

**TEXAS LUTHERAN UNIVERSITY
OFFICE OF REGISTRATION AND RECORDS
NOTICE OF INTENT TO DROP-FAIL**

DATE: _____/_____/_____

STUDENT NAME: _____

STUDENT TLU ID#: _____

LAST DATE OF CLASS ATTENDANCE: _____/_____/_____

In accordance with rules and policies approved by the Texas Lutheran University faculty for class attendance and absences and dismissal from class,

Professor _____
(name of faculty assigning DF grade)

of _____
(course student will be given DF grade for)

has reported that you are consistently absent from class and have failed to meet the requirements for attendance as set for the course. **You will be given a failing grade (drop-failed -DF) for the course** on _____/_____/_____
(date the grade will be assigned)

unless you withdraw from the course or the faculty member cancels this notice. A "DF" grade is calculated into your grade point average as an "F". A "DF" grade stays on your academic record permanently and may affect your academic standing, financial aid, insurance coverage or ability to live on-campus. If you receive this notice after the last day of the semester to drop a course, the "DF" grade is automatic.

You should contact the professor or your academic advisor IMMEDIATELY!
If you have additional questions, you may contact Glenn Yockey, Registrar, at 830-372-8041 or email at gyockey@tlu.edu.

CC: Academic Advisor
Dean Kristi Quiros, Dean of Student Life and Learning

Office use only

DATE DF KEYED INTO SYSTEM (initials and date): _____

STUDENT ATHLETE? YES NO

DROPPED BELOW FULLTIME? YES NO

If so, notify the compliance officer