

**FALL 2018**

**To: Instructors of MATH 416, 417, 424, 427, 444, 447, and 448**

**From: Randy McCarthy**

**\* PLEASE INFORM YOUR STUDENTS OF THIS POLICY\***

**LAS and Engineering students** enrolled in Mathematics **416, 417, 424, 427, 444, 447, and 448** are permitted to drop from these courses without academic penalty and without petition through the end of the 12th week of the semester. Thus, **Friday, November 16, 2018 is the drop deadline for these courses in Fall 2018.**

**LAS students** who wish to drop the course(s) should see the receptionist in the LAS office and ask to be directed to a COAR user, who will process the late drop without a grade of "W." **Engineering students** should be directed to the Engineering College Office, 206 Engineering Hall, for assistance with the late drop. Students in other colleges may need to petition their college office for this policy to be applied, but the math department would support it.

Any request to drop Math **416, 417, 424, 427, 444, 447, and 448** after November 16, 2018 will be considered a late drop request, and the student will be required to submit a written petition to the Late Add / Drop Committee consistent with normal policy.

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***Instructors of these courses should inform their students of the extended withdrawal deadline and the procedure to drop late without penalty.***

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