



September 2025

# The Office of the Registrar

## September 2025 Newsletter

### Important Information Regarding Curriculum Sheets

Curriculum sheets are now available in [SharePoint](#) making it much easier for faculty to access the most up-to-date information when advising students or reviewing program requirements. The sheets are organized by academic year and provide a comprehensive look at majors, minors, and the General Education curriculum, which helps ensure consistency across departments when working with students. Curriculum sheets can also be accessed through the Walsh University website ([Curriculum Sheets](#)), giving both faculty and students multiple points of entry.

Our website is kept current with essential updates for faculty and students. Some important pages to visit:

[Faculty and Staff Resources](#)  
[Walsh University Catalog](#)  
[Student Resources](#)

### UPCOMING IMPORTANT DATES

September 15	Midterm Grades due by 4:00 pm
September 26	Last Day to drop classes with a final grade of W, including Administrative Withdrawals, by noon (*includes 16 week classes)
September 30	Spring Semester Graduation Application Deadline (*any applications submitted after this date will be charged a nonrefundable late fee)
October 11	Fall 1 Ends
October 13	Columbus Day (University Closed)
October 13-17	Fall Term Break
October 14	Final Grades due by 1:00 pm
October 20	Fall 2 Begins

## In-Progress and Incomplete Grade Policies and Procedures

An **In-Progress “IP”** grade is assigned when the nature of a course requires work extending beyond the semester (e.g., independent studies, fieldwork/clinical experiences, project-based or self-directed study). **Work must be completed within one year, or the IP converts to “F”** unless an extension is approved by the chair/dean. Students cannot graduate with an IP. Instructors must submit the Request for Incomplete or In-Progress form in advance, including specific requirements for course completion. The form requires student acknowledgement and registrar approval prior to the last day of the term

An **Incomplete “I”** grade may be assigned when a student cannot complete required coursework due to valid personal, professional, health, or family reasons. **All incomplete work must be resolved by the end of the following semester, or the “I” will automatically convert to an “F”** unless an exception is approved by the chair/dean. Students may not graduate with an “I” on their transcript.. Instructors must submit the Request for Incomplete or In-Progress form, specifying the outstanding requirements. The student must review and approve the form before the last day of the term for the grade to be processed.

**Need Help with Classroom Furniture or Set up Tech Help?  
Contact Facilities or the IT Help Desk**

**IT HELP DESK:**  
[helpdesk@walsh.edu](mailto:helpdesk@walsh.edu)  
330.244.4357

**FACILITIES STAFF:**  
<https://www.walsh.edu/directory/index.html>

**\*Students can now access their unofficial transcripts even if they have a hold on their account. They can view the unofficial transcripts on their student profile page.\***

## Questions?

**Please contact  
The Office of the Registrar at  
[registrar@walsh.edu](mailto:registrar@walsh.edu)**

### The Office of the Registrar Staff

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