

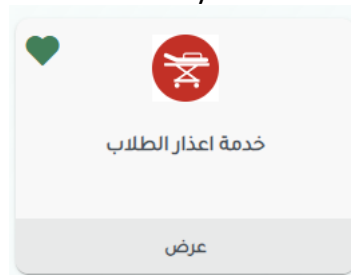
Student excuses policy for the midterm and final exams for the year 1446 AH

Dear students:

The Academic Services Unit wishes you success and would like to refer to the policy for submitting excuses requests for the theoretical midterm and final exams, which are as follows:

Mechanism for submitting excuses

Applications are submitted electronically through the student excuses service portal on the university's website



Upload the excuse and supporting documents within 5 working days of the test (when submitting the excuse, please avoid choosing "**Submitting the excuse**" and replace it with the option **to retake the test** - specifying the type of test -), and any application submitted after the end of the specified period will not be considered.



The student is informed whether his application has been accepted or not automatically by a text message issued through the portal



- All alternative tests are held in person regardless of the nature of the base test.
- The student must coordinate - within 48 hours - of approving the excuse - with the course coordinator to determine the date of the alternative semester exam, provided that the semester exams are held during the twelfth week.
- The period for conducting alternative final exams is determined to be held during the first week of the next semester to process the student's registration.
- Accuracy must be ensured while filling in the data to avoid return of the request.
- The student is given **(zero) in the event of absence from the alternative test (or evaluation), and he is not entitled to submit a request for re-testing (or evaluation) again, and the competent committee may make an exception from this due to force majeure circumstances such as being arrested by police for judicial or security rulings or in the event of hospitalization.**

Important
Notes

Student excuses policy for the midterm and final exams for the year 1446 AH



- Ensure the integrity of raising the application with full attachments through the excuses portal is the responsibility of the student, and the portal always allows re-uploading in the event of a technical defect, noting that making sure that the application is raised is available by following up the entered and documented application with a reference number with the date of entering the application.
- The student must keep the reference number of the application and document it in the Student Excuses Committee (Mr. Ali Ahmadi in the male section, and Mr. Faten Al-Shahrani in the female section).

General Guidelines

- **Medical review scenes will not be accepted** and a sick leave compatible with the test day should be attached from the Seha platform and issued by **government hospitals only**.
- In the event that the sick leave issued by the Seha platform is issued by **a government health center, private hospital, or private health center**, a detailed medical report **issued and stamped by the health facility showing the diagnosis and condition of the patient and signed by the medical director of the facility** should be attached.
- Excuses issued by centers that have been proven to follow illegal ways of issuing sick leaves will not be accepted.
- An excuse for exceeding the number allowed in submitting excuses (three excuses during the academic year) will not be studied, except for exceptional and special cases).

Acceptable excuses for absence in tests

- Sick leave or in cases of hospitalization, and the college is informed within five working days from the date of discharge from the hospital and a medical report proving the condition.
- In case of accompanying the patient: The excuse is accepted in the event that the patient is a first-degree relative, taking into account that the accompaniment letter must be submitted by the patient relations department and certified by the hospital stamp.
- In the event of the death of a first-degree relative, a copy of the death certificate and proof of the degree of kinship of the deceased shall be attached. Relatives covered are: mother, father/husband, wife/son, daughter/brother, sister/grandfather or grandmother.
- In case of traffic accidents , an official report certified by the Traffic Department shall be attached.
- Arrest or imprisonment, and the student must inform the college with a letter from the party in which he was arrested.

**Student excuses policy for the midterm and final exams for the
year 1446 AH**



- Postpartum leave is accepted within a maximum of two weeks from the date of delivery.
- When participating in official events or activities in which the university, college or ministry is a party, the approval of the college is required before participation, and it is the student's responsibility to inform the department before his absence if the period of absence includes tests.
- Compulsive and emergency personal and family circumstances such as: domestic violence, health symptoms for which there are no medical reports, and these cases are estimated by the excuses committee within the department / college , and the committee has the right to assess the situation and accept the excuse, or reject it.
- Confirmed appointments from official bodies, such as certified court hearings , or appointments for hospitals outside the region, which cannot be postponed.
- Excuses related to: flight bookings, social events such as marriage, forgetting or sleeping about test dates will not be accepted.

With sincere wishes for you to succeed

