

## Excuse Review Request Form (MPCS Program)



### A. Student Information

Student name		KKU ID	
Level		Mobile #	
Academic year		Term	

### B. Excuse Information

Reason for excuse submission	<input type="checkbox"/> Request alternative exam (طلب اختبار بديل) <input type="checkbox"/> Request excused absence or changing DN status (طلب احتساب غياب بعذر أو رفع حرمان)
Excuse type	<input type="checkbox"/> Medical reasons <input type="checkbox"/> Other:
Excuse date/period	
The entity that issued the excuse	

### C. Course Information

Course(s) affected by the absence		
% of absence		
Assessment type	<input type="checkbox"/> None (request for excused absence) <input type="checkbox"/> Quiz <input type="checkbox"/> Midterm exam <input type="checkbox"/> Final exam <input type="checkbox"/> Other:	<input type="checkbox"/> None (request for excused absence) <input type="checkbox"/> Quiz <input type="checkbox"/> Midterm exam <input type="checkbox"/> Final exam <input type="checkbox"/> Other:
Assessment date		

### D. Excuse Description

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#### Instructions:

- Complete this form and **attach supporting documents** in the same PDF file.
- Email the form along with supporting documents (in one PDF file) to the course coordinator.
- Your request will be presented to the committee, and you will be notified by email.

#### For official use only:

Decided by	<input type="checkbox"/> HOD <input type="checkbox"/> Committee <input type="checkbox"/> Other:		
Meeting #	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Recom. #</td> <td></td> </tr> </table>	Recom. #	
Recom. #			
Decision			
Name	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Signature</td> <td></td> </tr> </table>	Signature	
Signature			