TO: Colleges and Departments

FROM: Russell Isinger, University Registrar, Student and Enrolment Services Division (SESD)

SUBJECT: *Key Dates and Deadlines for 2016-17*

DATE: August 24, 2016

In preparation for the upcoming academic year, we are recirculating this memo, which was originally sent on March 29, 2016, to departments and colleges.

Please note that no major changes have been made to the memo below, apart from the deletion of the 2016 Registration Windows and the addition of a link to the recently-revised Academic and Curricular Nomenclature and Academic and Curricular Changes Authority Chart. These two updated documents are now posted on the Academic Programs Committee website (see below).

This memo contains key dates and deadlines related to the following: class build and registration; Course and Program Catalogue publication; Academic Calendar publication; Disability Services for Students (DSS) procedures; the approval process for new and revised courses, programs, admission information; and the processes related to tuition and fee approval by the Provost's Committee on Integrated Planning (PCIP) and the Board of Governors. It is intended to assist departments and colleges with their planning cycles for 2016-17 and 2017-18.

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 2017-18.

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

September 30, 2016 – admission opens for direct-entry programs for 2017-18.

October 1, 2016 – Notice of Intent submissions for new programs to be included in the 2017-18 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 12, 2016 – deadline for professional colleges to submit Academic Calendar dates to Registrarial Services for the 2017-18 academic year (e.g., start and end date of classes, final examination dates, clinical rotations, mid-term breaks, etc.).

October 7, 2016 – Term One Break Day - No classes will be held on this day for students in the College of Nursing.

October 21, 2016 – registration closes for those student groups who had registration access for the 2016 Spring (201605) and Summer (201607) terms.

October 31, 2016 – all new 2017-18 academic program tuition rates and/or student fees (e.g., materials, excursion, application, and student association fees) must be submitted to SESD 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 on November 23, 2016.

November 1, 2016 – departments and colleges can begin class build for Spring and Summer (201705 and 201707) terms.

November 1, 2016 – proposals for new and revised programs to be included in the 2017-18 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 2017-18 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 3 below).**

November 7-12, 2016 – 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, 2016 – deadline for colleges to submit approved department name changes to Registrarial Services for inclusion in the 2017-18 Course and Program Catalogue. Please note that college name changes submitted at this time will be effective for the following calendar year (September, 2018), at the earliest.

November 15, 2016 – Withdrawal Deadline for Fall Term (201609) classes (formerly the Academic Penalty Deadline). Students cannot withdraw from classes after this deadline.

November 19, 2016 – 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.

November 23, 2016 – deadline for new tuition rate and student fee proposals for 2017-18 to be submitted to PCIP for approval in advance of consideration by the Board. These proposals must have had prior consideration by SESD, IPA and the College of Graduate Studies and Research (CGSR) before submission to PCIP and the Board.

December 1, 2016 – deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2017-18 Course and Program Catalogue.

December 12-13, 2016 – annual tuition rates, including all non-standard tuition amounts, are set by the Board of Governors.

December 15, 2016 – all new program proposals and proposals for revised programs with tuition and/or student fee adjustments to be included in the 2017-18 Catalogue must be approved by this date by both the appropriate academic approval body and the Board of Governors. **Brand new programs receiving final academic approval between December 16, 2016 and February 16, 2017 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 2017-18 Course and Program Catalogue and implemented in September 2017. (see Table 3 below).**

December 20, 2016 – department and colleges should have class build mostly completed for the 201705 and 201707 terms.

January 13, 2017 – deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2017-18 Course and Program Catalogue (see Table 2 below).

Mid-January, 2017 – IPA will communicate the Board-approved tuition rates and student fees for the 2017-18 academic year.

January 31, 2017 – 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 2017-18 Course and Program Catalogue and implemented for 2017-18, **unless these changes involve tuition and/or student fee adjustments. These changes require approval by December 15, 2016 (see Table 3 below)**.

January 31, 2017 – deadline for colleges to submit Faculty Council-approved academic policy changes to Registrarial Services for inclusion in the 2017-18 Course and Program Catalogue**.**

February 6, 2017 – cut-off deadline for the production of the 2017-18 Course and Program Catalogue. Galley proof corrections must be submitted to Registrarial Services by this date.

February 15, 2017 – Withdrawal Deadline for multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline.

February 15, 2017 – registration begins for Spring and Summer terms (201705 and 201707).

February 17, 2017 – roll (i.e., copy-forward) of 2017-18 Fall, Winter, Spring and Summer classes (201709, 201801, 201805, and 201807) in the SiRIUS student information system**.**

February 20-25, 2017 – Winter Mid-Term Break for all colleges except fourth-year Veterinary Medicine, fourth-year Nutrition, fourth-year Pharmacy, second-year Physical Therapy, third and fourth-year Medicine, and the University Language Centre.

<u>Please note</u>: changes to admission qualifications and enrolment quotas for implementation in 2018-19 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 2018-19 admissions cycle at the end of September.

March 1, 2017 – tentative release date for the 2017-18 Course and Program Catalogue and Academic Calendar online. The archive of the 2016-17 Catalogue and Academic Calendar will be released simultaneously. The 2017-18 update of the Explore website (explore.usask.ca) will also be released by this date.

March 1, 2017 – departments and colleges can begin class build for the 2017-18 Fall, Winter, Spring and Summer terms (201709, 201801, 201805, and 201807). Registrarial Services does not make classes viewable to the students at this point.

March 1 - April 12, 2017 – 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 12 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, 2017 – Withdrawal Deadline for Winter Term (201701) classes. Students cannot withdraw from classes after this deadline.

March 19, 2017 – 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 20-21, 2017 – **Board of Governors meets to set standard and non-standard tuition and/or student fee rates for new programs that were not included in the December Board Meeting, but received final academic approval between December 16, 2016 and February 16, 2017. Pending approval by the Board of Governors, these new programs can be added to the Program Addendum of the 2017-18 Course and Program Catalogue and implemented in September 2017 (see Table 3 below).**

April 21, 2017 – 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, 2017 – Fall (201709) and Winter (201801) classes are made available to students for viewing only (i.e., web-enabled by Registrarial Services).

May 31, 2017 – All course revisions for implementation in 2017-18 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 2017-18 Fall and Winter terms will not be implemented unless approved by the Registrar.

June, 2017 – registration windows open for 2017-18 (dates to be determined in early 2017, in consultation with the colleges).

The following is the University Course Challenge (UCC) schedule for 2016-17. 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 14	September 16	September 30
October 13	October 17	October 31
November 14	November 16	November 30
December 12	December 15	January 4
January 13 - **all program changes for the 2017-18 Course and Program Catalogue should be submitted by this date** - **last date for any prerequisite or other course changes for Spring and Summer terms (201705 and 201707)**	January 17	January 31
February 14	February 16	March 2

March 14	March 16	March 31
April 13	April 17	May 1
May 12 **- last date for any prerequisite or other course changes for 2017-18 Fall and Winter terms (201709 and 201801)**	May 16	May 31
June 13 **- after students have started registration in June, changes to courses for 2017-18 Fall and Winter terms (201709 and 201801) will not be implemented unless approved by the Registrar**	June 15	June 30

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 2017-18 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 for approval between December 16, 2016 and February 16, 2017 for inclusion in the 2017-18 Program Addendum to the Course and Program Catalogue and for implementation in September 2017, but only with the approval of the APC, University, and the Board of Governors by March 20-21, 2017. To be eligible for September 2017 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 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 2017-18 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 2018-19 Course and Program Catalogue and built in the 2018-19 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 2017-18 Catalogue Publication	Final Approval Deadlines for 2017-18 Program Addendum	2018-19 Catalogue Publication (the following year's Catalogue)
Program Revisions with no tuition/student fee changes	November 1, 2016	January 31, 2017	Not allowed	Final approval after January 31, 2017 or later
Program Revisions with tuition/student fee changes	November 1, 2016	Final academic approval by December 15, 2016 and Board of Governors' approval by December 12-13, 2016	Not allowed	Final approval after December 15, 2016 or later
Brand New Programs	November 1, 2016	Final academic approval by December 15, 2016 and Board of Governors' approval by December 12-13, 2016	Final academic approval by February 16, 2017 and Board of Governors' approval by March 20-21, 2017	Final approval after February 16, 2017 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:

- 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://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 (library.usask.ca/studentlearning)
- Academic and Curricular Change Portal (http://www.usask.ca/secretariat/governing-bodies/council/committee/academic_programs/index.php)
- The recently updated Academic and Curricular Nomenclature and the Academic and Curricular Changes Authority Chart are now posted on the Academic Programs Committee website under the "Curricular Changes" tab here: 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,

University Registrar

Appendix:
Curricular Change Deadlines Quick Reference

October 1, 2016	Deadline to submit Notice of Intent Proposals to PPC.
October 31, 2016	Deadline to submit new tuition and fee rates to RS and IPA for review.
November 1, 2016	Deadline to submit proposals for new programs and major revisions to APC.
November 13, 2016	Deadline to submit department name changes to RS for inclusion in the 2017-18 Catalogue.
November 23, 2016	Deadline to submit tuition rate and student fee proposals for 2017-18 to PCIP.
December 1, 2016	Deadline for colleges to submit Catalogue galleys to RS.
December 12-13, 2016	Board of Governors meets to approve tuition and fees for 2017-18.
December 15, 2016	New programs/major revisions with tuition/student fee adjustments must be approved by University Council by this date to be included in the 2017-18 Catalogue.
January 13, 2017	Deadline to submit curricular changes to UCC for inclusion in the 2017-18 Catalogue.
January 31, 2017	Curricular changes that do not involve tuition and fee approval must have received final approval by this date for inclusion in the 2017-18 Catalogue.
January 31, 2017	Deadline to submit Faculty Council-approved academic policy changes to RS for inclusion in the 2017-18 Course and Program Catalogue.
February 6, 2017	Deadline to submit galley proof corrections to RS.
March 1, 2017	Tentative release date of 2017-18 Catalogue and Academic Calendar.
February 16, 2017	University Council Meeting; academic approval for brand new programs must be secured at this meeting in order to be included in the 2017-18 Program Addendum.
March 20-21, 2017	Board of Governors' meeting; financial approval for brand new programs must be secured at this meeting in order to be included in the 2017-18 Program Addendum.
May 31, 2017	Course changes for September, 2017 implementation must have received final approval.