



# Important Messages to Faculty

from the University Registrar

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

Spring 2012

## IMPORTANT DATES FOR ALL FACULTY

For the complete calendar go to [smu.edu/registrar/pdf/Calendar\\_2011-2012.pdf](http://smu.edu/registrar/pdf/Calendar_2011-2012.pdf)

- January 16** - Martin Luther King Holiday
- January 17** - First day of classes
- January 23** - Last day to enroll/add/drop without grade record or tuition billing
- February 1** - Last day to declare pass/fail/no credit
- March 10-18** - Spring Break
- April 4** - Last day to drop
- April 16** - Honors Convocation—5:30pm
- April 23** - Last day to withdraw from the University
- May 1** - Last day of instruction - follows Friday Schedule
- May 2-8** - Final Examinations (Grades due 48 hours after final exam.)
- May 11 & 12** - Baccalaureate/Commencement

## PROGRESS REPORTING DATES FOR UNDERGRADUATE COURSES

### EARLY INTERVENTION

- February 10** - Early Intervention Grade Rosters generated
- February 20** - Early Intervention grades due at 11:59 p.m.
- February 21** - Early Intervention Deficiency letters sent to students

### MID-TERM

- February 29** - Mid-Term Limited Grade Rosters generated
- March 21** - Mid-Term grades due at 11:59 p.m.
- March 22** - Mid-Term Deficiency letters sent to students
- April 4** - Last day to drop

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

Contact Sylvia Wiseman at [swiseman@smu.edu](mailto:swiseman@smu.edu) or #8-3516 with any questions.

## 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 week of classes is an excellent tool to confirm class enrollment.*

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:

- **“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 120 students are in the class, the Notify All Students button does not work. Instead a list serve for your class can 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 Student Life 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 12<sup>th</sup> class day that they wish to do so. 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 Pass/Fail Option Declaration form is the 12<sup>th</sup> class day. Forms are available in the Office of the Academic Dean. More information can be found in the online 2011-2012 Undergraduate Catalog at [smu.edu/catalogs](http://smu.edu/catalogs).

## EXCUSED ABSENCES

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](http://smu.edu/policy/S1/religion.html). For medical absence information, visit [smu.edu/healthcenter/policy/absenceclass.asp](http://smu.edu/healthcenter/policy/absenceclass.asp).

## FERPA

Before you release any education records information on a student, remember to check your roster in Access.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/registrar/ferpa/essential\\_faculty.asp](http://smu.edu/registrar/ferpa/essential_faculty.asp).