

NEED-TO-KNOW ADVISING!

Brought to you by the Center for Advising & Academic Services
May 2025 - Undergraduate Student Edition



Important Dates

May 9:

- last day of spring 2025 classes
- last day for review sessions and drop-in tutoring in Academic Learning Center (ALC)
- last day to get a paper proofread in the ALC

May 15: last day to get a paper proofread on Brightspace

May 12-16: Final exam period

May 22: final grades due by 5:00 PM

June 27: last day to resolve incomplete grades (15-week courses)

Withdrawal From the College

Undergraduate students looking to officially exit Marist after this semester must complete the Withdrawal/Leave of Absence paperwork in my.Marist. Do not complete this if you are graduating. You can access the paperwork by following these steps:

1. Log on to myMarist
2. Hover over the Student tab
3. Select Advising-Undergraduate
4. Under Academic/Advising Forms, select Withdrawal Leave of Absence Form

For more information on this process, please review our [Student Guide to Withdrawal and Leave of Absence](#).

Absence During Finals

If you need to miss a final exam, please note that CAAS does not send absence notifications during final exam week. You must contact your professors directly to see if you can make up what you have missed. Additionally, we recommend you email us documentation that would support your absence.

2025 Summer Session

Taking a summer course is a great way for students to catch up on credits.

- The 2025 summer session runs for 8 weeks
June 2, 2025 - July 25, 2025
- Summer registration is open every day 10:30 AM - 11:59 PM
- Summer registration will continue until **May 16, 2025** at 5:00 PM
- Students can only register for a maximum of 9 credits for the summer session

Please be advised that all bills for summer courses must be paid in full by Friday, May 23, 2025. Students with outstanding balances will be deregistered from courses on May 29, 2025.

Traditional undergraduate students may inquire with [Student Financial Services](#) to determine eligibility for summer discounts and for information about summer payment plans.

For more information including a full list of summer courses, please visit the [Summer Session page](#) or call Professional Programs at 845-575-3202.



Requesting an Incomplete Grade

The temporary grade of I (incomplete) may be given by an instructor when a student has not completed the requirements of the course at the end of the term for serious reasons beyond the individual's control. Supporting documentation must be submitted to the Center for Advising and Academic Services (Advising@marist.edu).

The student must contact their instructor no later than 24 hours after the time to set aside for the final examination in the course to request the grade of I. The last day to resolve the incompletes for the spring 2025 is **June 27th**.

Dean's List

If you are expecting to be on the Dean's List for spring 2025, please be sure that your permanent mailing address is up to date with the Registrar's Office. Please use this [link](#) to submit the Change of Address and Telephone form. Certificates that get mailed will only be sent to the address on file.

As a reminder, in order to qualify for the Dean's List you must

- earn a semester GPA of at least 3.60
- completed 12 credits graded on the A-F scale
- must not have any grades of "I", "D", "F", or "WF"



DegreeWorks Tip: Distribution Overflow

Do you have courses populating in the Distribution Overflow area of your DegreeWorks audit? These are courses that satisfy the Core but are not currently satisfying a Breadth requirement. So what does that mean?

Chances are you have already satisfied the Breadth requirement with a different course which may not be a course in the chosen Pathway, or a Pathway has not been declared.

If you take a course that will satisfy a Breadth area and Pathway, this is considered a double dip. You will have to take an additional Core course to reach the 36-credit requirement.

A course may be listed in the Distribution Overflow area and in the Pathway. This does not mean the course is counted twice. You should be able to count 12 unique courses between the Breadth, Pathway, and Distribution Overflow courses.

While DegreeWorks is a wonderful tool, it is imperative for you to critically read the audit so there is an awareness of how courses are counted. Any DegreeWorks audit concerns should be addressed to DegreeWorks@marist.edu.

Congrats!
CLASS OF
2025

How Can You Get in Touch With CAAS?

Email: Advising@marist.edu

Telephone: 845-575-3500

[Website](#)

my.Marist: student tab > Advising Undergraduate

Instagram @[marist advising](#)