



استمارة امتحان تكميلي
Incomplete Exam Form

To : The Dean

Student Name :

ID No:

Major :

I absented the final exam of the Course Name :

Course Code :

Exam Date :

Reasons :

1-

2-

Therefore I request to accept my reasons and refer to whom they may concern to prepare incomplete exam for me in this course.

Date :

Signature : -----

To the Head of Department :

1- We accepted student's reasons therefore; inform the instructor of the mentioned course that we have no objection to prepare incomplete exam for this student. (Article15 of the Academic System).

Date : -----

Signature : -----

2- The student has been taken the final exam of:

Course Name : ----- **Course code :** ----- **In:** ----- / ----- / 20 -----

to be approved and sent to Admissions and Registration Office.

Instructor Name & Signature : ----- **Head of Department Signature** -----

Admissions and Registration Office :

The mark and grade of the student has been modified from () and he get a final grade of () in this course thus the Semester Grade is () and the Cumulative grade is ().

Date : -----

Signature : ----- Stamp : -----