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| **كلية الدراسات العليا والبحث العلمي** | A picture containing logo  Description automatically generated | **College of Graduate Studies and Scientific Research** |

**The Approval & Registration of Incomplete Grade for Master Students (M5)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stage 1: Approval to register incomplete grade** | | | | | | | | | |
| Students Name | | |  | | | | | | |
| Students ID | | |  | | | | Phone No. | |  |
| Program |  | | | | Department | |  | College |  |
| Academic Year & Semester | | |  | | | | Cumulative GPA (Master) | |  |
| Course No. | |  | | Course Title | |  | | | |
| Section | |  | | Final Exam Date | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1st Exam Grade | Research Grade | Other Works Grade | Final Exam Grade | Total Scores out of 100% |
|  |  |  |  |  |

Reasons justifying the absence from the final exam or semester activities: (please enclose supporting documents)

1. ………………………………………………………………………………………………………
2. ………………………………………………………………………………………………….……

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student's Signature |  | | | | Date: | |  | |
| Instructor's Name & Signature |  | | | | Date: | |  | |
| Concerned Department Head |  | | | | Date | |  | |
| Financial Department | Amount Due: | |  | | Receipt No. | | |  |
| Date: | |  | | Signature: | | |  |
| **For the Use of the Deanship of the College of Graduate Studies and Scientific Research** | | | | | | | | |
| Head of Department of Graduate Studies | | 🞎 Approval  🞎 Rejection | | Comments | |  | | |
| Signature | |  | | Date | |  | | |
| Dean, College of Graduate Studies and Scientific Research | | 🞎 Approval  🞎 Rejection | | Comments | |  | | |
| Signature | |  | | Date | |  | | |

A copy to the registration department 🞎 A copy to the concerned department 🞎

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| **Stage 2: New grade of the course** |

|  |  |  |  |
| --- | --- | --- | --- |
| Completed the final exam or any due assignments | | Date: |  |
| Repeated course Grade: |  | Total grade out of 100: |  |
| Instructors Name: |  | Signature: |  |
| Department’s Head Name: |  | Signature: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Use of the Deanship of the College of Graduate Studies and Scientific Research** | | | |
| Head of Department of Graduate Studies | 🞎 Approval  🞎 Rejection | Comments |  |
| Signature |  | Date |  |
| Dean, College of Graduate Studies and Scientific Research | 🞎 Approval  🞎 Rejection | Comments |  |
| Signature |  | Date |  |