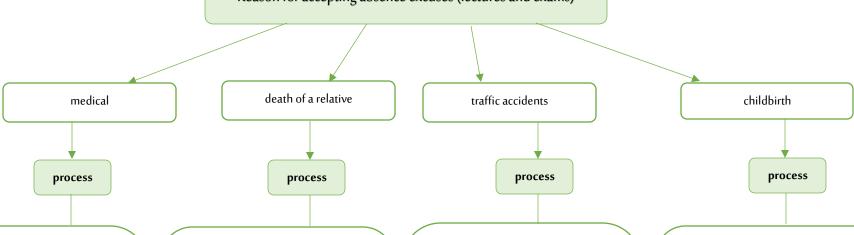






Reason for accepting absence excuses (lectures and exams)



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:
- The absence is canceled in the electronic schedules using the Excel form. .2
- If the student's excuse is not approved, he/she will be notified accordingly.