Haigazian University

Notification of Excessive Absences

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| --- | --- |
| Student Name |  |
| Student ID number |  |
| Semester & Year |  |
| Course / Section |  |
| Instructor |  |

|  |  |
| --- | --- |
| Number of absence(s) in the above-mentioned course |  |
| Permitted number of absences |  |

|  |  |
| --- | --- |
| If you have more absence(s), you will receive an XF (40) grade unless you withdraw from the course prior to the deadline for withdrawal. |  |
| Your absences in the above mentioned course exceed the permitted number of  absences. Please report to the Registrar’s Office immediately to withdraw from the  course according to the University regulations (Refer to the withdrawal policy on page 50 of the University Catalog). |  |
| Your absences in the above mentioned course exceed the permitted number of  absences. Since you are not permitted to withdraw from the course, your grade for this course will be recorded as XF (40). |  |
| Your absences in the above-mentioned course exceed the permitted number of  absences. Since the deadline for withdrawal from courses has passed, your grade for this course will be recorded as XF (40). |  |

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| --- | --- |
| Date |  |
| Signature |  |