



**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.