

Fall 2021 Important Deadlines for Dual Credit

Description	Full-Term
Class Dates	Aug 16 - Dec 7
Class rosters due to DSU. Last day to add class for dual credit student.	Aug 27
Last day to drop course and receive refund and no grade	Aug 30
Mid-Semester	Oct 4
All midterm grades recorded by Faculty	Oct 11 Noon
Last day to withdraw and receive a grade of W	Oct 22
Final Exams	Dec 2 - 3 Dec 6 - 7
All final grades recorded by Faculty	Dec 13 Noon

Spring 2022 Important Deadlines for Dual Credit

Description	Full-Term
Class Dates	Jan 10 - May 5
Class rosters due to DSU. Last day to add class for dual credit student.	Jan 21
Last day to drop course and receive refund and no grade	Jan 24
Mid-Semester	Feb 28
All midterm grades recorded by Faculty	Mar 7 Noon
Last day to withdraw and receive a grade of W	Mar 25
Final Exams	May 2 - 5
All final grades recorded by Faculty	May 9 Noon

Responsibilities with respect to the Registrar's Office

Enrollment verification

In order to be compliant with the federal Department of Education, DSU must report enrollment status accurately and report any enrollment changes within 30-60 days of the change.

In order to keep us in compliance, please do the following regularly the first few weeks after students are registered for your class at DSU to verify enrollment records are correct:

- Check your roster in myDSU Online against teacher/school records to ensure all students are registered that should be registered and that no students are registered that should not be registered. Communicate any discrepancies in registration to admissions@deltastate.edu and cc edabney@deltastate.edu
- Check your roster in myDSU Online against roster in Canvas to ensure all students are on the roster. Sometimes there are technical issues and not all students are on the Canvas roster. Communicate any issues to helpdesk@deltastate.edu and cc admissions@deltastate.edu and edabney@deltastate.edu

Enrollment status changes

It is important to alert DSU of any changes in enrollment as soon as is possible. Please see deadlines for last day for students/schools to add, drop or withdraw from a course.

Adding a Class – All adds must be done by the day class rosters are due to DSU. If you notice a student is missing from your roster in myDSU Online services or Canvas, contact DSU as indicated above as soon as possible to address the issue.

Dropping a Class – Once registered, if a student wants to drop a class before the last day to drop, an email should be sent to admissions@deltastate.edu and cc registrar@deltastate.edu.

Course Withdrawal - If a student misses a large number of classes or has a substantial amount of work past due, the best solution is for the student to withdraw from the college course. A student may also withdraw for any reason if they choose to do so. Dual Credit Course Withdrawal forms can be found on the Registrar's Office website / Forms and Policies, see direct link below:

https://www.deltastate.edu/PDFFiles/Registrar/Dual-Credit-Course-Withdrawal-Form_2021.pdf.pdf

Attendance Records

All faculty at DSU are required to track attendance. It is important for you to track attendance as you are required to enter a last date of attendance for any student that withdraws or receives an F or Incomplete.

Incomplete Grades

A grade of I is only to be used if a student misses the final exam or is unable to complete a small amount of the course work at the end of the semester. It is not to be used if a student has a large number of absences and/or has a substantial amount of course work due. If a student misses a large number of classes and/or has a substantial amount of unfinished course work, the student should withdraw from the course. If you assign an I grade, the student has until the end of the next regular term (fall or spring) to complete the work. You must submit a grade change in order to change the grade of I. See link below. If you do not submit a grade change, the I will convert to an F at the end of the next regular term. You must send the grade change to your department chair at DSU.

https://www.deltastate.edu/PDFFiles/Registrar/Grade-Change_remote-processing_20201211.pdf.pdf

Grade submission

With respect to midterm grades, it is important they be submitted on time so the students have time to withdraw from the course before the withdrawal deadline. With respect to final grades, it is critical that the grades be submitted on time as we have a very tight deadline for compliance reporting and for processing our graduates each term, Please ensure you can log in to submit grades before grades are due so that you can address any technical issues before the deadline. Please use link at the end of this section to access the Faculty Grade Entry Instructions.

- Submit midterm and final grades by deadlines posted on Important Deadlines page
- If you have technical issues submitting grades, please send an email to helpdesk@deltastate.edu and cc registrar@deltastate.edu so we are aware of the issue. You may also call the helpdesk at 662-846-4444.

<https://www.deltastate.edu/PDFFiles/Registrar/Instructions-for-Faculty-Grade-Entry.pdf.pdf>

If you have any questions regarding any of the information above, please feel free to contact me at edabney@deltastate.edu.