**KUWAIT UNIVERSITY**

**FACULTY OF ALLIED HEALTH SCIENCES**

**STUDENT UNEXCUSED ABSENCE AND LATENESS REPORT**

**To: Vice-Dean, Student Affairs**

Name of Student: …………………………………………………………………… Student No.:………………………..

Course No.: ……… Course Name:……………………………......... Section No.:…… Warning No:….....

Total number of hours for the course= ……………….hours.

10% unexcused absence from the course = ………..hours: 1st Warning

15% unexcused absence from the course = ………..hours: 2nd Warning

20% unexcused absence from the course = ………..hours: Student is given ‛F′ for the course.

**UNEXCUSED ABSENCE (UA)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date of absence(s)** | **No. of hours** | **Reasons given by students and teacher’s comments** |
| 1. | ………………………..…… | ………………… | ………………………………………………………………………………. |
| 2. | ……………………………… | ………………… | ………………………………………………………………………………. |
| 3. | ……………………………… | ………………… | ………………………………………………………………………………. |
| 4. | ……………………………… | ………………… | ………………………………………………………………………………. |

….... UA hours this report ……………..… UA hours previously reported Total UA hours….….....

**Date:** ………………………………… **Signature (Teacher)**:………………………..……………………………………………

Date 1st Warning sent …………………………………..

Date Final Warning sent …………………………………..

Date ‛Fail′ Notification sent …………………………………..

**Date:** ………………………………... **Signature (Supervisor/Coordinator):** …………………………………………….

**UNEXCUSED LATENESS**

|  |  |  |
| --- | --- | --- |
|  | **Date of Lateness** | **Reasons given by students and teacher’s comments** |
| 1. | ………………………………… | ……………………………………………………………………………… |
| 2. | ………………………………… | ……………………………………………………………………………… |
| 3. | ………………………………… | ……………………………………………………………………………… |