**STUDENT GRIEVANCE**

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| **Part I: Filled out by the Student** |
|  |
| Student Name |  | ID No: |  | Major |  |
|  |
| Course Code |  | Title |  | Section |  |
|  |
| Exam Session |  | Date |  | Location |  |
|  |
| Exam Type |  | [x]  | 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 |

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| **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** |