WA Drop Message: Sent to student, includes Raiser's comments, and comes from generic email (notices@starfishsolutions.com).

Template

Dear [Student Full Name],

You have been dropped for non-attendance/non-participation from your [Course Name] course.

For more information regarding WA withdrawals for non-attendance and non-participation, please consult the WA Grade policy in the Catalog or Talon, or on sic.edu.

To be reinstated to a course, a student must petition the instructor for re-entry into the course. The instructor must sign a registration/add form and submit it to Enrollment Services for processing.

For questions, please visit Enrollment Services, located on the 1st floor of E Building. To discuss financial aid consequences for a WA withdrawal, please visit Financial Aid, located on the 1st floor of E Building.

PLEASE DO NOT REPLY TO THIS MESSAGE

Example:

Dear Rachel Lands,

You have been dropped for non-attendance/non-participation from your Introduction to Microbiology course.

For more information regarding WA withdrawals for non-attendance and non-participation, please consult the WA Grade policy in the Catalog or Talon, or on sic.edu.

To be reinstated to a course, a student must petition the instructor for re-entry into the course. The instructor must sign a registration/add form and submit it to Enrollment Services for processing.

For questions, please visit Enrollment Services, located on the 1st floor of E Building. To discuss financial aid consequences for a WA withdrawal, please visit Financial Aid, located on the 1st floor of E Building.

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