Sultan Qaboos University
College of Engineering
Re-Sit Examination Form

A. Student Statement:

Student Name: _____

Student ID: _____ Cohort: _____ Program: _____

I, the student, request a re-sit exam for the following course:

Course Code: _____ Course Title: _____ Taken in Semester: _____

Student Signature: _____ Date: _____

B. Academic Advisor's Confirmation:

It is confirmed that the above student (Section A) has completed all requirements for graduation *except* this course. This course was taken within *last two semesters*. As the grade given to a re-sit exam cannot be higher than a **C** grade (refer to the Academic Regulation, D-3), it is confirmed that a grade of **C** will be *enough* for the student to graduate based on the total credits of the program (e.g., only 136 or 156 for AREN program) as calculated in the Table below. The Degree Audit of the student is attached.

Total Credits*	cGPA*	If a **C** grade is achieved in the course, then the *final* cGPA** will be:

* (based on 136 credits or 156 for AREN)
** If the final cGPA is below 2.00, then the student is <u>ineligible</u> to take the re-sit exam. As a result, this application should not be processed further.

Academic Advisor Name: _____ Signature: _____

C. Department Approval:

Based on the discussion of this request with the course instructor and department board or its delegate, it is recommended to (*choose one*):

    Accept the application: ☐   Decline the application*: ☐

Head of Department Name: _____ Signature: _____

* In case the application is declined, the advisor is to inform the student with this dicision.

D. Course Coordinator Confirmation and Final Grade:

As per the approval of the department board, the re-sit exam was scheduled on: _____ for the student. The final and overall grade in the course is: _____ .

If the final grade is not an **F**, a letter is sent with the attachment of Change-of-Grade form with all required documents, through The Office of Assistant Dean for Undergraduate Studies (ADUS) to The Deanship of Admission and Registration (A&R) as per the academic regulation C13.

Course Coordinator Name:_____ Signature:_____