



**Feb 4**  
Census deadline

**Feb. 11**  
Deadline for Fall  
2021 Incomplete  
grades

**Feb. 28**  
Fall 2022 Schedule  
of Classes  
expected  
publication date

**March 1**  
Midterm Grades  
Due for Winter  
2022 at NOON

**March 7-12**  
Spring Break

**March 30**  
Last Day to  
Withdraw (full  
semester course)

**May 2**  
Final Grades Due  
by noon

**For more advising  
information:**  
<https://www.udm.edu/academics/academic-affairs/advising/index.php>

## Winter Second 7-wk Courses

For students needing to add/drop, consider two 7-week courses starting February 28.

Winter Second 7-week Courses		
GEO 2110-OL	25603	Online Asynchronous
PYC 1000-OL	26839	Online Asynchronous

## Census deadline and implications

Institutional Research uses official census data for reporting. Official census for Winter term is **Feb. 4**. All advisor and program changes **MUST** be submitted by Feb. 3 or the changes will be reflected in the next semester.

## Total Earned Credits - Degree Evaluation vs. Academic History

Be aware that some students need **AT LEAST 126 credits while others need AT LEAST 120 to graduate with a bachelor's degree**. Be sure to check the catalog of entry to determine which rule applies to each student.

The degree evaluation report has a cell for total required credits and total "used" credits in the upper right-hand corner. "Used" credits are inclusive to what a student has completed including credits in progress. A degree evaluation report should not be used to assess how many total credits a student has earned. It is advisable to review the bottom of the advisees' academic history/transcript to retrieve this information.

## Incompletes and Mid-Term Grades

This is just a friendly reminder that an "incomplete" cannot be submitted for a mid-term grade. If a student has been attending class and has not completed any work, the student should receive an F. If the student has never attended class and not completed any work, administering an XF is required. **XF is only used for NEVER ATTENDING.**

## Incompletes for Fall 2021 Term

For undergraduate students, the deadline for submitting a Change-of-Grade for a Fall 2021 incomplete grade is February 11. Be sure to submit the form to your Assistant/Associate Dean's office prior to that time for processing.

The deadline for completing an "I" grade may be extended at the discretion of the instructor of the course, the dean's office of the college/school in which the course was taught, and the dean's office of the student's college/school. The extension may not exceed one year from the time the "I" grade was issued. Additional information regarding incomplete grades can be found: <https://www.udmercy.edu/academics/catalog/undergraduate2021-2022/policies/>

## Summer Registration Continues

Summer 2022 registration continues. Students graduating in Summer should apply for graduation ASAP and are eligible to participate in May 2022 Commencement.