

Complaint/Appeal Form (نموذج شكوى او استئناف)

Student Name (اسم الطالب):		Level (المستوى):	
ID# (الرقم الجامعي):		Major (التخصص):	
To be filled by the student (خاص بالطالب)			
Describe your complaint and/or appeal case (اذكر الشكوى او الاستئناف المطلوب):			
List supporting documents (عدد الوثائق الداعمة للشكوى او الاستئناف)			
Student's Signature (توقيع الطالب):		Date (التاريخ): DD/MM/YYYY	
To be filled by the Academic Advisor (خاص بالمرشد الأكاديمي)			
	Name (اسم المرشد)	Date (التاريخ)	Signature (التوقيع)
Academic Advisor (المرشد الأكاديمي)		DD/MM/YYYY	
Advisor's Suggestions and Recommendations (مقترحات وتوصيات المرشد الأكاديمي)			

*** Complaint/Appeal Form General Guidelines:

- This form is used if the student has any types of complaints and/or appeals (grades, etc.)
- Students should attach any supporting documents to his complaints or appeals
- A copy of the student's complaint or appeal must be sent to the Academic Advising Unit (AAU) for further steps.
- If a student wants to recheck or change his grade(s), he must visit the Head of the Department (HoD).