**STUDENT GRIEVANCE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part I: Filled out by the Student** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Student Name |  | | | | ID No: | | |  | | | Major | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | |
| Course Code |  | Title |  | | | | | | | Section | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | |
| Exam Session |  | Date |  | | | | | | | Location | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | |
| Exam Type |  |  | Final | | | |  | | |  | | | Mid-term | | | |
|  | | | | | | | | | | | | | | | | | | |
| Exam Activity |  |  | Theoretical | | | |  | | |  | | | Practical | | | |
|  | | | | | | | | | | | | | | | | | | |
| Justification |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
|  | | Student Signature | | | |  | | | | | Date | |  | | | |
|  | |  | | | |  | | | | |  | |  | | | |
| **Part II: Completed by the Student Affairs** | | | | | | | | | | | | | | | | | | |
| 1. The above student has already paid the Grievance Fee (SR500) | | | | | | | | | | | | | | | | | | |
| 1. This form has been submitted to the JIC Deputy, Education & Training Affairs on | | | | | | | | |  | | | | | | |  | | |
|  | | | | | | | | |  | | | | | | |  | | |
| **College Deputy, Student Affairs** | | |  |  | | | | |  | | |  | | | | | | | |
|  | **Signature** | | | | | **Date** | | | | | | | |

|  |  |  |  |  |  |  |
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| **Part III: Completed by the JIC Deputy, Education & Training Affairs** | | | | | | |
|  |  | | | |  | |
| **To:** Chairman/ Director of |  | | | |  | |
| Please carefully and judiciously study the above grievance case, then report back to me. | | | | | | |
| **JIC Deputy,**  **Education & Training Affairs** | |  |  |  | |  |
|  | Signature |  | | Date |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part IV: Completed by the Departmental Special Committee & the Chairman** | | | | | | | | | |
| The student’s exam has been reviewed and remarked as follows: (only one article is to be selected “a” or “b”) | | | | | | | | | |
|  | 1. The student’s grade has been changed to | |  | | | marks instead of the old marks | | |  |
|  | | | | | | | | | |
|  | 1. The student’s status has not been changed and his grade is to be retained the same. | | | | | | | | |
| Member 1 : | |  | |  |  | |  |  | |
| Name | |  | Signature | |  | Date | |
| Member 2 : | |  | |  |  | |  |  | |
| Name | |  | Signature | |  | Date | |
| Committee Chairman : | |  | |  |  | |  |  | |
| Name | |  | Signature | |  | Date | |
| Department Chairman : | |  | |  |  | |  |  | |
| Name | |  | Signature | |  | Date | |

|  |  |  |  |  |  |
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| **Part V: The Approval of the JIC Deputy, Education & Training Affairs.** | | | | | |
| **To: College Deputy, Student Affairs** | | |  | | |
| Comments: |  | | | | |
|  | | | | | |
| **JIC Deputy,**  **Education & Training Affairs** | |  | |  |  |
| **Signature** | |  | **Date** |