Our Reference: IIUM/301/C/13/15/1

Date:

**NAME** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MATRIC NO.** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YEAR** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*السلام عليكم ورحمة الله وبركاته*

**WARNING FOR BEING ABSENT IN SEMESTER 3, 2024/2025 ACADEMIC SESSION**

**COURSE CODE** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE TITLE** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to warn you that to date you have missed at least **10%** of the total lecture hours of the course. According to the University’s regulations, this is a serious offence. You are required to explain your absence and support it with **valid documents** immediately. **If you fail to meet the 80% attendance requirement, you will be barred from taking the final assessment of the registered course for the semester.** This carries a ‘Y’ grade which is equivalent to an ‘F’. Your scholarship or financial loan will also be reduced by 25% in the following semester.

Please be informed that should you receive a barring letter, you have a maximum of only **three** working days from the issuance date of the letter. An appeal for revocation of barring can only be requested by lecturers, and not a student. Students should make an appeal to their lecturers by providing them with supporting documents. If they are satisfied with their students' explanation, they will request the staff in-charge at the Office of the Deputy Dean (Academic and Internationalisation) to revoke their barring status.

Thank you. **ﻮﺍﻠﺴﻼﻢ**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature and Name of Course Instructor)

Course instructor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Course Code and Section)

c.c. Deputy Dean (Academic and Internationalisation), AbdulHamid AbuSulayman KIRKHS

Head, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, AbdulHamid AbuSulayman KIRKHS