

February 2024

**February 2**

Census deadline

**February 9**

Deadline for Fall  
2023 Incomplete  
grades

**February 23-26**

Fall 2024 Schedule  
of Classes  
Expected

**February 27**

Midterm Grades  
Due for Winter  
2024 at  
midnight

**March 3-9**

Spring Break

**March 27**

Last Day to  
Withdraw (full  
semester course)

**Visit the Faculty  
Advising Webpage  
to learn more!**



## Students Requesting Transfer Credits & Taking Classes at other Institutions

Remind students to use the current [Detroit Mercy Student: Request for Guest/Transfer Credit form](#) to get permission to take classes elsewhere *before* they do so. Students should check with the other institution and follow their policy for incoming guest students.

- Use the [Transfer Equivalencies page](#) and the comprehensive [Transfer Credit System](#) when advising students.
- Students need a "C" or better to transfer classes.
- If students take guest class(es) at another institution they will need to order a copy of their official transcripts to be sent to the Office of the Registrar when the course is completed **and the final grade(s) are recorded on the host institutions transcript.**
- Senior Residency Rule: Candidates for a bachelor's degree are to complete the last 30 credit hours of their program at University of Detroit Mercy. Any exceptions must be approved by the student's Dean's office.
- Contact the Transfer team if you have any questions:
  - email: [transferteam@udmercy.edu](mailto:transferteam@udmercy.edu) or phone: 313-993-1940

## Census deadline and implications

Institutional Research uses official census data for reporting. Official census for Winter term 2024 is February 2nd. All advisor and program changes should be submitted by February 2 or the changes will be reflected in the next semester.

## Mid-Term Grades

A friendly reminder to check your student's midterm grades when advising. F grades should indicate a student has been attending class but is not passing the course. However, an XF grade is assigned when a student has *never* attended and should include the first date of the course as the Last Date of Attendance. "I" grades should not be reported as midterm grades.

## Incompletes for Fall 2023 Term

For undergraduate students, the deadline for submitting a Change-of-Grade for a Fall 2023 incomplete grade is February 9. Faculty should submit the form prior to this date for timely processing. Additional information regarding incomplete grades can be found in the [2023-2024 Undergraduate Catalog](#).

## Beacon: What should I be doing as an advisor?

You may now access the Beacon Advisor Platform on your MyPortal page. Be sure to log in and check on any alerts or updates submitted for your advisees. Advisors are emailed when alerts and updates are submitted for the students they advise. You may update your email preferences by accessing your profile, located in the drop-down menu below your name. To learn more about Beacon, contact Erica Graze, Assistant Director of the Student Success Center at [grazeem@udmercy.edu](mailto:grazeem@udmercy.edu) or 313-993-1811

*Produced on behalf of the University of Detroit Mercy's Undergraduate Coordinators Academic Advising Subcommittee. If you have questions specifically pertaining to the advising newsletter, please contact: Carolyn Rimle ([ringlec@udmercy.edu](mailto:ringlec@udmercy.edu)) or Diane Praet ([praetdm@udmercy.edu](mailto:praetdm@udmercy.edu)).*