

The Professor/ Lecturer .....  
This Student.....who holds this University  
ID..... Have been absent during the period from.../../. Until.../../.  
With an approved excuse by the dean of the faculty.

I kindly ask to take the appropriate procedures regarding the absence of the  
above mentioned student for the Exam/lecture.....  
Section Number.....

Assistant Dean

(Dr. Ra'ed AL-Gharabat)

This form will not be approved unless sealed by the assistant dean.

**Summary of attendance and exams instructions:**

- A student is not be permitted to miss more than (15%) of the total number of meetings prescribed for each course.
- A student who accumulates class absences that exceed (15%) of the total number of meetings required for a course with submitting an acceptable medical report or justification to the Dean shall be considered to have withdrawn from the course.
- A student who accumulates class absences that exceed (15%) of the total number of meetings required for a course without a permission shall be disqualified from taking the final examination, and his/her grade for that course shall be zero.
  - The excuse shall be issued or approved by the doctor at the students' clinic at the University. This excuse shall be submitted to the Dean within two weeks, in special cases the student may submit the excuse after a week from the specific date.
- If a student didn't set for the final exam, he/she should submit an excuse within three days from the date of the demise of the excuse for the doctor or the lecturer.
  
- If the excuse is approved, **the lecturer shall conduct the compensatory exam after the date of the final exam. The first and the second exam shouldn't be calculated with the final exam.**

- The student who being absent in the final exam with an approved excuse by the Dean shall set for the exam at the end of the following semester.
- A course is registered incomplete in case a student was absent in the final examination with an acceptable excuse, and a student must present the excuse within a quarter following the dismissal, this does not apply for the first and second exams.