

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Ministry of Higher Education

King Fahd University of Petroleum & Minerals

OFFICE OF THE VICE RECTOR FOR ACADEMIC AFFAIRS



وزارة التعليم العالي

جامعة الملك فهد للبترول والمعادن

مكتب وكيل الجامعة للدراسات الأكاديمية

MEMORANDUM

DATE : 16 Ramadan, 1425H - (30 October, 2004)

TO : All Academic Department Chairmen

SUBJECT : **ATTENDANCE ON THE LAST DAY OF CLASSES.**

All concerned are reminded to ensure that all classes and labs are conducted on Tuesday and Wednesday, 2nd and 3rd November, 2004 at the scheduled time. No classes and labs should be cancelled on the premise of an exam/quiz or make up class given at a different time.

Faculty members should take attendance for the last two days and first day of classes before and after Eid Al-Fitr holidays and a report (with a copy of the class attendance sheet) on the level of attendance on these days should be provided to my office by November, 24, 2004.

I would also like to emphasize on all concerned that implementation of regulations on the subject of *Attendance and Absenteeism* is the responsibility of all of us; students, faculty, and administrators.

Thank you:

A. Suwayyan
 Prof. Abdulaziz A. Al-Suwayyan
 Vice Rector for Academic Affairs

xc: H.E. the Rector of the University
 Dean of Admissions & Registration
 Dean of Student Affairs
 All Academic Deans

Attendance-041