Form 4

**Warning-Notice for Exceeding Absenteeism Percentage**

 First Notice Second Notice

|  |  |
| --- | --- |
| Student Name: ………………………………………………………………….Department: ……………………………………………………………………….Course Name: ……………………………….…………………………………..Course Code & No.: ……………………………… | ID No.: ……………………………… Date: / / 143 HSection 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%.

|  |  |
| --- | --- |
| Course TeacherName: ……………………………Signature: ……………………… | Head of DepartmentName: ……………………………Signature: ……………………… |

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

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

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