Fall 2026 Faculty & Staff Memo

Dates and Deadlines | Policies | Enrollment | Grading

UCCS Office of the Registrar
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Dear UCCS Faculty and Staff:

As we begin the fall 2026 semester, the Office of the Registrar would like to remind you of some important changes, policies, and deadlines. Important semester dates and deadlines can be reviewed on page **ten** of this document. You can also visit some of our helpful resources below:

Course Deadlines
Faculty/Staff Resources
Student Resources
Course Information Center
Academic Calendar
Contact Us

Have a great semester!

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Significant Changes and Reminders

Change to the 'Last Day to Enroll or Waitlist without Approval' Deadline

- Effective Spring 2026, the 'Last Day to Enroll or Waitlist without Instructor Approval' is now changed to the 'Last Day to Waitlist'. Students can enroll through census date without any approval in courses that have seats available (open). Waitlists will continue to be deleted the day after the 'Last Day to Waitlist'. After this date, August 30 for full semester length main campus courses, students will need instructor approval to enroll in courses that are *closed (at capacity) only*. After census date, September 10 for full semester length main campus courses, all course adds will continue to require instructor, academic dean, and Bursar approval. This change is applicable to courses in all sessions.

- It is important for instructors to verify their class roster in their myUCCS faculty portal prior to the 'Last Day to Waitlist'. This will help clarify students who are fully enrolled in the class versus students who are waitlisted only. Waitlisted students will display in Canvas. Even though students may be on the Canvas class roster, it does not mean that they are fully enrolled in the course. Once waitlists are deleted the morning of August 31, waitlisted students will no longer display in Canvas.

- Instructors who wish to accommodate students from a waitlist over the published enrollment capacity must submit a Waitlist Roll-In Request Form through the Office of the Registrar. This form can be submitted through the 'Last Day to Waitlist', August 30. See the 'Understanding Waitlists' section below for more information.

Grade Rosters in 'Approved' Status

- To meet grading deadlines, please ensure that all grade rosters have been 'Approved' *and* 'Posted' by the grading deadline of 11:00pm on Tuesday, December 22.
    - Effective fall 2025, once grade rosters are created, any left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar.

Family Educational Rights and Privacy Act (FERPA)

The University of Colorado complies with the provisions of FERPA. The act was designed to protect the privacy of educational records. Please consider taking a Percipio course in your portal (CU: FERPA for Faculty or CU: FERPA for CU-SIS Access) to best acquaint yourself with the law. Additional information about FERPA can be found under Student Rights and Responsibilities in the online Academic Catalog and on our Faculty/Staff Policies and Updates webpage.

Practices, such as posting grades to office doors or on the web, leaving exams or papers where others can access such records, and sending emails to multiple students at once with student numbers or personal information included are a violation of student privacy rights. **Best practice: If any person other than the specific student or university staff will ever see a document or email, do not include personally identifiable information on the document including student ID numbers.**

FERPA Consent to Release allows a parent or authorized third party to contact the university on behalf of the student about educational or financial records only. For instructions on where to locate this, please see Locating Student FERPA Consent to Release in CU-SIS. **Note:** FERPA Consent to Release only applies to academic and financial records.

FERPA Full Privacy Students: Students may also ask the university not to publicly disclose directory information. Students can choose full privacy or limited privacy. Full privacy students are identified in CU-SIS with a PRIVATE flag on student data screens and on class/grade/advisee rosters. If information is requested by third parties for students who have the PRIVATE flag, no information can be given. The proper response is: **"Due to data privacy policies, we are unable to respond to your request."**

- UCCS email is the official means of communication (UCCS Policy 700-001). You may conduct university business with PRIVATE students through their UCCS email account.
    - Full privacy students may choose to have a security passphrase on their account to be identified over the phone. This is located in CU-SIS by clicking the PRIVATE flag on a student data screen then selecting 'CU Security Passphrase.' If unsure, always direct the student to the Office of the Registrar.

- **Full Privacy Students in the Classroom:** Students with full privacy do not have the right to anonymity in the classroom (in person or online) as it only protects them from having information released to outside third parties. As such, instructors may continue to refer to students by name in the classroom or in an online forum.

If you have questions about FERPA, please contact the Office of the Registrar. FERPA Guidelines for Faculty and Staff can be found on our Faculty/Staff Policies and Updates webpage.

Confirming Student Enrollment

Students must be officially enrolled in a course to attend. Students are **not** permitted to sit in a course to make up an incomplete grade from a prior semester or to audit without officially registering and paying for the course. Students who approach you about attending your course to make up a past incomplete grade should be referred to the Office of the Registrar.

Everyone attending a class must be registered and listed on the CU-SIS class roster. 'Audit' or 'Listening-In' students must have instructor approval *and* be officially registered for the course through the Extended Studies Academic Outreach Office. Instructors will be notified of these students who will appear on a course's separate CU-SIS noncredit class roster.

Faculty can log into their myUCCS portal to view their class roster(s). If you are unsure if a person is registered in your class, department administrative assistants or the Office of the Registrar staff can help determine accurate registration. It is important for instructors to verify their class roster in their myUCCS faculty portal prior to the 'Last Day to Waitlist'. This will help clarify students who are fully enrolled in the class versus students who are waitlisted only. Waitlisted students will display in Canvas. *Even though students may be on the Canvas class roster, it does not mean that they are fully enrolled in the course.* Once waitlists are deleted the morning of August 31, students will no longer display in Canvas.

Please notify the Office of the Registrar of any individuals who are attending your course but are not listed on your class roster.

Enrolling in Courses

Students must be admitted to the university, eligible to enroll with no enrollment barriers, and complete pre-registration tasks *each* semester (accepting tuition and fee agreement and updating contact information) prior to registering in the myUCCS portal. If you are unsure about a student's eligibility to enroll for a semester, please contact the Office of the Registrar. If students have any other enrollment barriers (e.g., time conflicts, requisites issues, etc.) then special approvals may be required to get enrolled or on a waitlist.

Important: Although most courses scheduled are *full semester length courses (Main Campus Session)*, students have the option to register for courses in different sessions: Gateway Program Seminar, Session A, Session B, Pre-term, and Intensive. By doing so, academic, enrollment, and financial deadlines can differ.

> **Short Courses:** Pre-term (CPT) and Intensive (CDD) courses, also known as short courses, have varying enrollment and financial deadlines that are determined by the number of days/weeks the course meets. Please visit our Short Course Deadlines webpage.

Adding Courses through the Last Day to Waitlist: Students may enroll in open courses through census date. For courses that are *closed (at capacity),* students can waitlist until **11:50 pm on August 30** (full semester length courses). Permission numbers may be utilized for students to get waitlisted for closed courses or enrolled in open courses when other enrollment barriers exist.

Adding Courses after the Last Day to Waitlist: Students may enroll in open courses through census date. Waitlists are no longer available starting **August 31** (full semester length courses). To add a full semester length course that is *closed (at capacity)* from **August 31 through September 10 (census date)**, students must be manually enrolled by submitting a completed Add Course Form with the instructor's signature or instructor's approval sent via UCCS email to the Office of the Registrar.

Adding Courses after Census Date: After census date, **September 10** (full semester length courses), approvals from the instructor, academic dean, and Bursar's Office are required to add *any* full semester length course. Students must submit a completed and signed Add Course Form or all approvals sent via UCCS email to registrar@uccs.edu for processing. Students will only be added if no other enrollment barriers are present on their student account.

Permissions Numbers: Permission numbers can be used for various student enrollment issues that result in error messages in the myUCCS portal. These include prerequisite/corequisites issues, courses requiring instructor/department consent, or courses with specific career/program/classification requirements. Permission numbers can be used for students to get waitlisted for *closed* courses through the Last Day to Waitlist. After the Last Day to Waitlist, permission numbers cannot be used for *closed* courses. Permission numbers can be used for students to get enrolled in *open* courses through census date. After census date, permission numbers cannot be used at all anymore. Please visit our Issuing Permission Numbers guide for more information.

Enrollment Deadlines by Session				
Session	**Last Day to Waitlist (Available Until 11:50 pm)**	**Waitlists Deleted (9:00 am)**	**Instructor Approval Required to Enroll in *Closed Courses Only***	**Instructor, Dean, & Bursar Approvals Required to Enroll in All Courses**
Gateway Program Seminar (CGS)	Thursday, August 20th	Friday, August 21st	Friday, August 21st – Thursday, September 10th	Friday, September 11th
Full Semester Length: Main Campus (C/CEC)	Sunday, August 30th	Monday, August 31st	Sunday, August 30th - Thursday, September 10th	Friday, September 11th
First 8 weeks: Session A (CMA/CE1)	Thursday, August 27th	Friday, August 28th	Thursday, August 27th – Tuesday, September 1st	Wednesday, September 2nd
Second 8 weeks: Session B (CMB/CE2)	Saturday, October 24th	Monday, October 26th	Saturday, October 24th – Friday, October 30th	Saturday, October 31st
Short Courses: Pre-Term (CPT), Intensive (CDD/CED)	Short Course Deadlines	Short Course Deadlines	Short Course Deadlines	Short Course Deadlines

Understanding Waitlists

The only way for students to enroll in a course that is closed (at capacity) is by placing themselves on the waitlist. Waitlists are available through **11:50 pm on August 30** for full semester length courses.

Canvas and Waitlisted Students: Waitlisted students will display in Canvas. Please note that even though students may be on the Canvas class roster, it does not mean that they are fully enrolled in the course. Once waitlists are deleted the morning of **August 31**, students will no longer display in Canvas. It is important for instructors to verify their class roster in their myUCCS faculty portal prior to the 'Last Day to Waitlist'. This will help clarify students that are fully enrolled in the class versus students who are waitlisted only. Waitlisted students will display in Canvas.

Waitlisting for Multiple Sections: The system **will** allow students to waitlist for more than one closed section of the same class. If a student is added from one section's waitlist, then they will be automatically dropped from the other section's waitlist. In addition, the system will allow students to fully register for an open section of a course and waitlist for another closed section of that same course. To do this, a student **must** enroll in the open section first before placing themselves on the waitlist for the closed section. If a student is currently waitlisted for a closed section and then registers for an open section after, the student will automatically be dropped off the waitlist for the closed section at the time of registration.

> **Important:** If a student is fully enrolled in an open section of a course and waitlisted for a closed section of that same course, the student will be dropped from the open section if they are added off the waitlist for the closed section (unless that specific class is repeatable for credit). Students on the waitlist are automatically enrolled in a closed course if a seat becomes available, enrollment limits are increased, or an approved Waitlist Roll-In Request Form is submitted to the Office of the Registrar to allow students over the published enrollment capacity. Contact your department chairs for any enrollment capacity increases. See below for information about accommodating students over the published enrollment capacity.

Waitlist Roll-Ins: For full semester length courses, students can join a waitlist until **11:50 pm on August 30**. Instructors may accommodate these waitlisted students over the course's published enrollment capacity until the morning of **August 31** by

requesting students to be manually rolled into the course by the Office of the Registrar. This must be requested by submitting a Waitlist Roll-In Request Form found at the bottom of our Faculty/Staff Forms and Access webpage. In-person courses cannot go over the established fire capacity for the classroom. Please contact registrar@uccs.edu for any questions about waitlist requests.

Waitlists Deleted: Full semester length course waitlists will be deleted the morning of **August 31**. After waitlists are deleted, students may enroll in a closed course by using an Add Course Form with instructor signature or instructor's approval sent via UCCS email to the Registrar's Office through census date. Students may enroll in open courses through census date. Please see the following 'Enrolling in Courses' section for more information.

Short Course Waitlists: For Pre-term (CPT) and Intensive (CDD/CED) courses, also known as short courses, waitlists will be deleted the following business day after the course's last day to waitlist deadline. Please visit our Short Course Deadlines webpage for all short course deadlines.

Waitlist Deadlines by Session		
Session	**Waitlist Available Until (11:50 pm)**	**Waitlists Deleted (9:00 am)**
Gateway Program Seminar (CGS)	Thursday, August 20th	Friday, August 21st
Full Semester Length Courses: Main Campus (C/CEC)	Sunday, August 30th	Monday, August 31st
First 8 weeks: Session A (CMA/CE1)	Thursday, August 27th	Friday, August 28th
Second 8 weeks: Session B (CMB/CE2)	Saturday, October 24th	Monday, October 26th
Short Courses: Pre-Term (CPT) & Intensive (CDD/CED)	Short Course Deadlines	Short Course Deadlines

Dropping and Withdrawing from Courses

Important: Although most courses scheduled are *full semester length courses (Main Campus Session)*, students have the option to register for courses in different sessions. By doing so, academic, enrollment, and financial deadlines can differ. *Students should always drop/withdraw from specific courses in their myUCCS portal prior to deadlines.* Students can see the deadlines in their myUCCS portal by clicking on the enrollment deadlines link within their class schedule. Visit our Drop and Withdrawal Policies and Procedures webpage for more details.

> **Short Courses:** Pre-term (CPT) and Intensive (CDD/CED) courses, also known as short courses, have varying enrollment and financial deadlines that are determined by the number of days/weeks the course meets. There is no refund for courses withdrawn from after the course census date and a notation of 'W' will be assigned. Please visit our Short Course Deadlines webpage.

Dropping courses before Census Date: Students can drop full semester length courses via the myUCCS portal until **11:50 pm on September 10** and receive a full refund and avoid receiving any grade for the course(s). Students are not permitted to attend or participate in the course after dropping. Any course being dropped *after* census date is considered a course withdrawal.

Partial Withdrawals before Last Day to Withdraw: Students may withdraw from full semester length courses *without* approval via the myUCCS portal after census date through **11:50 pm on October 30**. These withdrawals are nonrefundable, and an official notation of 'W' will be assigned.

Partial Withdrawals after Last Day to Withdraw: Students requesting to withdraw late from a full semester length course while remaining enrolled in at least one course must obtain academic approvals *after* **October 30**. Students must submit a Late Withdrawal Form for the course(s) they are requesting to withdraw late from. This online form routes to specific individuals for decisions based on college/department policies. These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, course withdrawals after this date are assigned a 'W' notation with no refund given.

Withdrawing from All Courses: If a student is requesting to **withdraw from all courses**, they are completely withdrawing for the semester. See 'Complete Semester Withdrawals' section below.

Withdrawal Deadlines by Session		
Session	**Census Date**	**Last Day to Withdraw without Approval**
Gateway Program Seminar	Thursday, September 10th	Friday, October 30th
Full Semester Length Courses: Main Campus (C/CEC)	Thursday, September 10th	Friday, October 30th
First 8 weeks: Session A (CMA/CE1)	Tuesday, September 1st	Saturday, September 26th
Second 8 weeks: Session B (CMB/CE2)	Friday, October 30th	Tuesday, November 24th
Short Courses: Pre-Term (CPT) & Intensive (CDD/CED)	Short Course Deadlines	Short Course Deadlines

Complete Semester Withdrawals

Dropping all courses before Census Date: Students may cancel their enrollment by dropping all courses (zero credit hours remaining) in the myUCCS portal by 11:50 pm on the course's census date(s) and receive a full refund and avoid receiving any grades. After the census date, a student who withdraws from all courses (zero credit hours remaining) is completely withdrawing for the semester.

Complete Withdrawals before Last Day to Withdraw: For full semester length courses, students may withdraw in the myUCCS portal after census date through **October 30**. No approval is needed until *after* **October 30**. These courses are nonrefundable, and a 'W' notation will be assigned.

Complete Withdrawals after Last Day to Withdraw: Students requesting to withdraw from all courses after **October 30** must submit a Complete Semester Withdrawal Request Form through the Office of the Dean of Students. Information is available on the Office of the Dean of Students webpage. These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, courses are assigned a 'W' notation, and no refund is given.

> **Important:** The **October 30** withdrawal deadline applies to full semester length courses. Although most courses scheduled are full semester length courses, students have the option to register for courses in different sessions. By doing so, academic, enrollment, financial, and withdrawal deadlines can differ. *Students should always drop/withdraw from specific courses in their myUCCS portal prior to deadlines.* Students can see the deadlines in their myUCCS portal by clicking on the enrollment deadlines link within their class schedule. Visit our Drop and Withdrawal Policies and Procedures webpage for more details.

Complete Semester Withdrawals are determined by the date the last class has been withdrawn or the date the completed request form is processed by the Office of the Dean of Students. Visit the Office of the Registrar's Drop and Withdrawal Policies and Procedures webpage and the Office of the Dean of Students Complete Semester Withdrawal webpage for more details.

Drop and Withdrawal Refund Policy

Students who drop any or all courses by 11:59 pm on the course census date will receive a refund of tuition and refundable fees associated with the course(s)*. Any course being dropped after its specific census date is considered a course withdrawal (or partial withdrawal). Students who withdraw from any or all courses after the course census date(s) are not eligible for a refund of tuition and refundable fees and will have 'W' notation assigned.

*Short courses -- courses that meet less than 16 weeks, start before the semester, or start after the full semester census date -- have special drop, withdraw, and financial deadlines that are determined by prorating the normal semester deadlines by the number of weeks the course meets. Students can see the deadlines in their myUCCS portal by clicking on the enrollment deadlines link within their class schedule. There is no refund for courses withdrawn from after the course census date and a notation of 'W' will be assigned.

Visit our Course Deadlines, Short Course Deadlines, and Drop and Withdrawal Policies and Procedures webpages for more information.

Students with extenuating circumstances that caused them to withdraw from a course or multiple courses after census date(s) may submit a tuition appeal to the Office of the Registrar. *Questions about the tuition appeal process should always be directed to the Office of the Registrar and our tuition appeal resource webpage.*

Optional Student Enrollments

There are multiple enrollment options that students have the choice to opt-in to, if eligible. Please refer students to the Office of the Registrar if you or a student has specific questions about any of the following enrollment options.

Grade Forgiveness

Starting with the spring 2022 semester, UCCS allows grade forgiveness for undergraduate degree-seeking students. Grade forgiveness can only apply to courses taken in the fall 2021 semester and forward. No grades prior to fall 2021 can be forgiven under this policy.

Students must submit a Grade Forgiveness Form by the census date of the repeated course. If submitted after the census date of the repeated course, students must provide a brief written statement on the form explaining why they were unable to submit the request form by the deadline. Any submission after the deadline is not guaranteed and is only granted to students who have extenuating circumstances.

If students have questions about grade forgiveness eligibility, please refer them to their academic advisor or the Office of the Registrar. You may also visit our Grade Forgiveness webpage for more information.

Credit Changes

Students enrolling in a variable-credit course may choose the number of credits for which they wish to register. If they choose the incorrect number of credits when registering and need to change this, they may do so by requesting and completing either an Add/Drop Course Form or a Credit Change Form with the Office of the Registrar. Deadlines and approvals for changing the credits for a variable credit course are the same as Add/Drop deadlines. It is important for students to work with their instructor, academic department, and academic advisor to be sure they are taking the correct number of credits. Any credit adjustments will be reflected on the student's bill.

No Credit Enrollment

Current students wishing to take a course for no credit should request and complete a Credit Change Form with the Office of the Registrar after enrolling in the course as normal through their myUCCS portal. No credit courses are assigned a grade of 'NC', and no academic credit is earned. Tuition and fees for courses taken as No Credit are the same as courses taken for credit. Courses taken as No Credit are also ineligible for financial aid. Deadlines and approvals for changing a No Credit course are the same as Add/Drop deadlines.

Individuals who wish to attend a main campus course and are not currently registered students can contact the Extended Studies Academic Outreach Office to audit courses on a space available basis. No academic credit is earned.

Pass/Fail Enrollment

Students who wish to register for a course on a pass/fail basis must do so during regular registration by submitting a Pass/Fail Grading Option Form through the Office of the Registrar. Pass/fail registration is for undergraduate students only. Graduate students wishing to request pass/fail registration should contact the Graduate School directly at gradinfo@uccs.edu. Eligible courses are

courses graded on a letter grading basis. Classes that are graded on a satisfactory/unsatisfactory grading basis are not eligible to be taken under pass/fail enrollment.

Changes to or from a pass/fail basis have varying restrictions depending on the college in which the course is offered and the student's major. Most pass/fail requests can be made prior to the course's census date. After census date, these changes must be approved by the academic dean of the college in which the course is offered. All Business and College of Public Service courses, regardless of when the form is submitted, require approval by the academic dean of the college. Courses in the College of Letters, Arts & Sciences cannot be changed to or from pass/fail grading basis if the semester has ended. Business majors may not take any business courses as pass/fail.

Students should always refer to their academic advisor and the college and/or department in which the course is offered for additional information regarding the guidelines and limitations of pass/fail enrollment. Only two courses or a maximum of six hours of coursework may be taken as pass/fail during the fall and spring semesters. Only three hours may be taken during the summer semester.

Academic deans and faculty will not be aware of specific student pass/fail registrations. All students who are registered on a pass/fail basis appear on the regular class roster and a normal letter grade is assigned on the final grade roster by the professor. Once grades are posted, students who have been approved for pass/fail will have their grades automatically converted. Grades of C- or higher convert to a grade of P+, grades of D+, D, or D- convert to a grade of P, grades of F remain. F grades will impact a student's GPA.

Intercampus Enrollment

A student may take a course at another CU campus as a guest student when they are unable to take the course at UCCS through intercampus enrollment. Intercampus registrations will only be approved for courses that are required for graduation and are not available at the home campus. UCCS would be considered the student's *home* campus while the campus the UCCS student is 'visiting' would be considered the student's *host* campus. A student who wishes to register at more than one campus as a *non-guest* student must apply, be admitted, and pay tuition and fees to *each* campus for the number of credits being taken at each campus.

To be eligible for intercampus enrollment, students must be enrolled in at least one main campus course at UCCS and classified as a degree-seeking student. Some graduate students in certain programs are exempt from registering at their home campus. Students may enroll for up to two classes totaling no more than six credits at another CU campus in the fall. Students may not use intercampus enrollment to take continuing education or Coursera classes.

Intercampus Enrollment Forms are required to be reviewed, filled out completely, signed by the appropriate signature authority, and submitted to the Office of the Registrar. Undergraduate students must obtain the signature of their *academic advisor*. Graduate students must obtain the signature of the academic dean's office responsible for the course. Completed forms can be submitted in person (Main Hall 108), emailed to registrar@uccs.edu, or faxed to 719-255-3116. The Registrar's Office at the student's home campus will manually enroll students in the course at the host campus during the open enrollment period, once all other students at the host campus have had access to enrollment.

Please visit the Office of the Registrar's Intercampus Enrollment webpage for additional information on the CU intercampus enrollment program.

Grading

*** Please visit our Faculty Grading webpage for additional details and resources regarding online grading ***

Deadline: Fall 2026 final grade submission deadline is **11:00 pm on Tuesday, December 22**. Any grade rosters left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar.

Grade Roster Availability: Grade rosters for most sessions will be created 10 days prior to the end of the session in which the course is offered. Grade rosters for fall 2026 full semester length courses will be created on **Wednesday, December 9**. Grade rosters for short courses will be created two business days before the end of the course.

University policy requires that faculty enter their course grades into the online grading system no later than 90 hours after each final exam has ended. Grades for short courses must be entered no later than 90 hours after either the final exam has ended or the last day of the course, whichever is first. This does not mean that grading will shut off in the myUCCS portal/faculty center. Instructors are still able to input grades after the 90-hour deadline.

Once grade rosters are created, any left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar. To meet grading deadlines, please ensure that all grade rosters have been 'Approved' *and* 'Posted' by the grading deadline of **11:00 pm on Tuesday, December 22**.

For additional grading instructions, please review our Online Grading Tutorial.

Online Grade Changes: You may submit an online grade change within the Faculty Center of the myUCCS portal after you have submitted a final grade roster. Please use the links below for instructions on submitting an online grade change through the myUCCS portal/faculty center. Also, please be sure to use the instructions that correlate with your academic role on campus. These instructions can also be found on our Faculty Grading webpage.

Please note: The online grade change workflow for approvers and deans is tracked through OnBase. Please take time to review the instructions below specific to your role.

Instructors and Proxy Initiators: Online Grade Change - Instructions for Instructor/Proxy Initiator
Approvers and Deans: Online Grade Change - Instructions for Deans/Approver

Incomplete Grades: Incomplete grades are up to instructors to assign. It is important for instructors to speak with their department chairs on any academic department policies around incomplete grades. Students must ask their instructor for an incomplete grade before final grades are posted. The incomplete grade should be given only when students, for reasons beyond their control, have been unable to complete the course requirements. It is understood that a substantial amount of work must have been satisfactorily completed before approval for such a grade is given. If an instructor decides to grant a request for an incomplete grade, the instructor sets the conditions under which the coursework will be completed. The coursework must be completed within a year, but the instructor may also set less time than one year for completion at their discretion. The student is expected to complete the requirements within the established deadline. The instructor, with approval of the department, determines if the course should be retaken. If the student must attend course meeting patterns to complete the work, they *must* re-register for the course in an upcoming semester. If a course is retaken, the student will be required to pay the applicable tuition and fees for the course.

If the course requirements are not completed or the course is not repeated within one year with a passing grade, the 'I' will be converted to an 'F' and recorded on the student record, without notification to the student. Faculty can still submit an online grade change after the grade is converted to a 'F', per academic department policy. A final grade earned by completing the course requirements results in a course notation indicating that the course was originally graded as incomplete. If the incomplete course was successfully retaken with a passing grade within a one-year period, the 'I' grade will be retained on the transcript with a notation that the course was repeated and will not convert to an 'F' grade.

If you have any questions about the online grading process, please contact the Office of the Registrar.

SEE NEXT PAGE FOR IMPORTANT FALL 2026 DATES and DEADLINES

Fall 2026 Dates and Deadlines

Visit the Office of the Registrar website, Course Deadlines, and the Academic Calendar for additional details

Aug. 10 Fall pre-term session begins (course start dates, end dates, and deadlines vary by class)
- Short Course Deadlines

Aug. 20 – 21 Gateway Program Seminar Gateway Days
- Required for all new undergraduate students enrolled for an in-person GPS course (excludes Session B GPS courses)

Aug. 24 Fall semester begins

Aug. 30 Last day to waitlist for full semester courses in the myUCCS portal
- Instructor approval required to add *closed (at capacity)* courses after this date through census date

Aug. 31 Waitlists deleted for full semester courses
- Students may enroll in open courses in the myUCCS portal through census date

Sep. 1 Session A census date

Sept. 7 Labor Day Holiday (No classes – Offices Closed)

Sept. 10 **Census date for full semester courses (Important Add/Drop Deadline)**
- Last day to drop courses with 100% refund of tuition and most fees
  - Course withdrawals after this date are nonrefundable and assigned a 'W' notation
- Last day to enroll without approval
  - Instructor, academic dean, and Bursar approval required for adding courses after this date

Oct. 20 Session A ends

Oct. 21 Session B begins

Oct. 30 Last day to withdraw from full semester courses in the myUCCS portal without approval
- After this date, students withdrawing from less than all courses must submit a Late Withdrawal Form for each course they are requesting to withdraw from.
- Students withdrawing from all courses after this date must submit a Complete Semester Withdrawal Request Form through the Office of the Dean of Students.

Oct. 30 Session B census date

Nov. 23 - 27 Fall Break (No classes)
- Offices open Monday, November 23 and Tuesday, November 24 only

Dec. 09 Grade rosters available for full semester length courses
- Grade rosters for short courses will be available 2 days prior to the end of the course.
- Grades are due within 90 hours after the completion of your class

Dec. 14 – 17 Finals Week

Dec. 18 Commencement (summer and fall graduates)

Dec. 19 Semester ends

Dec. 22 Final deadline for grades to be entered in the myUCCS portal/faculty center by 11:00 pm

UCCS Office of the Registrar
UNIVERSITY OF COLORADO
COLORADO SPRINGS

719-255-3361 | registrar@uccs.edu | Main Hall 108