeal Receipt - إيصال لطلب التظلم



Kindly Select [Copies = 1]

A separate receipt should be done for each Appeal/Course
Each appeal costs 187+ VAT15% SAR☒ I agree to the terms and conditions[Submit](#)

- **Step 4:** Click on [“Click here”](#) to go to the payment screen



Your request has been successfully submitted.

You will be notified by email regarding your request.




If there are any fees related to your request, [Click here](#) to pay now; otherwise your request will be deleted

OK

- **Step 5:** Click on [“Pay Now”](#)

Online Payment

Home > Financial > Online Payment

 Cumulative Balance 0 SAR	 Paid this semester 7753.3 SAR	 Required this semester 0 SAR
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#	Description	Amount	Due Date	Semester	Select Slip
1	2024/2025 Summer Request: Appeal Receipt - إيصال لطلب التظلم	215.05	04/06/2025	2024 / 3	<input checked="" type="checkbox"/>


1 Records - Showing 1 to 1

Total: 215.05


 Amount Details

 Payment Orders

Payment Method

 Urway 

Important Note During the payment process, please do NOT close the browser or refresh the page until you get the result. In case any interruption occurs, you can go to this Online Orders page to view all of your payment orders status

 Pay Now

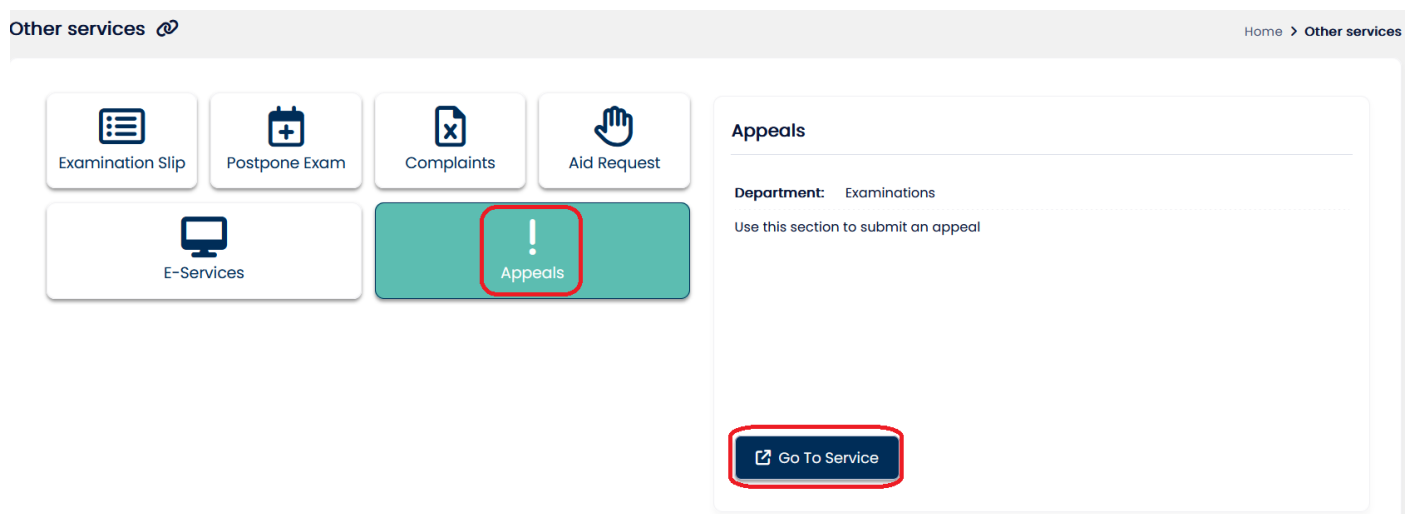
Third:

Applying the re-appeal request is by logging into your account in SIS which is by inserting the username and password in the SIS via the following link:

<https://sis.arabou.edu.sa/spksa/>

For submitting an appeal request on the final grade (Assignments – Midterms - Final Exam), click on **Appeals** through the tab “Other services”. It is not allowed to request an appeal through **Complaints**.

- **Step1:** Go to Appeals via the tab “Other services”



- Step2: Submit appeal request

Appeals → View Appeals → Add New Re-Appeal → Assessment Type (The type of the appeal you want to request)

2024	1	TM351	Final Exam				50	View Appeals
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5 Records - Showing 1 to 5

Appeals

Accredited Grade	Appeal Date	Student Comment	Appeal Type	Student Feedback	Creation Date	Reference	Receipt	
			Regular Appeal	null		null		View Details

1 Records - Showing 1 to 1

+ Add New Re-Appeal

Select the course and the assessment type, then fill in the required details:

Add New Appeal

×

Course Code *

CAS400

Accredited Grade *

28

Appeal Receipt *

1- Select receipt number from the drop-down menu

Comment *

2- Write appeal description (no more 500 characters)

Minimum 3 and Maximum 500 characters

3- Click on this button to send the request

Submit

On your screen, all the data will be displayed (**FINAL-TMA-MTA-ATTENDANCE**) grades.

Please fill in the slots as follows:

1. Choose the receipt number, note that each type of appeal has a separate financial fee and receipt number.
2. Please mention the reason for the appeal on the grade to be taken into consideration when reviewing your answer sheet.
3. Click on Submit to submit the appeal request and send it to the academic department.

Very Important Notes:

- The re-appeals will be handled according to the AOU regulations.
- After submitting the re-appeal request, the results will be received through the system of appeal in SIS.
- Please ensure that your data and mobile phone number are correct and updated in the SIS in case the university needed to contact you.
- Re-appeals will not be accepted after the period specified in the announcement.
- Re-appeal will not be accepted if it is not submitted through SIS.
- Applications will be received from **Tuesday 24/06/2025, until Monday 30/06/2025**