



Millersville University

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MEMORANDUM

TO: All Students

FROM: Dr. Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: August 24, 2020

RE: **RESPONSIBILITIES FOR ADDED / DROPPED CLASSES**

Welcome to the fall 2020 semester at Millersville University!

We know that during the first week, students may be finalizing their schedules and adding or dropping courses.

This is just a reminder that students who add classes after the first day of class or the semester are responsible for making up any missed work. Students should contact course instructors right away (email, phone, or in person) and not wait until the next class.

In addition, please be aware that students who do not attend both of the first two meetings of any class may be dropped from that class for non-attendance, per the University's "[Drop for Non-Attendance Policy](#)." Exceptions are permitted if students have contacted their professors to make special arrangements.

If you have online classes, please make sure that you log into [D2L](#) and click into the class, or follow your professor's instructions to access the class, and be sure to participate in academic activities during the first week. Examples of participation, for the purpose of the policy, can include any of the following:

- Submission of an academic assignment
- Submission of an exam
- Participation in an interactive tutorial or computer-assisted instruction
- Postings in an online study group about the course
- Postings in a course discussion forum
- Emailing your professor to ask about an academic topic in the course

Best wishes for a successful new academic year!