



DEPARTMENT OF APPLIED SCIENCES

HIGHER COLLEGE OF TECHNOLOGY
Al-Khuwair, Muscat, Sultanate of Oman
PHONE : 24473695 FAX : 24473839



First Warning Letter-10% Absenteeism

To: Student Affairs Department

From: (Lecturer's Name): _____

Student Name: _____

ID Number: _____

Advisor Name: _____

Student Department: Applied Science ☐ Engineering ☐ other ☐

Course Code: _____ **Course Title:** _____

Level/Specialization: _____ **Section No.:** _____

This is to inform you that your absenteeism has reached 10%. You are advised to improve your attendance. We remind you that the college regulations state that if you are absent for 30% of the classes irrespective of any reason, you will not be allowed to take the final examination this semester.

Student Signature: _____ **Date:** _____

Course Lecturer Signature: _____

HoD Signature: _____

Student Affairs Department

The parents/Guardians of the students were notified about the absence of their ward in the above mentioned course.

Signature of Staff In-charge: _____ **Date:** _____