Reason for accepting absence excuses (lectures and exams)

medical	death of a relative	traffic accidents	childbirth

process | **process** | **process** | **process**

The student must submit the excuse within five (5) days from the date of absence to the Attendance and Absence Unit via the Electronic Request System (ERS) or in paper form, provided that the following are attached:
- **The medical report issued by the "Sehhaty" platform.**
- **The "Absence Excuse Submission Form**

The student must submit the excuse within **five (5) days** from the date of absence to the **Attendance and Absence Unit** via the **Electronic Request System (ERS)** or in paper form, provided that the following are attached:
- A **death certificate**, specifying the **degree of kinship**.
- The **"Absence Excuse Submission Form"**.

The student must submit an excuse within **no more than 5 days** from the date of absence to the Attendance and Absence Unit via the Electronic Transactions System (ERS) or in paper form, provided that:
- The student brings an official accident report documented by the Traffic (Najm) platform,
- The **"Absence Excuse Submission Form"**.

The student must submit an excuse within **no more than 5 days** from the date of absence to the Attendance and Absence Unit via the Electronic Transactions System (ERS) or in paper form, provided that:
- A copy of the birth notification is attached,
- The **"Absence Excuse Submission Form"**.

The coordinator submits a letter to the respected Vice Dean of the college containing all the students' excuses for each week.

- **If the excuses are approved:**

1. A copy of the letter is sent to the coordinators of the academic years.

2. The absence is canceled in the electronic schedules using the Excel form.

- **If the student's excuse is not approved, he/she will be notified accordingly.**