|  |  |  |  |
| --- | --- | --- | --- |
| **Student Personal Information:** | | | |
| Name: | Identification No.: | | Mobile No: |
| Program: | Department: | | School: |
| Current Semester: | | For the Academic Year: | |
| Date: | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course which the student did not attend its final exam:** | | | | |
| **Course code and number** | **Course title** | **Section** | **Semester** | **Academic Year** |
|  |  |  |  |  |

|  |
| --- |
| **Reasons for not attending the Exam:** |

Date of convened final exam: Day:      ,Date:

Student’s signature: Date: / /

|  |
| --- |
| **Instructor’s comments:** |

|  |  |  |
| --- | --- | --- |
| **Student’s course grades** | | |
| **First exam** | **Second exam** | **Other work** |
|  |  |  |

☐Approve ☐Reject

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

|  |  |  |
| --- | --- | --- |
| **Department Head Decision:** | | |
| ☐Approve | | ☐Reject |
| Comments: | | |
| Chairperson Signature: | Date: / / | |
|  |  | |
| **Dean of School Decision:** | | |
| ☐Approve | | ☐Reject |
| Comments: | | |
| Dean’s Signature: | Date: / / | |
| |  |  |  | | --- | --- | --- | | **Dean of Graduate Studies Decision:** | | | | ☐Approved | ☐Reject |  | | Comments: | | | | Dean of Graduate Studies Signature: | | Date: / / | | | |

Cc/Student’s Department.

/Course Instructor.

/ Admission and Registration Dept.

***Important: A student must sit for the make-up exam in a period not exceeding four weeks from the start of the following semester.***