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**DEPARTMENT OF MATHEMATICS  
INTEROFFICE MEMORANDUM**

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**DATE** :

**TO** : THE REGISTRAR

**SUBJECT** : DN FOR EXCESSIVE UNEXCUSED ABSENCES

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In accordance with the University regulations on excessive absences, please give the DN Grade to the student(s) listed below:

<b>Sr. No.</b>	<b>ID Number</b>	<b>Name of Student</b>	<b>Course &amp; Section No.</b>
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Instructor: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

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Prof. Monther Alfuraidan  
Chairman, Department of Mathematics

xc: Coordinator(s), if course if coordinated.

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**DEPARTMENT OF MATHEMATICS  
INTEROFFICE MEMORANDUM**

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**DATE** :

**TO** : CHAIR., UNDERGRADUATE COMMITTEE

**SUBJECT** : DN GRADE

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In accordance with the University regulations on excessive absences, the DN grade may please be given to the student(s) listed below:

<b>Sr. No.</b>	<b>ID #</b>	<b>Name</b>	<b>Course &amp; Section No.</b>	<b>No. of excused absence</b>	<b>No. of unexcused absence</b>
1					
2					
3					
4					
5					
6					

Justification:

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Signature of Instructor : \_\_\_\_\_

Name of Instructor : \_\_\_\_\_