

TO: Colleges, Schools, and Departments
FROM: Russell Isinger, University Registrar
SUBJECT: *Key Dates and Deadlines for 2017-18*
DATE: August 14, 2017

In preparation for the upcoming academic year, we are recirculating this memo, which was originally sent on March 30, 2017, to departments, schools, and colleges.

Please note that minor changes were approved this past June to the University Council Academic Courses Policy on course delivery, examinations, and assessment of student learning (see link below). Instructors should familiarize themselves with the Academic Courses Policy.

In order to assist departments, schools, and colleges with their planning cycles for 2017-18 and 2018-19, we are taking this opportunity before the start of the next academic year to remind you of key dates and deadlines related to the following: class build and registration; Course and Program Catalogue publication; Academic Calendar publication; the approval process for new and revised courses, programs, and admission information; room scheduling processes, and Disability Services for Students (DSS) deadlines.


Academic Program Approval Process

Processes related to the approval of tuition and student fees by the Provost's Committee on Integrated Planning (PCIP) and the Board of Governors affect the deadlines for new and revised program approval and make the timely submission of new and revised program proposals important if the intent is to offer the program in 2018-19.

We have provided a chart below (Table 2) to illustrate the key deadlines associated with APC and University Council proposals. Also, please see Appendix 1 for a quick reference of curricular change deadlines.

September 30, 2017 – admission opens for direct-entry programs for 2018-19.

October 1, 2017 – Notice of Intent submissions for new programs to be included in the 2018-19 Course and Program Catalogue should be submitted to the Planning and Priorities



Committee (PPC) by this date. This will allow time for colleges to incorporate PPC's feedback into their proposals prior to the November 1 deadline for receipt by the Academic Programs Committee (APC) of draft proposals for new and revised programs. **Earlier submission is encouraged as PPC cannot guarantee it will be able to review all Notices of Intent by November 1st.**

October 6, 2017 – College of Nursing Term One Break Day - No classes will be held on this day for students in the College of Nursing.

October 16, 2017 – deadline for professional colleges to submit Academic Calendar dates to Registrarial Services for the 2018-19 academic year (e.g., start and end date of classes, final examination dates, clinical rotations, mid-term breaks, etc.).


October 20, 2017 – registration closes for those student groups who had registration access for the 2017 Spring (201705) and Summer (201707) terms.

October 31, 2017 – all new 2018-19 academic program tuition rates and/or student fees (e.g., materials, excursion, application, and student association fees) must be submitted to Registrarial Services and Institutional Planning and Assessment (IPA) by this date. This will allow IPA to evaluate proposals in time for the annual tuition rate submission to the Board of Governors, which is due to PCIP in mid-November, 2017. Contact IPA for specific dates. Please note that tuition changes require the completion of a Consultation with the Registrar Form.

November 1, 2017 – departments and colleges can begin class build for Spring and Summer (201805 and 201807) terms.

November 1, 2017 – proposals for new and revised programs to be included in the 2018-19 Course and Program Catalogue requiring University Council approval should be submitted to the APC by this date. APC will endeavor to review and make recommendations on new programs and curricular change proposals with tuition and/or student fee adjustments to the December meeting of University Council and on major curricular change proposals with no tuition and/or student fee adjustments to the January meeting of University Council. Meeting these deadlines will ensure approval in time for inclusion in the 2018-19 Course and Program Catalogue. **Earlier submission is encouraged as APC will try to meet the December and January Council deadlines, but cannot guarantee approval for the next calendar year (see Table 2 below).**

November 13-18, 2017 – Fall Mid-Term Break - No classes for all colleges except Dentistry, Medicine, Nursing, fourth-year Nutrition, Physical Therapy, Veterinary Medicine, and the University Language Centre.



November 13, 2017 – deadline for colleges to submit approved department name changes to Registrarial Services for inclusion in the 2018-19 Course and Program Catalogue. Please note that college name changes submitted at this time will be effective for the following calendar year (September, 2019), at the earliest.

November 15, 2017 – Withdrawal Deadline for Fall Term (201709) classes. Students cannot withdraw from classes after this deadline.

November 19, 2017 – deadline for students registered with DSS to request accommodations for December final examinations. Please be aware that this is also the deadline for students to register with DSS in order to receive final exam accommodations. Requests for accommodations are made in PAWS under the DSS tab. Instructors must deliver examinations to the DSS office five business days before the examination is to be written.


Mid-November, 2017 – deadline for new tuition rate and student fee proposals for 2018-19 to be submitted to PCIP for approval in advance of consideration by the Board of Governors. These proposals must have had prior consideration by Registrarial Services, IPA, and the college or school leadership before submission to PCIP and the Board of Governors. Please contact IPA for specific dates.

November 30, 2017 – deadline to submit proposals for supplemental course fees to the Fee Review Committee of PCIP for implementation the following May (for excursion fees) and September (for all other fees).

December 1, 2017 – deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2018-19 Course and Program Catalogue.

December 11-12, 2017 – annual tuition rates, including all non-standard tuition amounts, are set by the Board of Governors.

December 21, 2017 – all new program proposals and proposals for revised programs with tuition and/or student fee adjustments to be included in the 2018-19 Catalogue must be approved by this date by both the appropriate academic approval body and the Board of Governors. **New programs receiving final academic approval at the January and February meetings of University Council can be submitted to the March meeting of the Board of Governors. Pending approval by the Board of Governors at this March meeting, these new programs can be added to the Program Addendum of the 2018-19 Course and Program Catalogue and implemented in September 2018. (see Table 2 below).**



January 12, 2018 – deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2018-19 Course and Program Catalogue (see Table 1 below).

Mid-January, 2018 – IPA will communicate the board-approved tuition rates and student fees for the 2018-19 academic year.

January 26, 2018 – departments and colleges should have class build complete and error free for the 201805 and 201807 terms. Room Scheduling will begin assigning classrooms. Classes that are incomplete will not be assigned a room.

January 31, 2018 – deadline for approval of revisions to existing programs by the appropriate approval body (college, University Course Challenge, APC, or University Council) in order to be included in the 2018-19 Course and Program Catalogue and implemented for 2018-19, **unless these changes involve tuition and/or student fee adjustments. These changes require approval by the December meeting of University Council (see Table 2 below).**

January 31, 2018 – deadline for colleges to submit faculty council-approved academic policy changes to Registrarial Services for inclusion in the 2018-19 Course and Program Catalogue.

February 7, 2018 – cut-off deadline for the production of the 2018-19 Course and Program Catalogue. Galley proof corrections must be submitted to Registrarial Services by this date.


February 14, 2018 – registration begins for Spring and Summer terms (201805 and 201807).

February 15, 2018 – Withdrawal Deadline for multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline.

February 23, 2018 – roll (i.e., copy-forward) of 2018-19 Fall, Winter, Spring and Summer classes (201809, 201901, 201905, and 201907) in the SiRIUS student information system.

February 19-24, 2018 – Winter Mid-Term Break for all colleges except Years 3 and 4 Medicine, Year 4 Nutrition, Year 4 Pharmacy, Year 2 Physical Therapy, the University Language Centre, and Year 4 Veterinary Medicine.

Please note: changes to admission qualifications and enrolment quotas for implementation in 2019-20 will need to be submitted to APC by the end of February so that they can subsequently be approved by University Council and confirmed by Senate in April before the start of the 2019-20 admissions cycle at the end of September.



March 1, 2018 – tentative release date for the 2018-19 Course and Program Catalogue and Academic Calendar online. The archive of the 2017-18 Catalogue and Academic Calendar will be released simultaneously. The 2018-19 update of the Explore website (explore.usask.ca) will also be released by this date.

March 1, 2018 – departments and colleges can begin class build for the 2018-19 Fall, Winter, Spring and Summer Terms (201809, 201901, 201905, and 201907). Registrarial Services does not make classes viewable to the students at this point.

March 1 - April 20, 2018 – departments and colleges complete their class build and run regular *Class Error Identification* reports (REG 054) in Crystal Reports to fix and maintain their class build as necessary. It is recommended that departments and colleges provide as much scheduling information as possible for the Fall and Winter classes to their class build staff well in advance of April 20 to allow time to complete the build. Please be aware that classes built after this date may not be included in the first round of room scheduling. However, we do understand that some classes may not be built by this deadline depending upon workload, hiring decisions, etc.

March 15, 2018 – Withdrawal Deadline for Winter Term (201801) classes. Students cannot withdraw from classes after this deadline.

March 19, 2018 – deadline for students registered with DSS to request accommodations for April final examinations. Please be aware that this is also the deadline for students to register with DSS in order to receive final exam accommodations. Requests for accommodations are made in PAWS under the DSS tab. Instructors must deliver examinations to the DSS office five business days before the examination is to be written.

March 19-20, 2018– **Board of Governors meet to set standard and non-standard tuition and/or student fee rates for new programs that were not included in the December Board of Governors meeting, but received final academic approval at the January and February University Council meetings. Pending approval by the Board of Governors, these new programs can be added to the Program Addendum of the 2018-19 Course and Program Catalogue and implemented in September 2018 (see Table 2 below).**

April 20, 2018 – Room Scheduling begins to assign classrooms. Class builders are reminded that their class builds need to be 100% complete and entered accurately into Banner in order for Room Scheduling's software to run properly.

April 28, 2018 – Fall (201809) and Winter (201901) classes are made available to students for viewing only (i.e., web-enabled by Registrarial Services).

May 31, 2018 – All course revisions for implementation in 2018-19 must be approved by the necessary body this date. This includes, but is not limited to, such items as: pre/co-requisite changes, adjusting equivalent relationships, title and content changes, the implementation of additional course fees, and changes to methods of evaluation. After students have started registration in June, changes to courses for 2018-19 Fall and Winter terms will not be implemented unless approved by the registrar.

June, 2018 – registration windows open for 2018-19 (dates to be determined in early 2018, in consultation with the colleges).

The following is the University Course Challenge (UCC) schedule for 2017-18. Please note that there are several key dates which should be taken account of when submitting new or revised courses and that the course challenge period is two weeks:

**Table 1:
University Course Challenge**

College Submission Deadline	UCC Posting Date	Date of effective approval if no challenge received
August 15	August 17	August 31
September 12	September 14	September 29
October 13	October 17	October 31
November 14	November 16	November 30
December 12	December 15	January 4
January 12 - all program changes for the 2018-19 Course and Program Catalogue should be submitted by this date - last date for any prerequisite or other course changes for Spring and Summer terms (201805 and 201807)	January 16	January 31
February 12	February 14	March 1
March 13	March 15	March 30
April 12	April 16	April 30

May 14 - last date for any prerequisite or other course changes for 2018-19 Fall and Winter terms (201809 and 201901)	May 16	May 31
June 12 - after students have started registration in June, changes to courses for 2018-19 Fall and Winter terms (201809 and 201901) will not be implemented unless approved by the registrar	June 14	June 29

For more detailed information on the authority for approval for course and program changes, please visit the University Secretary's website:

http://www.usask.ca/university_secretary/council/committees/academic_programs/APC-procedures/changes_chart.php

To summarize, program information for the 2018-19 academic year should be approved by the above deadlines and published in the Course and Program Catalogue and the DegreeWorks degree audit system **before** both advising and registration occur, and this information should not change after advising has occurred and registration has opened. Students can only enjoy the full benefit of the advice they receive from advisors, the Course and Program Catalogue, or from DegreeWorks in particular, if program information is consistent and stable.

New programs may be submitted to University Council for approval in January and February for inclusion in the 2018-19 Program Addendum to the Course and Program Catalogue and for implementation in September 2018, but only with the approval of the APC, University, and the Board of Governors by March 19-20, 2018. To be eligible for September 2018 implementation, these must be new, stand-alone programs (specifically new degrees, majors, minors, and certificates), the inclusion of which will not require modification of existing program information.

However, departments and colleges are cautioned that such late approval, if forthcoming, can cause challenges for Registrarial Services and Student Information Systems and other administrative units regarding implementation in time for registration, and loses the benefits of early student advising and recruitment efforts. We will, however, endeavor to enter such new programs, if approved, into the 2018-19 Course and Program Catalogue and program them into DegreeWorks.

Revisions to existing programs approved after the deadlines stated above will only be entered into the 2019-20 Course and Program Catalogue and built in the 2019-20 DegreeWorks year. Departments and colleges are therefore encouraged to gain the advantages that early approval confers.

**Table 2:
Deadlines for New and Revised Programs that Require APC and/or University Council Approval**

	APC Submission Deadline	Final Approval Deadline(s) for 2018-19 Catalogue Publication	Final Approval Deadlines for 2018-19 Program Addendum	2019-20 Catalogue Publication (the following year's Catalogue)
Program Revisions with no tuition/student fee changes	November 1, 2017	January 31, 2018	Not allowed	Final approval after January 31, 2018 or later
Program Revisions with tuition/student fee changes	November 1, 2017	Final academic approval by December 21, 2017 and Board of Governors' approval by December 11-12, 2017	Not allowed	Final approval after December 11-12, 2017 or later
Brand New Programs	November 1, 2017	Final academic approval by December 21, 2017 and Board of Governors' approval by December 11-12, 2017	Final academic approval by February 15, 2018 and Board of Governors' approval by March 19-20, 2018	Final approval after February 15, 2018 or later

We would like to take this opportunity to draw your attention to several online resources which instructors and staff should be aware of:

- Teaching and Learning Website under the “Teaching a Class” tab (<http://teaching.usask.ca/>) (formerly the “Instructor and Staff Handbook”)
- University Council Academic Courses Policy on course delivery, examinations, and assessment of student learning (<http://policies.usask.ca/policies/academic-affairs/academic-courses.php>)
- University Council Admissions Policy (<http://policies.usask.ca/policies/academic-affairs/policy-on-admission-to-degree-programs.php>)

- University Council Articulation and Transfer Credit Policy (<http://policies.usask.ca/policies/academic-affairs/articulation-and-transfer-credit-policy.php>)
- Gwenna Moss Centre for Teaching Effectiveness Syllabus Template and Guide (<http://www.usask.ca/gmcte/resources/teaching/syllabus>)
- Student Learning Services at the University Library (<https://www.usask.ca/ulc/>)
- Academic and Curricular Nomenclature (<http://www.usask.ca/secretariat/documents/nomenclature.php>)
- Academic and Curricular Change Portal (http://www.usask.ca/secretariat/governing-bodies/council/committee/academic_programs/index.php)

If you have any questions about anything in this memo, please do not hesitate to get in touch with me at registrar@usask.ca.

Yours sincerely,

A handwritten signature in black ink that reads "Russell Isinger". The signature is written in a cursive, flowing style.

University Registrar

**Appendix 1:
Curricular Change Deadlines Quick Reference**

October 1, 2017	Deadline to submit Notice of Intent Proposals to PPC.
October 31, 2017	Deadline to submit new tuition and fee rates to RS and IPA for review. Tuition changes require the completion of a Consultation with the Registrar Form.
November 1, 2017	Deadline to submit proposals for new programs and major revisions to APC.
November 13, 2017	Deadline to submit department name changes to RS for inclusion in the 2018-19 Catalogue.
Mid-November, 2017	Deadline to submit tuition rate and student fee proposals for 2018-19 to PCIP.
December 1, 2017	Deadline for colleges to submit catalogue galleys to RS.
December 11-12, 2017	Board of Governors meets to approve tuition and fees for 2018-19.
December 21, 2017	New programs/major revisions with tuition/student fee adjustments must be approved by University Council by this date to be included in the 2018-19 Catalogue.
January 12, 2018	Deadline to submit curricular changes to UCC for inclusion in the 2018-19 Catalogue.
January 31, 2018	Curricular changes that do not involve tuition and fee approval must have received final approval by this date for inclusion in the 2018-19 Catalogue.
January 31, 2018	Deadline to submit faculty council-approved academic policy changes to RS for inclusion in the 2018-19 Course and Program Catalogue.
February 7, 2018	Deadline to submit galley proof corrections to RS.
March 1, 2018	Tentative release date of 2018-19 Catalogue and Academic Calendar.
February 15, 2018	University Council Meeting; academic approval for brand new programs must be secured at this meeting in order to be included in the 2018-19 Program Addendum.
March 19-20, 2018	Board of Governors' meeting; financial approval for brand new programs must be secured at this meeting in order to be included in the 2018-19 Program Addendum.
May 31, 2018	Course changes for September, 2018 implementation must have received final approval.