 **GS-F 9**

**German Jordanian University School:**

**Deanship of Graduate Studies Department:**

**Date: / /**

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| **Adjustment of Final Grade for a Course** |

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| **Student Personal Information:** |

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

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

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

**Course details**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course code and number** | **Section** | **Semester** | **Academic Year** |
|  |  |  |  |

**Student’s grades before adjustment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Exam /or Mid term** | **Second Exam (If applicable)** | **Other Work** | **Final Exam** | **Final Grade (Percent)** | |
| **Numeric** | **Written** |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Final Grade after Adjustment (Percent):** | |
| **Numerical Grade** | **Written Grade** |
|  |  |

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| **Reasons for student’s grade adjustment:**  Instructor’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_, Instructor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / |

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| **Chairperson of Department Comments:**  Chairperson’s Signature: Date: |
| **Dean of School Comments:**  Dean of School Signature: Date: |

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| **Dean of Graduate Studies Comments:**  Dean of Graduate Studies Signature: Date: |

- All relevant information concerning the grades (exam papers, and other works) plus any exam papers that were used for grade adjustment must be attached with this form.

- All documents will be sent to Deans Council for approving the final grade adjustment.

**Cc/Student’s Department.**

**Cc/Course Instructor.**

**Cc/Admission and Registration Dept.**