

King Fahd University of Petroleum and Minerals
Department of Mathematics

Student Name: _____ ID # _____
Course: Math/Stat _____ Section _____ Semester _____ Year: _____

PART(B): Reasons for awarding the IC-Grade : (tick one and attach appropriate document)

- (a) Medical reasons
- (b) Personal problems
- (c) Others (specify)

PART(C): Academic status at the time when the IC-Grade is awarded.

- (a) Number of absences: Excused: _____ Unexcused: _____
- (b) Points on quizzes: _____ out of: _____
- (c) Points on tests: _____ out of: _____
- (d) Homework and other assignments: _____ out of: _____

Total score secured by the student in all of the above (a-d) during the semester: _____ out of: _____

PART(D): Conditions for removal of the IC-Grade:

During the semester: _____ of the year: _____ the student needs to take: (Circle the appropriate)

- (a) a midterm test (out of: _____)
- (b) a final exam (out of: _____)
- (c) other assignments (out of: _____)

Important Notes:

- (a) It is the responsibility of the student to contact his instructor next semester and arrange with him the time and methods of completing his work in order to remove the IC-Grade.
- (b) The final grade of the student will be determined on the basis of class-work in part (C) and the other requirements specified in part (D).
- (c) The IC-Grade should be changed by the last day of classes of the next academic semester, otherwise it will be automatically changed to F by the registrar.

Instructor's Name: _____ **Signature:** _____
Date: _____

Student's Signature: _____ **Date:** _____

Approved by:

Prof. Monther Alfuraidan
Chairman, Department of Mathematics