

10th Day and Midterm Active Pursuit Procedure

10th Day

1. Every semester (start dates vary for 1st 8 week, 2nd 8 week, 16 and 12 week courses), the Director of Financial Aid runs XVER No Attendance the day of 10th day that shows Faculty that need to submit 10th Day to the Director of Records (DOR). The DOR sends an email reminder and the date 10th day needs to be entered by.
2. The DOR will run the SSRS report and create the saved list. Working with the DOR, the Bursar will drop/DREG all students who were marked NO at 10th day. Students will need to obtain their instructors/deans approval to get back in class(es).

XVER_MIDTERM_DROP_CHECK_SAVED_LIST

3. The DOR will send the list of all dropped students to the Student Success Center, Dual Credit Coordinator, Athletics, International Specialist, Deans and their Administrative Assistants.
4. Send a text and email to all students who were dropped letting them know their next steps and to contact student success/retention. Retention will call them and try to them back into their classes.

Midterm

1. Enrollment Services Assistants will email Faculty that midterm certification is due from the same list(s) of Faculty provided for 10th Day procedures above .
2. The DOR will run the SSRS report to obtain the list of those not actively pursuing and create a saved list. Records will withdraw all students who were marked as not actively pursuing. The withdrawal reason of not actively pursuing will be noted.
3. Records will send withdrawal notices to the students through text and email.
1. The DOR will send the list to Student Success Center, Dual Credit Coordinator, , Athletics, International Specialist, Deans and their Administrative Assistants SSAT Group.

10th Day and Midterm Certification Dates for Fall 2025-Summer 2026

If you mark a student for not attending, they will be dropped from the class. If they are marked as not attending at Midterm they will be withdrawn from the class.

Fall 2025

Class	10th Day	1 st Day to Submit	Last Day to Submit by 10 AM	Midterm	Midterm Due
1st 8 Week	08-22	08-23	08-27	09-11	09-15
16 Weeks	08-29	08-30	09-04	10-8	10-13
12 Week	09-17	09-18	09-22	10-22	10-24
2nd 8 Week	10-17	10-18	10-22	11-6	11-8

Spring 2026

Class	10th Day	1 st Day to Submit	Last Day to Submit by 10 AM	Midterm	Midterm Due
1st 8 Week	01-15	01-16	01-21	02-04	02-06
16 Weeks	01-23	01-24	01-28	03-05	03-17
12 Week	02-11	02-12	02-17	03-26	03-30
2nd 8 Week	03-20	03-21	03-25	04-09	04-13

Summer 2026

Class	10th Day	1 st Day to Submit	Last Day to Submit by 10 AM	Midterm	Midterm Due
Summer A	05-19	05-20	05-22	05-28	06-02
Summer B	06-16	06-17	06-22	07-07	07-09
Summer C	06-15	06-16	06-22	06-30	07-02

Any classes that do not fall into these schedules please contact your Dean for 10th day and midterm dates.