Important Messages to Faculty

Spring 2016

To ensure that all students are properly enrolled in your class please check your Class Roster periodically during the term.

- First Day of classes
- Martin Luther King Holiday
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- Last day to declare pass/fail/no credit
- - Spring Break
- Last day to drop with a W
- Honors Convocation - 5:30 pm
- Last day to withdraw from the University
- Last day of instruction
- Reading Day
- - Final Examinations (Grades due 48 hours after final exam.)
- Baccalaureate and May Commencement

A student who drops prior to the 5th class day will be deleted from the roster. A student who drops after the 5th 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:

Sends a comma delimited file of your roster which can be imported into an Excel spreadsheet to your SMU e-mail address.

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.

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/.

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 Student Life so that the student's welfare can be ascertained. Send information to https://smu.edu/studentaffairs/deanofstudentsCCC/.

- Early Intervention Grade Rosters generated
- Early Intervention grades due at 11:59 p.m.
- Early Intervention Deficiency Reports available to students in my.SMU Student Center

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- Mid-Term Limited Grade Rosters generated
- Mid-Term grades due at 11:59 p.m.
- Mid-Term Deficiency Reports available to students in my.SMU Student Center
- Last day to drop with a W

Students may take some undergraduate courses for "No Credit" or "Pass/Fail."

- Students should indicate in writing no later than the 12th class day that they wish to do so. Permission of the instructor or department is required. – 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 Pass/Fail Option Declaration form is the 12th class day. Forms are available in the Office of the Academic Dean. More information can be found in the online Undergraduate Catalog at smu.edu/catalogs.

Students who participate in officially sanctioned scheduled extracurricular activities 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, visit smu.edu/policy/S1/religion.html. For medical absence information, visit smu.edu/healthcenter/policy/absenceclass.asp.

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 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.

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