

 <p>Pusat Asasi Pengurusan CENTRE FOR FOUNDATION STUDIES IN MANAGEMENT</p> <hr/> <p>Universiti Utara Malaysia</p> <p>Tel: 04-928 3451 /Fax: 04-928 3453</p>	<p>Non-attendance reminder (please tick)</p> <p><input type="checkbox"/> 1st Notice (3 times absent)</p> <p><input type="checkbox"/> 2nd Notice (4 times absent)</p> <p><input type="checkbox"/> 3rd Notice (5 times absent)</p>
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NOTICE PROVIDED TO:

MATRIC NO:

Non-attendance Information

Course Code/ Course Name:			Class:	
Number of absences:	3	Dates of absent:		

According to **SECTION ASSESSMENT 2 RULES OF GRADUATION OF THE UNIVERSITY**

“ A STUDENT SHALL BE BARRED FROM SITTING FOR THE FINAL EXAMINATION AS ATTENDANCE TO LECTURE OR TUTORIAL IS LESS THAN 80%. AN X GRADE FOR ANY COURSE CANNOT BE REDEEMED.”

Therefore you are hereby reminded to be mindful of the above regulation. You are advised to attend all lectures and tutorials as scheduled to avoid being barred from the final exam.

Yours sincerely,

Lecturer's Name:

Date:

Cc: Director, Centre for Foundation Studies in Management