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Hi everyone,

Students are required to bring their laptop to every Foundations English class. Please be very scrupulous about enforcing this policy starting on Monday when we get back from Eid break.

According to the Procedure, the first time a student fails to bring their laptop, the teacher should “verbally reprimand” the student, reminding them to bring a laptop and warning them that they will be marked absent for subsequent classes for which they do not bring their laptop.

The **second and all subsequent times the student does not bring a laptop**, the teacher should mark the student absent and send them to the Program Coordinator, who will first warn, and eventually de-register the student according to the steps laid out in the Procedure. The only exception to this is financial aid cases that are under process.

Thanks for your help with this and please let me know if you have any questions about the details.

Regards,

Paul Barney

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