Form 4

**Warning-Notice for Exceeding Absenteeism Percentage**

First Notice Second Notice

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| Student Name: ………………………………………………………………….  Department: ……………………………………………………………………….  Course Name: ……………………………….…………………………………..  Course Code & No.: ……………………………… | ID No.: ………………………………  Date: / / 143 H  Section No.: ………………………………….. |

I’m warning you that your absenteeism percentage in the course mentioned above exceeds:

15%

20%

I hope, for your own sake, not to miss any more lectures/labs, since according to the university regulations you are not allowed to sit for the final exam if your absence percentage exceeds 25%.

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| Course Teacher  Name: ……………………………  Signature: ……………………… | Head of Department  Name: ……………………………  Signature: ……………………… |

Student’s Name and Signature Acknowledging Receiving A Copy of This Warning Notice.

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| Student Name: ……………………………  Signature: ……………………… |

A copy of this warning notice to be sent to student’s academic advisor.