



NOTICE ON ABSENTEEISM FROM LECTURE / TUTORIAL / CONSULTATION / LAB SESSION

Semester: _____ Session: _____

Warning **Barring** (Please tick (✓) where applicable)
(Below 20%) (20% and above)

Student's Name :		Matric No. :	
Programme :		Mahallah :	
<u>Details of class absent</u>		Date Absent	Hour (missed)
Course Title : _____			
Course Code/ : _____			
Component			
Group No. : _____ Total Contact Hours : _____			
per Semester			
Formula to calculate the percentage of absence :			
$\frac{\text{Number of absenteeism (hours)} \times 100}{\text{Total hours per semester (based on 14 weeks of regular semester)}}$			
Example:			
If there are 4 contact hours per week; therefore the total number of contact hours per semester is, $4 \times 14 = 56$			
If a student missed 8 contact hours, the percentage of absenteeism is $8 \times 100 = 14.26\%$			
56		Total Hour Missed	

- Since you have been absent as stated above, you are requested to see Head / Deputy Head / Course Coordinator / Teacher of this course within ONE (1) week from the date of this notice.
- Please be reminded that you are required to fulfill the 80% class attendance in order to sit for the final examination or else you will be barred (grade Y)
- A reminder has been sent to your parent for their notification.

Issued by:

Teacher's Name : _____ **Staff No.** : _____
Department : _____ **Room No./Ext** : _____
Signature : _____ **Date** : _____

Approval and Remarks by Department (Kindly make a copy for the Department)

I approve / Not approve the above

Name and Post: _____ Date: _____

(Signature and Official Stamp)