

The University of Jordan
The Faculty of Business

The Dean of The Faculty of Business

Name.....
Specialization.....
Level.....
University ID.....

The student was absent during the period from .././.... to .././.... for the reason.....

Course Name	Section	Lecturer	Note

The Assistant Dean
(Dr. Ra'ed AL-Gharabat)

This form will not be approved unless it is sealed by the Assistant Dean.

Summary of Attendance and Exams Instructions:

- A student is not be permitted to miss more than (15%) of the total number of hours required for each course.
- A student who accumulates class absences that exceed (15%) of the total number of hours required for a course with submitting an acceptable medical report or justification to the Dean shall be considered to have

withdrawn from the course.

- A student who accumulates class absences that exceed (15%) of the total number of hours required for a course without a permission shall be disqualified from taking the final examination, and his/her grade for that course shall be zero.

- The excuse shall be issued or approved by the doctor at the Students' Clinic at the University. This excuse shall be submitted to the Dean within two weeks, in special cases the student may submit the excuse after a week from the date of return.

- If a student fails to attend the final exam, he/she should submit to the lecturer an excuse and within three days from the date of the demise of the excuse.

- If the excuse is acceptable, the lecturer shall conduct a compensatory exam after the date of the final exam. The first and the second exam shouldn't be calculated with the final exam.

- A student who's being absent in the final exam with an approved excuse by the Dean shall set for a compensatory exam at the end of the following semester.

- The course result is registered incomplete in case a student was absent in the final exam with an acceptable excuse. The student must present the excuse within the next semester; this does not apply for the first and second exams.