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|  | Majmaah University  College of Engineering |

**Student Absence Reporting Form**

**(Filled by instructors)**

**This form must be filled by all instructors at the end of the semester before the final exam.**

Course title: ……………… Course code: ………………….

|  |  |  |  |
| --- | --- | --- | --- |
| No | Student Name | ID | Percentage of classes missed |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

**Course Instructor:**

**Name: …………………………………..  
Signature: ……………………………..  
Date: …………………………………..**

How to calculate the percentage:

1. Math 107 has 3 lectures per week and one-hour exercise class per week. A student missed 7 lectures and 2 exercise classes so far in the semester. Then, the percentage of classes this student has missed is calculated as follows:
2. GE 102 is offered with one lecture per week and 4 hours of laboratory work. A student missed 3 lectures and 1 lab. The percentage of classes the student has missed is given by:

**Instructions to instructors**

1. A warning must be issued to students who reach 20% absence.
2. Any student who has 25% or more of absence must be reported to the department council for a decision to dismiss him from the course.
3. The council resolution must be passed on to the college council for final decision.
4. The student must be informed of the decision prior the start of the course final exam.