

**TO:** Colleges, Schools, and Departments  
**FROM:** Salome Ries, Acting University Registrar  
**SUBJECT:** Key Dates and Deadlines for 2025-2026  
**DATE:** May 2025

To assist departments, schools, and colleges with their planning cycles for 2025-2026 and 2026-27, we are taking this opportunity before the start of the next academic year to remind you of key dates, deadlines, and processes related to the following: catalogue publication; curricular approval; Academic Calendar publication; admissions; Access and Equity Services (AES); class build and registration; tuition and fee approvals; and space booking.

### **ACADEMIC APPROVAL PROCESS AND CATALOGUE PRODUCTION**

Note: The *approval* and *implementation* process for new programs and curricular changes require the collaboration of several administrative units. For these units to provide the most efficient support, we ask the campus community to use this [Online Submission Form](#). Submitting preliminary information through this process will ensure the correct staff members/units are notified. It is helpful for these administrative units to be made aware of any possible upcoming changes or new initiatives to plan work accordingly (even if in the developmental stages). More information and proposal forms can be found on the [Program and Course Approval Website](#).

Please note that due to high volumes of proposals each year, some of the deadlines have been adjusted to earlier dates.

**September 10, 2025** - deadline to submit **notification** to [academic\\_programs@usask.ca](mailto:academic_programs@usask.ca) for revised, new and replacement programs to be considered for the 2026-27 Catalogue. Review and analysis by the Provost and Strategic Finance Offices in May or June is highly recommended as it allows time for discussion and feedback, recognizing lower capacity over summer. Early submission of proposals is encouraged.

**November 2025**- department name changes for inclusion in the 2026-27 Catalogue must receive appropriate academic body approval (PPC and Council) by November. Please note that college and department name changes submitted at this time will not be effective until the following year (September 2027), at the earliest.

**October 29, 2025** - deadline to be **scheduled** for an upcoming Academic Program Committee meeting for curricular changes and new or replacement program proposals to

be included in the 2026-27 Catalogue requiring University Council approval. Meeting these deadlines should allow the required academic approvals by January 31<sup>st</sup>, 2026.

Note: There are limited spaces at each APC meeting. A scheduling signup sheet will be created for Fall 2025. Even in following these deadlines, there is no guarantee a proposal will be approved for the academic catalogue year.

**December 2, 2025** – deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2026-27 Catalogue.

**January 13, 2026** – deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2026-27 Catalogue (see Table 1 below).

**January 31, 2026** – deadline for approval of all new programs and revisions to existing programs by the appropriate approval body (college, University Course Challenge, APC, or University Council) to be included in the 2026-27 Catalogue and implemented for 2026-27:

NOTE: Any programs that want to be considered for approval between February and April for inclusion in the Program Addendum of the Catalogue for implementation in September 2026, require consultation with the Registrar to determine potential or feasibility of implementation.

**January 31, 2026** – deadline for colleges and schools to submit college faculty council approved academic policy changes to Registrarial Services for inclusion in the 2026-27 Catalogue.

**February 5, 2026** – cut-off deadline to produce the 2026-27 Catalogue. Gallery proof corrections must be submitted to Registrarial Services by this date.

**March 2026** – tentative release date for the 2026-27 Catalogue and Academic Calendar online. The archive of the previous year's Catalogue and Academic Calendar will be released simultaneously.

**April 30, 2026** – If approved for implementation by the Registrar's Office, new programs receiving final academic approval between February and April can be added to the 2026-27 Program Addendum and implemented in September 2026.

**May 31, 2026** – All course revisions for implementation in 2026-27 must be approved by the appropriate body by 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 2026-27 Fall and Winter terms will **NOT** be implemented.

See Table 1 below for the University Course Challenge schedule.

## **ACADEMIC CALENDAR**

While the following dates apply to most classes, some special cases (such as in the case of internship, externship, clinical and practicum experiences) may follow non-standard dates. Please consult with the college of authority or an academic advisor if you have questions regarding a specific class.

**June 2 – June 6, 2025** – Spring Convocation.

**September 3, 2025** – Fall term and multiterm classes being for most colleges/programs on campus. Some exceptions apply.

**October 31, 2025**– deadline for professional colleges to submit Academic Calendar dates to Registrarial Services for the upcoming year (e.g., start and end date of classes, final examination dates, clinical rotations, mid-term breaks, etc.).

**November 10 - November 14, 2025** – Fall term midterm break for most colleges including Agriculture and Bioresources, Arts and Science, Edwards School of Business, Education, Engineering, Graduate and Postdoctoral Studies, Kinesiology, Law, Medicine (except Year 3 and 4), Pharmacy (except Year 4) and Nutrition (except Year 4). The midterm break runs from Mon. Nov. 10 to Fri. Nov. 14, 2025. Classes will resume on Mon. Nov. 17, 2025. This excludes the colleges of Dentistry, Nursing and Veterinary Medicine.

**November 12, 2025** – Fall Convocation

**December 2025** – Academic Calendar draft goes to APC for final approval. Once approval is granted, subsequent revisions will require re-approval. Revisions must be submitted to the Registrar's Office for consultation and sign off prior to submission to APC.

**December 5, 2025** – Last day of Fall Term classes for most colleges/programs. Some exceptions apply.

**December 8 - 23, 2025** – Fall term final examinations for most college/programs. Some exceptions apply.

**January 2, 2026** – USASK re-opens

**January 6, 2026** – Winter term classes begin and multiterm classes resume for most colleges/programs. Some exceptions apply.

**February 16 - 20, 2026** – Winter midterm break begins for Agriculture and Bioresources, Arts and Science, Dentistry (except DMD Year 4, Dental Assisting and Dental Therapy), Edwards School of Business, Education, Engineering, Graduate and Postdoctoral Studies, Kinesiology, Law, Medicine (except Year 3 and 4), Nursing (except PDBSN), Nutrition (except Year 4), Pharmacy (except Year 4) and Veterinary Medicine (except Year 4). The midterm break week runs from Mon. Feb. 16, 2026 to Fri. Feb. 20, 2026. Classes will resume on Mon. Feb. 23, 2026.

**April 7, 2026** – Last day of Winter term and multiterm classes for most colleges/programs. Some exceptions apply.

**April 9 – 30, 2025** – Winter term final examinations for most college/programs. Some exceptions apply.

### **ADMISSION QUALIFICATIONS**

**September 22, 2025** – admission opens for direct-entry programs for 2026-27.

**March 4 , 2026** - changes to admission qualifications for implementation in 2027-28 will need to be approved by APC by this date so that they can subsequently be approved by University Council and confirmed by the Senate Education Committee in April before the start of the 2027-28 admissions cycle at the end of September of 2025.

**April 2026** – Last Senate Education Committee meeting to confirm admission requirement changes for 2027-28.

**April and May 2026** - All approved admission changes are incorporated into the Catalogue database.

**June 15, 2026** – Tentative release of 2026-27 Admission Requirements in the Catalogue.

**June 2026** - Service Team communicates 2026-27 Admission Requirements.

**September/October 2026**- Admission opens for direct-entry programs for 2027-28.

### **ACCESS AND EQUITY SERVICES**

**November 19, 2025** – deadline for students registered with AES to request accommodations for all December exams from December 3 on, including all December

final examinations. Please be aware that this is also the deadline for students to register with AES to receive final examination accommodations. Requests for accommodations are made in PAWS through Accommodate. Instructors must upload their exams to Accommodate at least 3-5 business days before the examination is to be written, to give AES sufficient time to print, package, and securely file the 15,000+ exams they manage annually.

**March 19, 2026** – deadline for students registered with AES to request accommodations for all April exams from April 2 on, including all April final examinations. Please be aware that this is also the deadline for students to register with AES to receive final examination accommodations. Requests for accommodations are made in PAWS through Accommodate. Instructors must upload their exams to Accommodate at least 3-5 business days before the examination is to be written, to give AES sufficient time to print, package, and securely file the 15,000+ exams they manage annually.

### CLASS-BUILD SCHEDULE

**Note:** Without specific approval of room usage (through Priority Use Space designations granted by the Space Booking Office), class builders **may not** include classrooms or buildings in the Building and Room fields when completing class build. If your classes do not require a classroom, please fill the Building and Room fields with “NA” and “No\_Room” respectively. Space should not be booked in the 25Live Space Booking software to hold spots for classes.

**March 1, 2025** – departments and colleges can begin class build for the 2025-26 Fall, Winter, Spring and Summer Terms (202509, 202601, 202605, 202607). Registrarial Services does not make classes viewable to the students at this point.

**March 1 - May 1, 2025** – departments and colleges complete their class build and run the regular *Class Error Identification* reports (UREG 068, UREG 069, and QUAL 2200) 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 May 1, 2025 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 classroom assignment. However, we do understand that some classes may not be built by this deadline depending upon hiring decisions.

**May 2, 2025** – Classes will be made viewable to students in the Class Search.

**May 1, 2025 at 4:30pm** – Class build restriction period or access ‘grey out’ to commence-class builders’ access to class build forms (SSASECT and SSAXLST) in Banner will be restricted to “view only” effective at this time to allow for the Room Scheduling Period to

take place. Class builders will neither be able to build new classes nor make changes to classes already built. Please contact [classbuild@usask.ca](mailto:classbuild@usask.ca) for assistance during the Room Scheduling Period (below). Class build access to SSASECT and SSAXLST will be restored following completion of the Room Scheduling Period (see below). Please note that new courses approved in April and May will have fewer scheduling and/or room options, as most classrooms will have already been assigned by this date.

**May 1st at 4:31pm to May 23th, 2025**– Room Scheduling Period: classroom allocation will commence. Class builders are reminded that their class builds need to be 100% complete and entered accurately into Banner for the 25Live Space Booking software to run properly. Courses approved and classes built after this date will have fewer scheduling options, as they will not be included in the first round of classroom assignments. Classes that are incomplete or have errors will **not** be assigned a classroom.

**May 5, 2025 - First day of classes Spring and Summer terms** - departments and colleges should ensure that instructors are listed correctly on every class by the start of the term. Failure to properly identify instructors will have an impact on the allocation of resources to colleges/schools based on the home of the instructor.

**May 15, 2025** - As part of the class build process departments and colleges are responsible for verifying the financial attributes on their Fall Term and Winter Term classes, as approved through the appropriate governance processes, are accurate prior to registration in (and assessment for) the classes. Departments and colleges must notify Registrarial Services of any incorrect tuition and fee information associated with their classes, and Registrarial Services will assist in correcting errors, if necessary. This includes Tuition Categories, approved fees (for example, Materials Fees, Excursion Fees, etc.), Contract Codes, Credit Units, and Billing Hours.

**September 3, 2025 - First day of classes Fall and Winter terms** - departments and colleges should ensure that instructors are appropriately listed on every class by the start of classes. Failure to properly identify instructors will have an impact on the allocation of resources to colleges/schools based on the home of the instructor.

**November 2025** – departments and colleges can begin class build for Spring and Summer (202605 and 202607) terms.

**January 2026** – departments and colleges should have class build complete and error free for the 202605 and 202607 terms. Access to class build forms in Banner will be restricted to “view only” for classbuilders during the Room Scheduling Period for the spring and summer terms. Classes that are incomplete will not be assigned a room.

**January 2026** – As part of the class build process, departments and colleges are responsible for verifying the financial attributes on their Spring Term and Summer Term (202605 and 202607 respectively) classes, as approved through the appropriate governance processes, are accurate prior to registration in (and assessment for) the classes. Departments and colleges must notify Registrarial Services of any incorrect tuition and fee information associated with their classes, and Registrarial Services will assist in correcting errors, if necessary. This includes Tuition Categories, approved fees (for example, Materials Fees, Excursion Fees, etc.), Contract Codes, Credit Units, and Billing Hours.

**February 2026**– roll (i.e., copy-forward) of 2026-27 Fall, Winter, Spring and Summer classes (202609, 202701, 202705, and 202707) in Banner Student.

**June 2025** – Registration for Fall and Winter 2026-27 begins. Registration windows will be made available in early 2025.

### **REGISTRATION**

**June 5 to 24, 2025** – registration opens for Fall (202509) and Winter (202601). Please see Table 2 below for registration windows pertaining to Fall (202509) and Winter (202601).

**October 20, 2025** – registration closes for those student groups who had registration access for the Spring (202605) and Summer (202607) terms.

**December 5, 2025**– Withdrawal Deadline for Fall Term (202509) classes. Students cannot withdraw from classes after this deadline without academic penalty.

**February 11, 2026** – registration begins for Spring and Summer terms (202605 and 202607).

**April 7, 2026** – Withdrawal Deadline for Winter Term (202601) and multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline without academic penalty.

**May 2026** – Fall (202609) and Winter (202701) class information is made viewable to students in the Class Search for planning purposes (i.e., web-enabled by Student Information Systems).

**June 2026** – registration windows open for Fall and Winter 2026-27 (dates to be determined in early 2026, in consultation with the colleges).

## PAYMENT DEADLINES

**June 2, 2025** - Deadline to pay Spring Term and multi-term tuition for 202505/202507

**July 25, 2025**- Deadline to pay Summer Term tuition for 202507

**September 29, 2025** - Deadline to pay Fall Term and Multi-term tuition for 202509 and 202509/202601

**January 30, 2026** - Deadline to pay Winter Term tuition for 202601

**June 1, 2026** - Deadline to pay Spring Term and multi-term tuition for 202605/202607

**July 27, 2026**- Deadline to pay Summer Term tuition for 202607

## TUITION AND FEE APPROVAL

As per the [Tuition and Fees Authorization Policy](#) the Board has delegated approval to the Provost. The Provost is responsible for approving student and class fees and informing the Board on tuition and fee rates on an annual basis.

**October 2025 to February 2026** – The Provost’s Office will provide information to colleges/schools to support the annual tuition strategy review and consultation process. Student fees are reviewed and recommended by the Fee Review Committee in advance of consideration by the Provost for approval during this timeframe. For more information on the submission process and deadlines, please visit the [Fee Review Committee website](#).

**February 6, 2026** – Deadline for colleges/schools to submit annual tuition rate change proposals to the Provost’s Office for the Provost’s approval in time for Fall 2026 registration. These are tuition change proposals that are not connected to curricular changes.

**March 2026** – The Provost approves standard and non-standard tuition rates for all programs (existing, revised and new). With the Provost’s tuition approval, and with the academic approval of University Council at the March through May meetings, these new programs may be added to the Program Addendum of the 2026-27 Catalogue and implemented in September 2026.

**April 2026** – The Board of Governors meets to review approved tuition and fees for information prior to the public announcement of tuition rates.

To summarize, program information for the 2026-27 academic year must be approved by the above deadlines and published in the Catalogue and the Degree Works degree audit system **before** advertising, advising and registration occur. Changes to the tuition rates for 2026-27 may not be communicated prior to the Board of Governors review as per the Tuition and Fees Authorization Policy. 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 Catalogue, or from Degree Works in particular, if program information is consistent and stable. Beyond this, changes made outside of the approved schedule often result in additional work for colleges, since all resulting student record adjustments are the responsibility of the colleges.

**Brand new programs receiving final academic approval by University Council between February and April, as well as the required financial approval, may be included in the Program Addendum update of the Catalogue and implemented in September 2025.** To be eligible for September 2026 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. These will require consultation with the Registrar to determine potential or feasibility of implementation.

**Revisions to existing programs approved after the deadlines stated above will only be entered into the 2026-27 Catalogue and built in the 2026-27 Degree Works year. Departments, colleges, and schools are therefore encouraged to gain the advantages that early approval confers.**

**TABLE 1**  
**University Course Challenge**

The following is the University Course Challenge (UCC) schedule for 2025-26. 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:

| <b>COLLEGE SUBMISSION DEADLINE</b>                                   | <b>UCC POSTING DATE</b> | <b>DATE OF EFFECTIVE APPROVAL IF NO CHALLENGE RECEIVED</b> |
|--|-------------------------|--|
| August 13  | August 15               | August 31  |
| September 12   | September 16            | September 30   |
| October 13   | October 16              | October 31   |
| November 12  | November 17             | November 30  |
| December 12  | December 16             | December 31  |
| January 13<br>- <b>all program changes for the 2026-27 Catalogue</b> | January 16              | January 31   |

|  |             |          |
|--|-------------|----------|
| <b>should be submitted by this date</b><br><b>- last date for any prerequisite or other course changes for upcoming Spring and Summer terms</b>  |             |          |
| February 10  | February 13 | March 1  |
| March 12   | March 17    | March 31 |
| April 14<br><b>- new courses approved in April and May will have fewer scheduling options, as most classrooms will have already been assigned by this date.</b>  | April 17    | May 1    |
| May 12<br><b>- last date for prerequisite or other course changes for upcoming Fall and Winter terms (202509 and 202601)</b>   | May 15      | May 31   |
| June 11<br><b>- after students have started registration in June, changes to courses for upcoming Fall and Winter terms (202509 and 202601) will not be implemented unless approved by the registrar</b> | June 16     | June 30  |

For more detailed information on the authority for approval for course and program changes, please visit the [University Governance website](#).

**TABLE 2****Registration Windows 202509/202601**

| <b>REGISTRATION WINDOWS<br/>(JUNE 2025)</b> | <b>STUDENT GROUP ELIGIBLE TO BEGIN<br/>REGISTRATION</b>   |
|---|---|
| Group 1<br>June 5 (Thursday) – 13:00 PM     | Learning Communities  |
| Group 2<br>June 9 (Monday) – 13:00 PM       | Huskie Athletics (except students in Law, Medicine, Dentistry, Veterinary Medicine and Graduate and Postdoc Studies)  |
| Group 3<br>June 10 (Tuesday) – 09:00 AM     | All years of Nursing (except pre-professional year), Nutrition, and Pharmacy students<br>Education students entering their fourth year  |
| Group 4<br>June 11 (Wednesday) – 09:00 AM   | Students entering the final year of their Arts and Science program and third year Education students  |
| Group 5<br>June 12 (Thursday) – 09:00 AM    | Agriculture and Bioresources diploma transfer students, Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology (except transfer students) students entering final year and Edwards School of Business visiting students |
| Group 6<br>June 13 (Friday) – 09:00 AM      | All graduate students and all non-degree certificate students   |
| Group 7<br>June 14 (Saturday) – 09:00 AM    | Arts and Science and Education students entering first year   |
| Group 8<br>June 14 (Saturday) – 13:00 PM    | Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology (except transfer students) students entering first year  |
| Group 9<br>June 16 (Monday) – 09:00 AM      | Students entering the third year of their Arts and Science program  |
| Group 10<br>June 17 (Tuesday) – 09:00 AM    | Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology (except transfer students) students entering third year  |
| Group 11<br>June 18 (Wednesday) – 09:00 AM  | Arts and Science and Education students entering second year  |

|   |   |
|---|---|
| Group 12<br>June 19 (Thursday) – 09:00 AM | Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology students entering second year, and Kinesiology transfer students |
| Group 13<br>June 19 (Thursday) – 13:00 PM | All visiting students (except ESB) All years of Dentistry, Medicine, and Veterinary Medicine  |
| Group 14<br>June 24 (Tuesday) – 09:00 AM  | Law students all years  |

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

- “Classes” and “Curriculum” tabs on the [Teaching and Learning Website](#)
- [University Council Academic Courses Policy on course delivery, examinations, and assessment of student learning](#)
- [University Council Admissions Policy](#)
- [University Council Articulation and Transfer Credit Policy](#)
- [Gwenna Moss Centre for Teaching and Learning Syllabus Template and Guide](#)
- [Student Learning Services, University Library](#)
- [Academic and Curricular Nomenclature](#)
- [Curricular Changes website](#) for Program and Course Approvals
- [Institutional Space Management Framework Policy](#)
- [Tuition and Fees Authorization Policy](#)
- [Copyright Information, University Library](#)
- [Fee Review Committee](#)

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

Yours respectfully,



Salome Ries  
Acting University Registrar