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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)**

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| **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. ………………………………………………………………………………………………….……

|  |  |  |  |
| --- | --- | --- | --- |
| 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: |  |

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| **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 |  |