

December 2024

Visit the
[Faculty Advising
webpage!](#)



December 3-9

Dead Week:
No exams/quizzes

December 10-14

Final Exams: Follow
[Exam Schedule](#)

December 16

Grades due by Noon

December 23-January 5
Intersession

January 5

Last Day to Register
without Late Fee

January 6

Winter Semester Begins

January 12

Last day to Add a class
Last day to Delete a class
without a W

HELPFUL LINKS

[Academic Calendar](#)

[Course Schedule](#)

[Course Descriptions](#)

[Core Curriculum](#)

[Transfer Credit System](#)

[Student Advising](#)

[Student Support Services](#)

Submitting Final Grades

All final grades are due Monday, December 16 at noon. It is critical that instructors submit final grades on time. Essential end-of-term processing, including academic status, degree certification, and financial aid review, cannot be completed until *all* final grades are submitted.

End of Semester Advising Check-Up!

Check your advisees' final grades and remind them to check their own at my.udmercy.edu. If they had a rocky semester, reach out with reassurance and encouragement and offer to help develop an action plan for next semester. You can also encourage them to plan ahead by making sure they know about the free academic support available at the [Student Success Center](#) and [The Writing Center](#) as well as the other [Student Support Services](#) available to students.

Are Your Advisees Registered for Next Semester?

The break between fall and winter semester can be a critical moment for student retention. When you check advisees' final grades, confirm that they are registered for next term. For students who aren't registered, reach out asap to check in and develop a plan. For students who are registered, this is a good time to run a quick Degree Evaluation to check progress towards graduation. Take a minute to review "Courses Not Used" at the bottom of the Degree Evaluation; you might identify a course a student should retake to improve their GPA or catch a "duplicate" course they shouldn't take.

Students Leaving the University

If a student plans to leave the university, they should complete the [Total Withdrawal form](#) and submit it to the Registrar after getting a signature from the Dean's office. This form provides important information about students who do not complete their degree at UDM.

Incomplete "I" Grades

Incomplete "I" grades are appropriate when a student has completed the majority of coursework but for serious reason is unable to complete the remaining course requirements. "I" grades are not issued when the student stops attending or participating in the class. It is the student's responsibility to request a grade of Incomplete from the instructor. If the instructor agrees, the student must work with the instructor to complete and sign an ["I" Grade Petition](#) reflecting the work to be completed and the due dates for that work. For undergraduate students, if the required work is not completed within eight weeks after the end of the semester, the "I" grade is automatically changed to an "I/F." The deadline for completing an "I" grade may be [extended](#) at the discretion of the instructor of the course and the student's Dean, not to exceed one year from the time the "I" grade was issued.

December Graduates

Students who graduate in December 2024 will receive their diplomas in January. December graduates are invited to participate in the annual Commencement ceremony, held each year in May. All graduates from Fall 2024, Winter 2025, and Summer 2025 will be invited to the May 2025 Commencement. The RSVP for Commencement will be available this spring on the [commencement website](#). Students planning to graduate in May or August should also apply for graduation through their student profile on my.udmercy.edu.