

TO: Colleges, Schools, and Departments
FROM: Russell Isinger, Associate Vice-Provost and University Registrar
SUBJECT: *Key Dates and Deadlines for 2024-2025 and 2025-2026*
DATE: May 9th, 2024

To assist departments, schools, and colleges with their planning cycles for 2024-25 and 2025-26, 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 [NEW 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](#).

Mid-October 2024 - proposals for new and revised programs **using new and/or nonstandard tuition** to be included in the 2025-26 Catalogue should be submitted to the Provost's Office for input by this time.

November 18, 2024 – deadline for colleges to submit approved *department* name changes to Registrarial Services for inclusion in the 2025-26 Catalogue. Please note that *college* name changes submitted at this time will not be effective until the following year (September 2026), at the earliest.

Late November 2024 – proposals for new and revised programs to be included in the 2025-26 Catalogue requiring University Council approval should be submitted to APC by this time. Proposals with new and/or nonstandard tuition must have already been submitted to the Provost's Office for input (see above). Meeting these deadlines will allow



the required academic approvals by January 31st, 2025. Final academic approval by January 31st is required for inclusion in the March release of the 2025-26 Catalogue. **Early submission is encouraged as APC will try to meet the December and January Council deadlines but cannot guarantee approval for the academic catalogue year.**

December 2, 2024 – deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2025-26 Catalogue.

January 2025– proposals for new and revised programs with tuition adjustments to be included in the 2025-26 Catalogue must be approved by the end of January by both the appropriate academic approval body and the Provost’s Office, exact dates TBD. **New programs receiving final academic approval between February and May, 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 the Program Addendum, programs must utilize existing tuition rates and existing methods of tuition assessment.**

January 13, 2025 – deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2025-26 Catalogue (see Table 1 below).


January 31, 2025 – deadline for approval of revisions to existing programs by the appropriate approval body (college, University Course Challenge, APC, or University Council) to be included in the 2025-26 Catalogue and implemented for 2025-26.

January 31, 2025 – deadline for colleges and schools to submit college faculty council-approved academic policy changes to Registrarial Services for inclusion in the 2025-26 Catalogue.

February 5, 2025 – cut-off deadline to produce the 2025-26 Catalogue. Galley proof corrections must be submitted to Registrarial Services by this date.

March 10, 2025 – tentative release date for the 2025-26 Catalogue and Academic Calendar online. The archive of the previous year’s Catalogue and Academic Calendar will be released simultaneously.

May 31, 2025 – New programs receiving final academic approval between February and May can be submitted to the April meeting of the Board of Governors for information and final review. Pending review at this meeting, these new programs can be added to the 2025-26 Program Addendum and implemented in September 2025. To be eligible for this



second round of approvals, programs must assess tuition within an existing tuition category and method of assessment.

May 31, 2025 – All course revisions for implementation in 2025-26 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 2025-26 Fall and Winter terms will **NOT** be implemented.

See Table 1 below for the University Course Challenge schedule.

Academic Calendar

Note: The following dates apply to most programs/colleges, however some exceptions will apply. Please consult the [Academic Calendar website](#) for more information.

June 3 – June 7, 2024 – Spring Convocation.

September 4, 2024 – Fall term and multiterm classes being for most colleges/programs on campus. Some exceptions apply.


October 31, 2024– 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 11 - November 15, 2024 – Fall term reading week for the colleges/programs of Agriculture and Bioresources, Arts and Science, Edwards School of Business, Education, Engineering, Graduate and Postdoctoral Studies, Kinesiology, Law, Medicine (Year 1 and Year 2), Nutrition (except Year 4), Pharmacy (except Year 4). This excludes the colleges of Dentistry, Medicine (Year 3 and Year 4), Nursing, Veterinary Medicine

November 13, 2024 – Fall Convocation

December 5, 2024 – Last day of Fall Term classes for most colleges/programs. Some exceptions apply.

December 7 - 23, 2024 – Fall term final examinations for most college/programs. Some exceptions apply.



January 6, 2025 – Winter term classes begin and multiterm classes resume for most colleges/programs. Some exceptions apply. Note: USask will re-open following the Winter break on January 2, 2025, for faculty and staff.

February 17 - 21, 2025 – Winter term reading week for the colleges of Agriculture and Bioresources, Arts and Science, Dentistry (except DMD Year 4 and CDA), Edwards School of Business, Education, Engineering, Graduate and Postdoctoral Studies, Kinesiology, Law, Medicine (Year 1 and 2), Nursing, Nutrition (except Year 4), Pharmacy (except Year 4), Veterinary Medicine (except Year 4). This excludes the colleges of Medicine (Year 3 and Year 4).

April 4, 2025 – Last day of Winter term and multiterm classes for most colleges/programs. Some exceptions apply.

April 7 – 30, 2025 – Winter term final examinations for most college/programs. Some exceptions apply.

Admission Qualifications

September 22, 2024 – admission opens for direct-entry programs for 2025-26.

April 30, 2025 - changes to admission qualifications for implementation in 2026-27 will need to be submitted to APC by this date so that they can subsequently be confirmed by the Senate Education Committee in May before the start of the 2026-27 admissions cycle at the end of September of 2024.

May 2025 - Senate Education Committee meets to confirm admission requirement changes for 2026-27.

May 2025 - All approved admission changes are incorporated into the Catalogue database.

June 15, 2025 – Tentative release of 2026-27 Admission Requirements in the Catalogue.

June 2025 - Service Team communicates 2026-27 Admission Requirements.

September/October 2025- Admission opens for direct-entry programs for 2026-27.

Access and Equity Services

November 19, 2024 – 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, 2025 – deadline for students registered with AES to request accommodations for all April exams from April 3 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, 2024 – departments and colleges can begin class build for the 2024-25 Fall, Winter, Spring and Summer Terms (202409, 202501, 202505, 202507). Registrarial Services does not make classes viewable to the students at this point.

March 1 - May 1, 2024 – 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, 2024 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, 2024 – Classes will be made viewable to students in the Class Search.

May 1, 2024 at 4:31pm – 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 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 24th, 2024– 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 6, 2024 - 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, 2024 - 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 4, 2024 - 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 2024 – departments and colleges can begin class build for Spring and Summer (202505 and 202507) terms.



January 2025 – departments and colleges should have class build complete and error free for the 202505 and 202507 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 2025 – As part of the class build process, departments and colleges are responsible for verifying the financial attributes on their Spring Term and Summer 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.

February 2025– roll (i.e., copy-forward) of 2025-26 Fall, Winter, Spring and Summer classes (202509, 202601, 202605, and 202607) in Banner Student.

June 2025 – Registration for Fall and Winter 2025-26 begins. Registration windows will be made available in early 2025.

Registration


June 6-25, 2024 – registration opens for Fall (202409) and Winter (202501). Please see Tab 2 below for registration windows pertaining to Fall (202409) and Winter (202501).

October 18, 2024 – registration closes for those student groups who had registration access for the Spring (202505) and Summer (202507) terms.

December 5, 2024– Withdrawal Deadline for Fall Term (202409) classes. Students cannot withdraw from classes after this deadline without academic penalty.

February 12, 2025 – registration begins for Spring and Summer terms (202505 and 202507).

April 4, 2025 – Withdrawal Deadline for Winter Term (202501) and multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline without academic penalty.



May 2025 – Fall (202509) and Winter (202601) class information is made viewable to students in the Class Search for planning purposes (i.e., web-enabled by Student Information Systems).

June 2025 – registration windows open for Fall and Winter 2025-26 (dates to be determined in early 2024, in consultation with the colleges).

Payment Deadlines

June 3, 2024 - Deadline to pay Spring Term and multi-term tuition for 202405/202407

July 25, 2024- Deadline to pay Summer Term tuition for 202407

September 27, 2024 - Deadline to pay Fall Term tuition for 202409

January 31, 2025 - Deadline to pay Winter Term tuition for 202501

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


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 providing recommendations to the Board on tuition rates on an annual basis.

October 2024 to February 2025 – The Provost’s Office invites proposals for new or revised fees. Student fees are reviewed 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](#).

Mid-October 2024 - All curricular proposals scheduled to be discussed by APC that include proposed non-standard tuition adjustments for 2025-26 (effective May 2025) must be reviewed and approved by the Provost. These proposals must have had prior consideration by Registrarial Services, the Provost’s Office, and the college or school leadership, along with the completion of a Consultation with the Registrar Form. Once approved by the Provost, these tuition amounts are submitted to the Board of Governors for information and final review. Further changes to these tuition amounts will not be considered until the following winter.

December 2024 – Tuition category changes for existing courses must be approved by this date.



Early February 2025 – Deadline for colleges to submit tuition change proposals to the Provost’s Office for the Provost’s approval in time for Fall 2024 registration. These are tuition change proposals that are not connected to curricular changes. Some examples of this would be:

- Adjusted annual tuition rates (does not require a Consultation with the Registrar form);
- New method of assessment for an existing program (requires a Consultation with the Registrar form); and
- New annual tuition rate for a specific group of students (ie: cohorts) (requires a Consultation with the Registrar form).

Late February 2025 – The Provost sets standard and non-standard tuition rates for existing programs. Tuition rates for brand new programs will also be reviewed and approved at this time. 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 2025-26 Catalogue and implemented in September 2025.

April 2025 – The Board of Governors meets to review approved items for information and discussion prior to the public announcement of tuition rates.

To summarize, program information for the 2025-26 academic year should be approved by the above deadlines and published in the Catalogue and the Degree Works degree audit system **before** both advising and registration occur. Changes to the tuition rates for 2025-26 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 May, 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 2025 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. They must also utilize existing tuition rates and existing methods of assessment.

However, departments and colleges are cautioned that such late approval, if forthcoming, can cause challenges for Registrarial Services, 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 2026-27 Catalogue and program them into Degree Works.

Revisions to existing programs approved after the deadlines stated above will only be entered into the 2025-26 Catalogue and built in the 2025-26 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 2024-25. 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 Deadline	Submission	UCC Posting Date	Date of effective approval if no challenge received
August 13		August 15	August 31
September 12		September 16	September 30
October 15		October 18	October 31
November 12		November 15	November 30
December 12		December 16	December 31
January 13 - all program changes for the 2025-26 Catalogue should be submitted by this date - last date for any prerequisite or other course changes for upcoming Spring and Summer terms		January 16	January 31
February 10		February 13	March 1

March 12	March 17	March 31
April 14 Please note: new courses approved in April and May will have fewer scheduling options, as most classrooms will have already been assigned by this date.	April 17	May 1
May 13 - last date for prerequisite or other course changes for upcoming Fall and Winter terms (202409 and 202501)	May 16	May 31
June 11 - after students have started registration in June, changes to courses for upcoming Fall and Winter terms (202409 and 202501) 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 Governance website](#).

**Table 2:
Registration Windows 202409/202501**

Registration Window	Student group eligible to begin registration
Group 1 June 6 (Thursday) – 13:00 PM	Learning Communities
Group 2 June 10 (Monday) – 13:00 PM	Huskie Athletics
Group 3	All years of Nutrition, and Pharmacy students Education students entering their fourth year

June 11 (Tuesday) – 09:00 AM Group 4	Students entering the final year of their Arts and Science program and third year Education students
June 12 (Wednesday) – 09:00 AM Group 5	Agriculture and Bioresources diploma transfer students, Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology (except transfer students), School of Environment and Sustainability undergraduate students entering final year and Edwards School of Business visiting students
June 13 (Thursday) – 09:00 AM Group 6	All graduate students and all non-degree certificate students
June 14 (Friday) – 09:00 AM Group 7	Arts and Science and Education students entering first year
June 15 (Saturday) – 09:00 AM Group 8	Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology (except transfer students), and School of Environment and Sustainability undergraduate students entering first year
June 15 (Saturday) – 13:00 PM Group 9	Students entering the third year of their Arts and Science program
June 17 (Monday) – 09:00 AM Group 10	Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology (except transfer students), and School of Environment and Sustainability undergraduate students entering third year
June 18 (Tuesday) – 09:00 AM Group 11	Arts and Science and Education students entering second year
June 19 (Wednesday) – 09:00 AM Group 12	Agriculture and Bioresources, Edwards School of Business, Engineering, Kinesiology, School of Environment and Sustainability undergraduate students entering second year, and Kinesiology transfer students
June 20 (Thursday) – 09:00 AM Group 13	All visiting students (except ESB) All years of Dentistry, Medicine, and Veterinary Medicine
June 20 (Thursday) – 13:00 PM Group 14	All years of Nursing Law students all years
June 25 (Tuesday) – 09:00 AM	

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.

Yours respectfully,

A handwritten signature in black ink that reads "Russell Isinger". The signature is written in a cursive style with a large, looping initial 'R'.

Associate Vice-Provost and University Registrar