

Exams postponement Rules and procedures –Summer Semester 2019-2020

Dear students

We would like to draw your attention to abide by the instructions and procedures below for the postponement of Final Exams for summer semester 2019/2020.

Exam Postponement Request is done by entering in to your account in (SIS) as follows:

click on *Postpone Exam* and follow the instructions. In addition, proceed to student affairs department to submit the postponement Reason.

Rules and Conditions for postponement request

First, Student shall be exempted from deferral fees in the following cases:

- ✚ The presence of the student in the hospital for one or more days including the exam day or the day immediately preceding it with the medical report.
- ✚ Other coercive excuses different from mentioned and which are studied and approved by the Department of Student Affairs.
- ✚ There is a conflict of course at the same time and on the exam day.
- ✚ . In the event of an excuse, a letter will be sent to the Student Affairs Department via the university email std.affairs@arabou.edu.sa, with the need to write the complete information.
- ✚

Second: Postponement fees apply in the following cases:

- ✚ Travel
- ✚ Work Assignment.
- ✚ Notification notices or reports issued by clinics and medical centers.

Important Notices:

- 1- No Postponement of any exam without an Approved excuse.
- 2- If the postponement request is approved, the student is required to take the exam in his/her first session regardless of his/her academic status.

**Postponement requests for the final exams will be received on Saturday, corresponding to
18/07/2020 until Monday 27/07/2020 AD**