

**Student affairs work mechanism**  
**Excused Absence Form**

Academic number	Student's name	Specialty	Level
Mobile number	E- mail	Absence from lecture	Absence from a test

**To whom it may concern...**

**Peace, mercy and blessings of God**

**And yet**

**The above-mentioned student has provided an excuse for his absence on the following days:**

Day	Date		Course name	Course code	Number of hours
	Hijri	Gregorian			

**Important instructions:**

1. This excuse does not justify the cancellation of the absence, but the absence of the student is considered an excuse.
2. The student is treated under this excuse according to Article (11-1) of the Study and Examination Regulations
3. The excuse shall not be accepted after ten days from the date of absence
4. The student shall record the information himself, and make sure that the excuse is approved by himself and that it is registered in the absence program.
6. No excuse is accepted except from official and approved authorities.

**Number.....**

**Date .....**