



**Form of Incomplete Grade Change: Temporarily recorded for each course for which the student is unable to complete the requirements by the specified date.**

Student:				University number:		
College:		Section:		Specialization:		
Academic level: Diploma <input type="checkbox"/>	Master's <input type="checkbox"/>	PhD <input type="checkbox"/>	Order date:		/ / 14 H	
Course name			Course code			
The semester in which the student received a grade of				the first <input type="checkbox"/>	For the year 14 AH	
				the second <input type="checkbox"/>		
Semester in which grade was modified				For the first <input type="checkbox"/>	For the year 14 AH	
				the second <input type="checkbox"/>		
Justifications for recording an incomplete grade for a student: (A detailed report may be attached)						
<p>His Excellency the Head of Department, may God protect him</p> <p>May the peace, mercy, and blessings of God be upon you...</p> <p>I would like to inform you that the requirements of the above course have been completed by the student, and he/she has obtained grade number (.....)</p> <p>Grade Writing :( ) degree only</p>						
Course Instructor				the signature		
<p>His Excellency the Dean of the College, may God protect him</p> <p>May the peace, mercy, and blessings of God be upon you...</p> <p>Consent <input type="checkbox"/> Disagreement. <input type="checkbox"/> Section Session No.( ) dated / / 14 AH on the above-mentioned amendment.</p>						
Head of Department				the signature		
<p>May the peace, mercy, and blessings of God be upon you...</p> <p>It was completed examination on the above mentioned amendment. Dated / / 14 AH, I hope to complete the regular procedures.</p>						
Dean of the College				the signature		
Viewed on: // 14 AH. We have no objection to amending the student's grade, whose information is shown above, in accordance with the study and examination regulations for the university stage.						
Executive Management				the signature		