***E-Mail to students informing them they will be dropped for***

***REPEAT ENROLLMENT IN A COURSE***

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To: Student E-Mail Address

CC: M. Truscott (mtruscot@nmu.edu)

 K. Poupore (kharvala@nmu.edu)

Subject Line: Drop for Repeated Enrollment in a Course Fall 2010

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The Undergraduate Bulletin contains the following statement under *Mathematics and Computer Science Department/Program Policies*:

“To ensure student success, the department does not allow students to enroll in the same course more than two times. If a student must take a course for the third time, he or she must first take the prerequisite course(s) and obtain a grade of B- or better in each.”

According to my records, you have enrolled in the following class at least twice without success, and I have requested that you be dropped from the roster. You must take the prerequisite(s) for this course before attempting it again.

1. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. NMU IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Class & Section # (MA100-5): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. CRN (82534): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please be advised that your financial aid and/or athletic eligibility may be affected by this decision. Therefore, it is important that you make every effort to contact your advisor immediately to adjust your schedule.

Should you have questions regarding this matter, please contact me.