 **GS-F 7**

**German Jordanian University School:**

**Deanship of Graduate Studies Department:**

 **Date: / /**

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| **Request for Incomplete Status** |

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| **Student Personal Information:** |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone No.:\_\_\_\_\_\_\_\_\_\_

Program:\_\_\_\_\_\_\_\_\_\_\_\_ Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For the Academic Year: /

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

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

Date of convened final exam: Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature: Date: / /

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| **Instructor’s comments:** |

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

□ Approve □ Reject

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

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

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| **Department Chairperson Decision:** |

□ Approve □ Reject

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

Chairperson Signature: Date: / /

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| **Dean of School Decision:** |

□ Approve □ Reject

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

Dean’s Signature: Date: / /

Cc/Student’s Department.

Cc/Course Instructor.

 Cc/ 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.**