



UNIVERSITY OF  
**DETROIT  
MERCY**

# Advising Monthly

News & Reminders for Detroit Mercy Advisors

## February 3

Census deadline

## February 10

Deadline for Fall  
2022 Incomplete  
grades

## February 27

Expected  
publication of Fall  
2023 Schedule

## February 28

Midterm Grades  
Due for Winter  
2023 at 12 Noon

## March 6-11

Midwinter/Spring  
Break

## March 29

Last Day to  
Withdraw (full  
semester course)

## May 1

Final Grades due  
by 12 Noon

## For more advising information:

<https://www.udmercy.edu/academics/academic-affairs/advising/index.php>

## Beacon is Live for Academic Advising Alerts

Beacon is Detroit Mercy's new, early alert tool for submitting academic alerts and updates. Advisors can access the online platform by going to the [Faculty/Staff webpage](#)>Anthology (log-in)>Beacon. Please be sure to submit alerts for students in need of academic support and look out for any alerts that might be assigned to you as an advisor. Other updates and notes can also be viewed by advisors in a student's profile. If you have any questions, please contact Felicia Hartinger, Director of the Student Success Center at [mitrovfl@udmercy.edu](mailto:mitrovfl@udmercy.edu) or 313-993-1265.

## Census deadline and implications

Institutional Research uses official census data for reporting. Official census for Winter term 2023 is **February 3**. All advisor and program changes should be submitted by February 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.

On a degree evaluation report, there is 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

A friendly reminder that a grade of "incomplete" (I) 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, recording an XF is required. **XF is only used when students have never attended a class.**

## Incompletes for Fall 2022 Term

For undergraduate students, the deadline for submitting a Change-of-Grade for a Fall 2022 incomplete grade is February 10. Be sure to submit the form prior to this date for timely processing.

The deadline for completing an "I" grade may be extended at the discretion of the instructor of the course, the Dean of the college/school in which the course was taught, and the Dean 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/undergraduate2022-2023/index.php>

## Summer Registration Continues

Summer 2023 registration continues. Students graduating in Summer should apply for graduation ASAP and are eligible to participate in May 2023 Commencement activities.