



# Important Messages for Faculty

from the University Registrar

1/11/2024

[www.smu.edu/registrar](http://www.smu.edu/registrar)

## Spring 2024

### IMPORTANT DATES FOR ALL FACULTY

For the complete calendar click [here](#).

**January 12** - Spring Rotunda Passage

**January 15** - Martin Luther King, Jr. Holiday

**January 16** - First Day of classes

**January 22** - LAST DAY to enroll/ADD courses/DROP courses without tuition billing while remaining enrolled for the term

**January 29** - Last day to drop a course or withdraw without academic record ([Withdrawal Refund Schedule](#) applies).

**January 31** - Last day to declare no-credit grading option for a course

**March 11-17** - Spring Break

**March 29** - Good Friday Holiday

**April 19** - Honors Convocation

**April 22** - Last day to: declare a course pass/fail; drop a course; and/or withdraw from the University

**April 30** - Last day of instruction/class (*Follows a Friday Schedule*)

**May 1** - Reading Day

**May 2-8** - Final Exams (**Grades due 72 hours after final exam**)

**May 10** - Baccalaureate

**May 11** - May Commencement

### PROGRESS REPORTING DATES FOR UNDERGRADUATE COURSES

*EARLY INTERVENTION*

**February 13** - Early Intervention Grade Rosters generated

**February 20** - Early Intervention grades due at 11:59 p.m.

**February 21** - Early Intervention Deficiency Reports available to students in my.SMU

*MID-TERM*

**March 8** - Mid-Term Grade Rosters generated

**March 20** - Mid-Term grades due at 11:59 p.m.

**March 21** - Mid-Term Deficiency Reports available to students in my.SMU

**April 22** - Last day to: declare a course pass/fail; drop a course; and/or withdraw from the University

*Instructions for completing Early and Mid-Term Grade Rosters will be sent to you after the rosters are generated.*

Contact Claudia Castillo at [cycastillo@smu.edu](mailto:cycastillo@smu.edu) or #8-3516

### CLASS ROSTER

To ensure that all students are properly enrolled in your class, please check your Class Roster periodically during the term. **If you have a student who is not on the roster, please have the student see his/her advisor immediately!**

*Checking your Class Roster daily during the first two weeks of classes is an excellent tool to confirm class enrollment.*

A student who drops on or before the 10th class day will be deleted from the roster. A student who drops after the 10th class day will show an Admin Grd Grading Basis and automatically will be assigned a W on the end of term grade roster.

The following feature buttons are located at the bottom of the Class Roster:

- **“Import Class Roster”**: Sends a comma delimited file of your roster which can be imported into an Excel spreadsheet to your SMU e-mail address.
- **“Import Photo Roster”**: Sends a PDF format Photo Class Roster to your SMU e-mail address. The SMU logo will print when a photo is not on file.
- **“Notify Selected/All Students”**: Use these buttons to send an e-mail to some students or all students on the roster. If more than 99 students are in the class, the Notify All Students button will not work. Instead, you will need to click on the Select All link, then uncheck students to bring the number to 99 students. Then click on the Notify Selected Students button which sends an email to the 99 students selected. Then click Return in order to select the remaining students. Click on the Notify Selected Students button which sends an email to the remaining students. A list serve for your class can also be created by contacting the Help Desk [smu.edu/its/](http://smu.edu/its/).

If a student does not attend or respond to email and if that student does not drop the class, do not simply drop the student. Report the absence to the Dean of Students Office so that the student’s welfare can be ascertained. Send information to <https://smu.edu/studentaffairs/deanofstudentsCCC/>.

### “NO CREDIT” OR “PASS/FAIL” OPTION

Students may take some undergraduate courses for “No Credit” or “Pass/Fail.” **“No Credit” Option** - Students should indicate in writing no later than the deadline indicated in the [academic calendar](#). Permission of the instructor or department is required. **“Pass/Fail” Option** - 12 hours of pass/fail hours are the maximum total credits that a student can use towards a degree assuming a passing grade in the class. Grades of C- or higher are considered passing. Deadline to complete the Undergraduate Pass/Fail Option Declaration form is indicated in the [academic calendar](#). Forms are available online [here](#). More information can be found in the online [Undergraduate Catalog](#).

### EXCUSED ABSENCES

Students who participate in officially sanctioned scheduled extracurricular activities or observe a religious holiday should be given an opportunity to make up class examinations or other graded assignments missed as a result of this activity. Students should be informed by the instructor at the beginning of the term, preferably in writing, of the instructor’s makeup policy. A list of religious holidays for use in requesting excused absences is available on the [University Calendar](#). For the policy regarding religious holidays, click [here](#). For medical absence information, click [here](#).

### FERPA

Before you release any education records information on a student, remember to check your roster in my.SMU. Click on the “View Releases” link for the student. See “Release Records” under Faculty Instructions at [smu.edu/ferpa/faculty](http://smu.edu/ferpa/faculty) for detailed information. Advisors can find the same information under Advisor Center, General Information tab. For more information on FERPA including “Essentials for Faculty” page, visit [smu.edu/LegalDisclosures/FERPA/Essentials](http://smu.edu/LegalDisclosures/FERPA/Essentials). Click the Faculty tab.