To: LSA Faculty and Instructional Staff  
From: Esrold A. Nurse, Assistant Dean  
Date: November 3, 2015  
Re: Upcoming LSA Deadlines

I am writing to provide you with important information regarding the late-drop deadline and other registration and final exam-related dates.

The late-drop deadline is Friday, November 13. Students who wish to drop a course before this date will be asked to obtain your signature ensuring a conversation with you and that they have an accurate understanding of their class performance to date. Within a few days, all undergraduate LSA students will receive a reminder of this deadline. Earlier you should have received from me the request for Academic Progress Reports. We hope you used this online tool to assess the progress of your students and inform those students who may be at academic risk. If there are additional students whom you wish to reach out to in this way, you can complete an online Academic Progress Report at any time, which when completed will be sent to both the student and their academic advisor.

After the late-drop deadline, permission to drop individual courses is granted only for students with extenuating circumstances. The possibility of failing the course is not considered a sufficient reason for withdrawal after November 13. If a student decides to petition to drop after the late-drop deadline, you may be asked to provide information concerning the student’s performance and attendance in your course. This information could help determine whether an incomplete grade might be a reasonable option or whether an exception to the deadline should be granted.

A grade of “Incomplete” should only be granted if the student makes the request and the instructor agrees to it. Students receiving Incompletes should have a majority of the coursework completed; it is also assumed that the student was earning a passing grade at the time the Incomplete was arranged. If a student stops attending class but does not officially withdraw and does not request an Incomplete, the appropriate grade to post is NR [No Report].

Early registration for LSA undergraduates for the Winter 2016 Term begins on November 30. Student Pre-Registration Backpacking begins on November 16. The Online Schedule of Classes is posted at: http://ro.umich.edu/schedule. The LSA Course Guide for Winter 2016 is available now and posted at: http://www.lsa.umich.edu/cg/. You can seize this opportunity to inform students of your department’s offerings for Winter. Identifying follow-up courses to the one you are currently teaching is especially useful. This is also a time when students, particularly sophomores, are making decisions regarding a major. Being ready to engage your students in conversations about your specialty will assist them with their decisions; you can also direct them to the Major/Minor Meetups going on in the month of November (3rd, 11th, 19th).

Final exams, which begin on December 16 and end December 23, should be given at the scheduled time as listed by the Registrar (http://ro.umich.edu/exams/). The LSA Faculty Code (B4.01) does not permit changing the date of an officially scheduled final exam by class vote or any other means. For students with a religious-academic conflict, please see: http://www.provost.umich.edu/calendar/religious_holidays.html. I would also like to remind you that...
final grades are due 72 hours after the final exam is given or 72 hours from the due date of the work submitted by the student(s) if there is no final exam.

The Office of Student Academic Affairs and the LSA Newnan Advising Center (764-0332) welcome your questions about academic policy and procedures and are happy to assist you when student issues arise. These and other policies are also available in our Instructional Handbook. Please do not hesitate to contact us.