TO: Colleges and Departments
FROM: Russell Isinger, University Registrar and Director of Student Services, Student and Enrolment Services Division (SESD)
SUBJECT: Key Dates and Deadlines for 2014-15
DATE: August 29, 2014

In order to assist colleges and departments with their planning cycle for 2014-15 and beyond, we are taking this opportunity at the start of the Fall Term to remind you of key dates and deadlines related to class build and registration, Course and Program Catalogue Publication, Disability Services for Students (DSS) deadlines, and the approval process for new and revised courses, programs, and admission information. This information was previously distributed in a memo dated March 28, 2014.

We would like to remind the campus community that, beginning this year, there is a Fall Mid-Term break for students in most colleges from November 10-15. The Term One Break Day previously scheduled for the Friday before Thanksgiving has been eliminated for everyone except for the College of Nursing (which will transition to the Fall Mid-Term Break in 2015).

**October 6, 2014** - deadline for professional colleges to submit Academic Calendar dates to Registrarial Services for the 2015-16 academic year (start and end date of classes, final examination dates, clinical rotations, mid-term breaks, etc.).

**October 10, 2014** - Term One Break Day for the College of Nursing - No Nursing classes will be held. Students in all other colleges have classes on this day.

**October 24, 2014** - registration closes for those student groups who had registration access for the 2015 Spring (201505) and Summer (201507) terms.

**November 3, 2014** – colleges and departments can begin class build for Spring and Summer (201505 and 201507) terms.

**November 3, 2014** - draft proposals for new and revised programs to be included in the 2015-16 Course and Program Catalogue requiring University Council approval should be submitted to the Academic Programs Committee by this date. The final version of the proposal can then be approved by college faculty at their December meetings. Provided the draft proposal is not significantly altered, the Academic Programs Committee will likely be able to complete its review and make its recommendation to the January meeting of University Council, which will ensure approval in time for inclusion in the 2015-16 Course and Program Catalogue.
November 10-15, 2014 – Fall Mid-Term Break - No classes for students in all colleges except for Dentistry, Medicine, Nursing, fourth-year Nutrition, Physical Therapy, and Veterinary Medicine.

November 14, 2014 - deadline for colleges to submit approved department, college, and program name changes to Registrarial Services for inclusion in the 2015-16 Course and Program Catalogue.

November 15, 2014 - Withdrawal Deadline for Fall Term (201409) classes. Students cannot withdraw from classes after this deadline.

November 19, 2014 – deadline for students registered with DSS to request accommodations for December final examinations. Requests for accommodations are made in PAWS under the DSS tab. If possible, instructors are asked to deliver examinations to the DSS office five business days before the examination is to be written.

December 1, 2014 - deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2015-16 Course and Program Catalogue.

December 19, 2014 – colleges and departments should have class build completed for the 201505 and 201507 terms.

January 13, 2015 - deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2015-16 Course and Program Catalogue (*see below for more information).

January 31, 2015 – deadline for approval of revisions to existing programs by the appropriate approval body (college, University Course Challenge, Academic Programs Committee, or University Council) in order to be included in the 2015-16 Course and Program Catalogue and implemented for 2015-16.

February 4, 2015 - cut-off deadline for the production of the 2015-16 Course and Program Catalogue. Galley proof corrections must be submitted to Registrarial Services by this date.

February 15, 2015 - Withdrawal Deadline for multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline.

February 16-21, 2015 – Winter Mid-Term Break for all colleges except fourth-year Veterinary Medicine, fourth-year Nutrition, fourth-year Pharmacy, and third- and fourth-year Medicine.

February 18, 2015 - registration begins for Spring and Summer terms (201505 and 201507).
February 20, 2015 - roll (i.e., copy-forward) of 2015-16 Fall, Winter, Spring and Summer classes (201509, 201601, 201605, and 201607) in the SiRIUS student information system. (Please Note: Exact CRNs will not be rolled from 2014-15 to 2015-16 classes; each class will be assigned a new unique CRN to avoid running out of available CRNs for new classes).

March 2, 2015 - tentative release date for the 2015-16 Course and Program Catalogue and the 2015-16 Academic Calendar online. The archive of the 2014-15 Catalogue and Academic Calendar will be released simultaneously. Any Advisors’ Guides (pdf versions of course and program information for certain colleges) will be released after the release of the Catalogue, for colleges that have requested this document. The 2015-16 update of the Prospective Students website will also be released by this date.

March 2, 2015 – colleges and departments can begin class build for the 2015-16 Fall, Winter, Spring and Summer terms (201509, 201601, 201605, and 201607). Registrarial Services does not make classes viewable to the students at this point.

March 2 - April 15, 2015 – colleges and departments complete their class build and run regular Class Error Identification reports (REG 054) in Publisher to fix and maintain their class build as necessary. It is recommended that colleges and departments provide as much scheduling information as possible for the Fall and Winter classes to their class build staff well in advance of April 15 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, 2015 – Withdrawal Deadline for Winter Term (201501) classes. Students cannot withdraw from classes after this deadline.

March 19, 2015 – deadline for students registered with DSS to request accommodations for April final examinations. Requests for accommodations are made in PAWS under the DSS tab. If possible, instructors are asked to deliver examinations to the DSS office five business days before the examination is to be written.

April 22, 2015 - Fall (201509) and Winter (201601) classes are made available to students for viewing only (i.e., web-enabled by Registrarial Services).

(Please note: Changes to admission qualifications and enrolment quotas for implementation in 2016-17 will need to be submitted to the Academic Programs Committee by the end of April, 2015 so that they can subsequently be approved by University Council and confirmed by Senate in time for the start of the 2016-17 admissions cycle).
May 4, 2015 - Room Scheduling begins to assign classrooms. Class builders are reminded that their class builds need to be 100% complete and entered accurately into SiRIUS in order for Room Scheduling’s software to run properly.

June, 2015 - registration windows open for 2015-16 (dates to be determined in early 2015, in consultation with the colleges). After students have begun to register in June, changes to courses for 2015-16 Fall and Winter Terms will not be implemented unless approved by the Registrar. 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.

*With regard to University Course Challenge, the following is the schedule for 2014-15. 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>
<thead>
<tr>
<th>College Submission Deadline</th>
<th>University Course Challenge Posting Date</th>
<th>Date of effective approval if no challenge received</th>
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<tbody>
<tr>
<td>August 13</td>
<td>August 15</td>
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<td>September 11</td>
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<td>October 14</td>
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<td>November 13</td>
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<td>- all program changes for the 2015-16 Course and Program Catalogue should be submitted by this date - last date for any prerequisite or other course changes for Spring and Summer terms (201505 and 201507)</td>
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<td>February 12</td>
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<td>- last date for any prerequisite or other course changes for 2015-16 Fall and Winter terms (201509 and 201601)</td>
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<td>June 11</td>
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<td>- after students have started registration in June, changes</td>
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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/secretariat/governing-bodies/council/committee/academic_programs/index.php

After the release of the Course and Program Catalogue on March 2, 2015, the following rules will apply:

**New Programs:** Brand new programs may be submitted for approval after the above stated publication deadlines for the 2015-16 Course and Program Catalogue to be implemented in 2015-16 but only with the approval of the Academic Programs Committee and University Council.

However, colleges and departments are cautioned that late approval, if forthcoming, can cause challenges for SESD 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 2015-16 Course and Program Catalogue and program them into DegreeWorks.

**Revisions to existing programs approved through University Course Challenge or through Academic Programs Committee and University Council:**

Program information for the upcoming academic year should be approved and published in the Course and Program Catalogue and DegreeWorks 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.

Therefore, revisions to existing programs approved after the deadlines stated will only be entered into the 2016-17 Course and Program Catalogue and built in the 2016-17 DegreeWorks year. Departments and colleges are again encouraged to gain the advantages that early approval confers.

We would like to take this opportunity to draw your attention to several online resources which instructors should be aware of:
• SESD Instructor and Staff Handbook  
  (http://www.usask.ca/sesd/info-for-instructors/index.php)

• 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)

• Gwenna Moss Centre for Teaching Effectiveness Syllabus Template and Guide  
  (http://www.usask.ca/gmcte/resources/teaching/syllabus)

• 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 us at registrar@usask.ca.

Yours sincerely,

University Registrar