



March 2026

The Office of the Registrar

March 2026 Newsletter

STELIC UPDATES

The Office of the Registrar is preparing for our on-campus Stellic training in early April, and we're asking faculty to take a moment to review their curriculum and coursework. Stellic is an important tool for advising, tracking degree progress, and applying academic policies—so having accurate information really matters. **(THE INFORMATION PROVIDED TO US BY THE DEPARTMENTS IS WHAT WILL BE USED IN STELLIC.)** Over the next few weeks, please double-check your department's data and make any needed updates. Your help ensures everything runs smoothly for students and advisors.

Sign-ups for Stellic training sessions will be available in late April. Additional details, including training dates and registration instructions, will be shared closer to that time.

Stellic Resources for Faculty and Advisors:

Stellic Demo

Stellic Quickstart Guide

UPCOMING IMPORTANT DATES

March 23	Summer and Fall Semester Registration begins for current students
March 30	Open Registration for Summer and Fall Semesters begins (new/transfers/readmitted ccp)
April 1	2026-2027 Curriculum Sheets and Catalog LIVE
April 2-6	Easter Break (University Closed)
April 7	Midterm Grades Due by 4:00 pm (Spring 2 and Full Term Courses)
April 13	Spring 2027 schedule edits due
April 17	Last day to drop classes with a W, including Administrative Withdrawals (includes 16 week courses), by noon
April 27	Spring 2027 schedule LIVE

Awarding of Incomplete/In-Progress Grades

The Office of the Registrar revised the process for assigning Incomplete/In-Progress grades in February 2024. We have recently received questions about this change, so please take a moment to review the updated procedure outlined below:

- I/IP grades have been turned off in the CAV Center. Faculty must submit the **Request of Incomplete or In-Progress Grade** E-form.
- I/IP grades may be awarded prior to the end of a term and before grades are rolled.
- The grade of I/IP is not to be awarded in place of a failing grade, when the student is expected to repeat the course OR if the student has not attended/stopped attending class.
- Students approve the **Request for Incomplete or In-Progress Grade** E-form. This is considered a contract between the student and the instructor. On the form, the instructor will state which assignments or exams should be completed, how the work will be graded and the deadline to complete the work.
- The Registrar will add the I/IP grade to the roster BEFORE grades roll along with the approved deadline to complete the coursework.
- After the coursework is complete, the instructor will submit an **Application for Grade Change** E-form.
- If any I/IP grades are not resolved by the deadline on the form and an extension has not been approved, **the I/IP grade will be converted to an F.**
- **No student will be permitted to graduate with an I or IP on their transcript.**

Incomplete Grade Policy (I)

An incomplete Grade is issued when a student cannot finish required coursework due to valid personal, professional, health, or family reasons. All incomplete work must be finished by the end of the next semester.

In-Progress Grade Policy (IP)

An In-Progress Grade is issued when a course requires ongoing work that extends beyond the semester, such as independent study, fieldwork, or project-based courses. All required work must be completed within one year of the semester the grade was assigned.



Scan for more
information

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