



# Prohibition from entering a course exam



a course prohibition: due to his irregular attendance and absence of 25% or more of the total hours of lectures, the student is unable to enter the final exam.



## Important Information



- 1-The student must attend all lectures on a regular basis, and he is excused from attending some lectures if his circumstances prevent him from doing so, as long as his absence does not exceed 25% of the total lecture hours.
- 2- A typical student is denied access to the course's final exam and is judged a failure if he misses 25% or more of the lectures.
- 3- A prohibited student receives a grade of (H) and a score of (zero) in the final exam grade field, which has a negative effect on his semester and cumulative average.
- 4- The student can find out his absence % by checking to his academic page (link).
- 5- The student bears the responsibility to follow up on his absence on his academic page constantly, and the failure to follow it does not absolve him of responsibility.

## Important Information



- 6- The student can convert his absence from an absence without an excuse to an absence with an excuse, until the deprivation is lifted from him, provided that all the controls described in the mechanism for lifting the deprivation are followed (link).
- 7- The college announces by e-mail the last date for modifying the absences to which the rules and constraints.
- 8- If the denial is lifted before the final exam date, the college allows the student to take the final exam.
- 9- The college sends out an e-mail with the deadline for processing absences that are subject to the restrictions and limits.
- 10- At the end of the semester, on the date designated in the academic calendar, the deprivation lists must be approved (link to the academic calendar).
- 11- It is not legal to relieve the deprivation for any course in which the percentage of absences is greater than 50%. In the event of convincing excuses, the student has the ability to request withdrawal from the course, which must be given to the instructor. prohibition for any student after approving the lists.



# Dropping prohibition of the student



## Important notes

- 1- The student has the right to keep the original excuses after matching them with the copies of the documents submitted, and the college is not responsible for losing them.
- 2- The student must keep a copy of the excuses form and its supporting documents.
- 3- The student is responsible for handing over the excuse to the professor of the course after it is accepted by the competent committee, within a period not exceeding three working days from the date of accepting the excuse from the committee. The department's excuses committee is the body responsible for accepting or rejecting excuses.

## Constraints of accepting excuses

- 1- Notifying the college of the reasons for the absence, using the form prepared for this, within five working days from the date of the absence, and no excuse is accepted after that.
- 2- The excuse submitted should be an official documents accepted by the college as excuses for absence.
- 3- Attach all the official documents that support the application, and in case that official documents are not available, the student is given an additional period not exceeding five working days from the date the excuse is removed, to bring medical reports or official statements confirming the reasons for absence.



## Official Documents

- 1- A medical report related to the student issued by a government hospital.
- 2- A medical report related to the student issued by a private hospital and certified by the university's medical services.
- 3- Death certificate of a first-degree family member.
- 4- A letter concerning the student addressed to the college from a security authority, explaining convincing justifications.
- 5- A traffic accident involving the student.
- 6- Other circumstances and they are evaluated by the concerned authority in the college.