

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 2013-14*

DATE: September 6, 2013

In order to assist departments and colleges with their planning cycle for 2013-14 and beyond, we are taking this opportunity before the start of the academic year 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.

October 11, 2013, Term One Break Day - no classes will be held on this day for all students except those in Dentistry, Medicine, Veterinary Medicine and the University Language Centre. The University remains open on this day as during February break.

October 15, 2013 - deadline for professional colleges to submit Academic Calendar dates to Registrarial Services for the 2014-15 academic year (start and end date of classes, final examination dates, clinical rotations, mid-term breaks, etc.).

October 25, 2013 - registration closes for those student groups who had registration access for the 2014 Spring (201405) and Summer (201407) terms.

November 1, 2013 - departments and colleges can begin class build for Spring and Summer (201405 and 201407) terms.

November 1, 2013 - draft proposals for new and revised programs to be included in the 2014-15 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 23rd meeting of University Council, which will ensure approval in time for inclusion in the 2014-15 Course and Program Catalogue.

November 15, 2013 - Withdrawal deadline for Fall Term (201309) classes (formerly the Academic Penalty Deadline). Students cannot withdraw from classes after this deadline.

November 15, 2013 - deadline for colleges to submit approved department, college, and program name changes to Registrarial Services for inclusion in the 2014-15 Course and Program Catalogue.

November 19, 2013 – deadline for students registered with DSS to request accommodations for December final examinations. 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.

December 2, 2013 - deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2014-15 Course and Program Catalogue.

December 20, 2013 - department and colleges should have class build mostly completed for the 201405 and 201407 terms.

January 15, 2014 - deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2014-15 Course and Program Catalogue (see below for more information).

January 31, 2014 – 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 2014-15 Course and Program Catalogue and implemented for 2014-15.

February 5, 2014 - cut-off deadline for the production of the 2014-15 Course and Program Catalogue. Galley proof corrections must be submitted to Registrarial Services (Catalogue staff) by this date.

February 15, 2014 - Withdrawal Deadline for multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline.

February 19, 2014 - registration begins for Spring and Summer terms (201405 and 201407).

February 24, 2014 - roll (i.e., copy-forward) of 2014-15 Fall, Winter, Spring and Summer classes (201409, 201501, 201505, and 201507) in the SiRIUS student information system.

March 1, 2014 - tentative release date for the 2014-15 Course and Program Catalogue and the 2014-15 Academic Calendar online. The archive of the 2013-14 Course and Program Catalogue will be released simultaneously. Any Advisors' Guides (pdf versions of course and program information for certain colleges) will be released a few weeks after release of the Course and Program Catalogue, for colleges that have requested this document. The 2014-15

update of the Prospective Students website will also be released by this date.

March 3, 2014 - departments and colleges can begin class build for the 2014-15 Fall, Winter, Spring and Summer terms (201409, 201501, 201505, and 201507). Registrarial Services does not make viewable to the students any classes at this point.

March 3 - April 16, 2014 - departments and colleges 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 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 16 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, 2014 – Withdrawal Deadline for Winter Term (201401) classes. Students cannot withdraw from classes after this deadline.

March 19, 2014 – deadline for students registered with DSS to request accommodations for April final examinations. 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.

April 30, 2014 - Fall (201409) and Winter (201501) classes are made available to students for viewing only (i.e., web-enabled by Registrarial Services).

Changes to admission qualifications and enrolment quotas for implementation in 2014-15 will need to be submitted to the Academic Programs Committee by the end of April so that they can subsequently be approved by University Council and confirmed by Senate in time for the start of the 2014-15 admissions cycle.

May 2, 2014 - 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.

June, 2014 - registration windows open for 2014-15 (dates to be determined in early 2014, in consultation with the colleges).

With regard to University Course Challenge, the following is the schedule for 2013-14. 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:

College Submission Deadline	University Course Challenge Posting Date	Date of effective approval if no challenge received
August 14	August 16	August 30
September 12	September 16	September 30
October 15	October 17	October 31
November 13	November 15	November 29
December 13	December 17	January 7
January 15 - all program changes for the 2014-15 Course and Program Catalogue should be submitted by this date - last date for any prerequisite or other course changes for Spring and Summer terms (201405 and 201407)	January 17	January 31
February 12	February 14	February 28
March 13	March 17	March 31
April 14	April 16	April 30
May 14 - last date for any prerequisite or other course changes for 2014-15 Fall and Winter terms (201409 and 201501)	May 16	May 30
June 12 - after students have started registration in June, changes to courses for 2014-15 Fall and Winter terms (201409 and 201501) will not be implemented unless approved by the Registrar	June 16	June 30

For more detailed information on the authority for approval for course and program changes, please visit the University Secretary's website at: http://www.usask.ca/university_secretary/council/committees/academic_programs/AP_C-procedures/changes_chart.php

After the release of the Course and Program Catalogue on March 1, 2014, the following rules will apply:

New Programs: Brand new programs may be submitted for approval after the above stated publication deadlines for the 2014-15 Course and Program Catalogue to be implemented in 2014-15 but only with the approval of the Academic Programs Committee and University Council.

However, departments and colleges 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 2014-15 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 in this memo will only be entered into the 2015-16 Course and Program Catalogue and built in the 2015-16 DegreeWorks year. Departments and colleges are again encouraged to gain the advantages that early approval confers.

I 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/instructor-handbook/index.php>)
- University Council Academic Courses Policy on course delivery, examinations and assessment of student learning
(http://www.usask.ca/university_secretary/council/academiccourses.php)
- University Council Admissions Policy
- (http://www.usask.ca/university_secretary/policies/academic/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>)

- As well, the University Secretary's office and Registrarial Services, in support of Academic Programs Committee, have launched an Academic and Curricular Change Portal where new and revised programs and courses will be submitted, their progress through the process tracked, and their result archived. This portal is more user-friendly than the previous paper-based process, and more functionality will be incorporated into the portal in the future. Please visit the portal here: http://www.usask.ca/university_secretary/council/committees/academic_programs/procedures.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 style with a large, looping initial "R".

University Registrar

