

# Intersession Policies and Procedures

## **Term/Credit:**

Winter Intersession is listed under the Spring term. Spring Intersession is listed under the Summer I term. Six credit hours is the maximum load a student may take during Intersession.

## **Registration:**

Registration for Intersession is available starting the week of Pre-Registration. Registration for Intersession courses will be closed at Midnight after the first day of classes. Students wishing to register after date must have written permission from the instructor. Please contact Continuing Education to enroll for an Intersession course late.

## **Recording No Shows:**

The No Show function will be turned on the third day of Intersession. At this time Instructors must record No Shows for the course. No Shows must be reported as Mid Term Grade ONLY – Never as a final grade. If your course starts after the beginning date of the session, please record no shows by the third day of class. Under no circumstances can a student be reported as a no show after the Intersession class is complete.

The definition of a no show student for an online course is one that does not 1) participate in online discussions about academic matters; or 2) initiate contact with faculty to ask questions about subject studies; or 3) complete assignments; or 4) take tests. A no show student for a face to face course is defined as a student who has never walked into the classroom or contacted the instructor to make other arrangements. Students reported as a no show may have a no show fee added to their account.

## **Drop/Refunds/Withdrawals:**

Withdrawal with a result of W or F will go into effect on the fourth day of Intersession. At this time students may drop a course while receiving a result of W or F depending on the amount of time and assignments the student has spent on the course.

Student wishing to withdraw from an Online course must email the instructor a completed drop form located on the DSU Registrar's home page [www.deltastate.edu/pages/1464.asp](http://www.deltastate.edu/pages/1464.asp) or call the registrar's office at 662-846-4040 to receive the form. The instructor will then need to forward the student's email with the attached drop form to Becky Finley, Interim Registrar, ([becky@deltastate.edu](mailto:becky@deltastate.edu)). The instructor must give a result of W or F in the body of the email. Online students wishing to withdraw from an Intersession course will be charged 100% of the cost of the course if the instructor verifies that the student has 1) participated in online discussions about academic matters; or 2) initiated contact with

faculty to ask questions about subject studies; or 3) completed assignments; or 4) taken tests.

A student withdrawing from a face to face Intersession course will need to submit the University's Drop Form to Registrar's office in person, with the appropriate signatures. The instructor must give the student a result of W or F at this time. Students will receive a 100% refund if they have attended no more than one class meeting. If a student begins the second day of class they will be responsible for the full tuition amount with 0% refund.

The student is responsible for contacting the instructor and requesting that the instructor correspond with Continuing Education and Student Business Services regarding the charges; otherwise the student will be charged 100%.

### **Grades:**

Grades from instructors are due no later than two weeks after Intersession is completed. If there is an issue with this time frame, please contact Marilyn Read in Continuing Education at 662-846-4874.

*If an instructor or a student has any questions or issues with Intersession please contact Marilyn Read in the Graduate and Continuing Studies office at 662-846-4874 or [mread@deltastate.edu](mailto:mread@deltastate.edu).*