

- Anyone who misses the final examination without any excuse approved by the Dean of the College will be given the grade of zero.
- The maximum number of sick leaves (stamped) of out-patient student is five days approved within two working days, whereas an in-patient has an approval within four working days from the lapse of the excuse.
- Anyone who misses the final examination with a compelling excuse approved by the Dean of the College, the dean is responsible to inform the Deanship of Admission and Registration to assign a grade of “incomplete”, where the course instructor schedules a make-up exam within the first 2 weeks of the following semester. Otherwise, the students’ right to take the make-up exam will drop.
- It is possible to consider the student who misses the final examination with an approved excuse as withdrawn from the course provided that he/she has successfully passed the Mid-Term exam and the coursework, and has not sit for the make-up exam during the period determined in Paragraph (3) above, provided that the student did not miss the make-up exam scheduled by the department without an approved excuse by the Dean.