**Zarqa University Admission and registration unit**

**Incomplete**

Dr. Dean of the Faculty ………………………………………………………………………….

Peace be upon you and God’s mercy and blessings be upon you,

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

I am the student …………….. my specialization is ………….and my University ID is:

I was registered the following courses in the semester ……………….. For the academic year: /

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of final Exam | Course Teacher | Course Number | Course name | No |
|  |  |  |  | 1 |
|  |  |  |  | 2 |
|  |  |  |  | 3 |
|  |  |  |  | 4 |
|  |  |  |  | 5 |
|  |  |  |  | 6 |
|  |  |  |  | 7 |

And I was absent from the following final exams, please kindly agree to consider my absence with an excuse and my mark is incomplete in these courses:

|  |  |  |
| --- | --- | --- |
| Course number | Course name | No. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Signature  | Teacher recommendation | Total semester works |
|  | Not agree | Agree | Total | Other works | Second Exam | First Exam |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

The reasons for my absence were: (an excuse must be attached to the application)

.......................................................................................................................................

Student signature: …………………………………………………………. Date: ………………………

**Dean's decision:**

**Respected general registrar**

**Agree Not agree and his/her mark in the following courses considered (incomplete):**

1. **2. 3.**

 **4. 5. 6.**

Dean Signature: Date:

To use the admission and registration unit

Explanation of the Registrar General:………………………………………………………………..

Explanation of the Faculty Recorder:…………………………………………………………………..