

MEMORANDUM

Date:

To: Student Name:

NMU IN:

From: J.D. Phillips,
Department Head

Re: No Show Drop

The Vice President for Academic Affairs has approved a change in the automatic withdrawal policy as follows in the *Academic Standards, Policies and Degree Requirements* section of the Undergraduate Bulletin:

"At the discretion of individual departments and/or instructors, students who have not attended through the first four days of the semester (or its equivalent) of a class and who have failed to contact the instructor may be dropped from the class roster. **Since this is an optional action on the part of the departments, students who wish to drop a class should do so themselves.**"

The Department Head will notify students who are withdrawn from a class.

According to the instructor, you have not attended the following class and indicated that you should be dropped.

1. MA/CS (MA100-4):
2. CRN (82534):

I have, therefore, asked the Registrar to have you withdrawn from the class.

If you have any questions regarding this matter, please contact me.

cc: Registration and Scheduling

**THIS FORM MUST BE RECEIVED IN THE REGISTRATION OFFICE BY
TUESDAY OF THE SECOND WEEK OF THE SEMESTER
RETURN THIS FORM TO D.W. BY 4:00 PM FOR PROCESSING**