

**COLLEGE OF ARTS, SCIENCES, AND LETTERS**  
**University of Michigan-Dearborn**

**Policy and Procedure Guide**

SUBJECT: Student 'No-Shows' and Withdrawals

APPROVED BY: CASL Office of the Dean 9/1/81

PAGE 1 OF 1

To accommodate students who wish to be admitted to closed classes, the University has adopted a policy which authorizes teachers to drop from their classes students who do not appear for the equivalent of one full week and do nothing to inform their teachers of their desire to remain in the classes. Certain conditions must pertain:

The class must be closed, by virtue of its having reached room-size limits or previously approved class limits below room size.

2. There must be at least one student who wishes to be admitted to the class (usually the names of such students will be on wait lists, which will be available to every teacher).
3. The student to be dropped must be absent from the class or lab for the entire first week (seven-day period). If the absence is unavoidable and the student wishes to remain in the class, he/she or a member of the family must contact the teacher or the department office and convey that intention.
4. If a student is replaced because he/she was a 'no show,' the teacher has the authority to assign a final grade of ED, unofficial withdrawal, unless the student has taken prior steps to withdraw officially.
5. If a 'no show' should appear in the second week of class, or later, and if the teacher has admitted another student to fill the vacated space, the teacher need only say that the 'no show' has been dropped from the class and should report to the Records Office of his/her academic unit and pursue withdrawal procedures. The teacher has no responsibility for paperwork in this connection.