



TO: Colleges, Schools, and Departments
FROM: Russell Isinger, University Registrar
SUBJECT: *Key Dates and Deadlines for 2023-24*
DATE: July 12th, 2023

In order to assist departments, schools, and colleges with their planning cycles for 2023-24 and 2024-25, 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. The University Governance Office will send a memo outlining the approval requirements and timelines for new and revised academic program proposals. The two memos are meant to be used in concert when planning your upcoming year.

Academic Approval Process and Catalogue Production

Mid-October 2023 - proposals for new and revised programs **using new and/or nonstandard tuition** to be included in the 2024-25 Catalogue should be submitted to IPA for input by this time.

November 17, 2023 – deadline for colleges to submit approved *department* name changes to Registrarial Services for inclusion in the 2024-25 Catalogue. Please note that *college* name changes submitted at this time will not be effective until the following year (September 2025), at the earliest.

Late November 2023 – proposals for new and revised programs to be included in the 2024-25 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 IPA for input (see above). Meeting these deadlines will allow the required academic approvals by January 31st, 2024. Final academic approval by January 31st is required for inclusion in the March release of the 2024-25 Catalogue. **Earlier 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 1, 2023 – deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2024-25 Catalogue.



January 2024— proposals for new and revised programs with tuition adjustments to be included in the 2024-25 Catalogue must be approved by the end of January by both the appropriate academic approval body and the Provost, 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 2024. To be eligible for the Program Addendum, programs must utilize existing tuition rates and existing methods of tuition assessment.**

January 11, 2024 – deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2024-25 Catalogue (see Table 1 below).

January 31, 2024 – 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 2024-25 Catalogue and implemented for 2024-25-

January 31, 2024 – deadline for colleges and schools to submit college faculty council-approved academic policy changes to Registrarial Services for inclusion in the 2024-25 Catalogue.

February 6, 2024 – cut-off deadline for the production of the 2024-25 Catalogue. Galley proof corrections must be submitted to Registrarial Services by this date.

March 1, 2024 – tentative release date for the 2024-25 Catalogue and Academic Calendar online. The archive of the previous year’s Catalogue and Academic Calendar will be released simultaneously.

May 31, 2024 – New programs receiving final academic approval between February and May can be submitted to the March/April meeting of the Board of Governors for tuition approvals. Pending approval at this meeting, these new programs can be added to the 2024-25 Program Addendum and implemented in September 2024. To be eligible for the this second round of approvals, programs must assess tuition within an existing tuition category and method of assessment.

May 31, 2024 – All course revisions for implementation in 2024-25 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 2024-25 Fall and Winter terms will **NOT** be implemented.



See Table 1 below for the University Course Challenge schedule.

Academic Calendar

June 5 – June 9, 2023 – Spring Convocation.

October 20, 2023 – 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 6 - November 10, 2023 – Fall term reading week for the colleges of Agriculture and Bioresources, Arts and Science, Edwards School of Business, Education, Engineering, Graduate and Postdoctoral Studies (except for MBA and Physical Therapy), Kinesiology, Law, Medicine (Year 1 and Year 2 only), Nutrition (except Year 4) and Pharmacy (except Year 4). This excludes the colleges of Dentistry, Nursing and Veterinary Medicine.

November 8, 2023 – Fall Convocation

February 19 - 23, 2024 – Winter term reading week for the colleges of Agriculture and Bioresources, Arts and Science, Dentistry, Edwards School of Business, Education, Engineering, Graduate and Postdoctoral Studies, Kinesiology, Law, Medicine (Year 1 and Year 2 only), Nursing (except for Post Degree BSN Year 1), Nutrition (except Year 4), Pharmacy (except Year 4) and Veterinary Medicine (Year 1, Year 2 and Year 3 only).

Admission Qualifications

September 22, 2023 – admission opens for direct-entry programs for 2024-25.

April 30, 2024 - changes to admission qualifications for implementation in 2025-26 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 2025-26 admissions cycle at the end of September of 2024.

May 2024 - Senate Education Committee meets to confirm admission requirement changes for 2025-26.

May 2024 - All approved admission changes are incorporated into the Catalogue database.

June 15, 2024 – Tentative release of 2025-26 Admission Requirements in the Catalogue.



June 2024 - TLSE Service Team communicates 2025-26 Admission Requirements.

September/October 2024- Admission opens for direct-entry programs for 2025-26.

Access and Equity Services

November 19, 2023 – 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 in order 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 10,000+ exams they manage annually.

March 19, 2024 – 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 in order 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 10,000+ exams they manage annually.

Class-Build Schedule

Please Note: Class builders are asked not to include classrooms on their class records while completing the class build. Without specific approval of room usage (through Priority Use Space designations granted by the Space Booking Office), class builders are asked to not include classrooms when completing class build. **Space should not be booked in the 25Live Space Booking software in an attempt to hold spots for classes.**

March 1, 2023 – departments and colleges can begin class build for the 2023-24 Fall, Winter, Spring and Summer Terms (202309, 202401, 202405, 202407). Registrarial Services does not make classes viewable to the students at this point.

March 1 - May 4, 2023 – 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 4 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 5, 2023 – Classes will be made viewable to students in the Class Search.

May 8, 2023 – Registrarial Services begins to assign classrooms for 202309 and 202401. Class builders are reminded that their class builds need to be 100% complete and entered accurately into Banner in order for the 25Live Space Booking software to run properly. Please note that classes built and courses approved 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. Classbuilders' access to class build forms in banner will be restricted to "view only" during the classroom blackout assignment period.

May 8 - 23, 2023 – Room Scheduling Blackout period. Department and college class builders will not be able to build or adjust classes during this period.

May 8, 2023 - First day of classes Spring and Summer terms - departments and colleges should ensure that instructors are appropriately listed on every class by the start of classes so that the transparent, activity-based budget system (TABBS) can operate properly. 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, 2023- departments and colleges are responsible for verifying as part of the class build process that 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 6, 2023 - 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 so that the transparent, activity-based budget system (TABBS) can operate properly. 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 15, 2023 – departments and colleges can begin class build for Spring and Summer (202405 and 202407) terms.



January 19, 2024 – departments and colleges should have class build complete and error free for the 202405 and 202407 terms. Registrarial Services will begin assigning classrooms. Classes that are incomplete will not be assigned a room. Classbuilders’ access to class build forms in banner will be restricted to “view only” during the classroom assignment period.

January 31, 2024 – departments and colleges are responsible for verifying as part of the class build process that 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 2024– roll (i.e., copy-forward) of 2024-25 Fall, Winter, Spring and Summer classes (202409, 202501, 202505, and 202507) in Banner Student.

Registration

October 20, 2023 – registration closes for those student groups who had registration access for the Spring (202405) and Summer (202407) terms.

December 8, 2023 – Withdrawal Deadline for Fall Term (202309) classes. Students cannot withdraw from classes after this deadline without academic penalty.

February 14, 2024 – registration begins for Spring and Summer terms (202405 and 202407).

April 5, 2024 – Withdrawal Deadline for Winter Term (202301) and multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline without academic penalty.

May 7, 2024 – Fall (202309) and Winter (202401) classes are made available to students for viewing only (i.e., web-enabled by Student Information Systems).

June 2024 – registration windows open for 2024-25 (dates to be determined in early 2024, in consultation with the colleges).



Payment Deadlines

June 2, 2023 - Deadline to pay Spring Term and multi-term tuition for 202305/202307

July 27, 2023 - Deadline to pay Summer Term tuition for 202307

September 29, 2023 - Deadline to pay Fall Term tuition for 202309

January 31, 2024 - Deadline to pay Winter Term tuition for 202401

June 3, 2024 - Deadline to pay Spring Term and multi-term tuition for 2022405/202407

July 25, 2024 - Deadline to pay Summer Term tuition for 2024507

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 2023 to February 2024 – Institutional Planning & Assessment (IPA) invites proposals for new or revised fees. Student fees are reviewed by the Fee Review Committee in advance of consideration by the Provost and Budget Committee for approval during this timeframe. For more information on the submission process and deadlines, please visit the Fee Review Committee website here: <https://teaching.usask.ca/about/policies/fee-review-committee.php>.

Mid-October 2023 - All curricular proposals scheduled to be discussed by APC with proposed tuition adjustments for 2024-25 (effective May 2024) must be reviewed and approved by the Provost. These proposals must have had prior consideration by Registrarial Services, IPA, 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 2023 – Tuition category changes for existing courses must be approved by this date.

Early February 2024 – Deadline for colleges to submit tuition change proposals to IPA 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 2024 – The Provost and Budget Committee meet to set standard and non-standard tuition rates for existing programs. Tuition rates for brand new programs will also be reviewed and approved at this meeting. 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 2024-25 Catalogue and implemented in September 2024.

Late March/April 2024 – 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 2024-25 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 2 may not be communicated prior to the Board of Governors approval 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 2024. To be eligible for September 2024 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 2024-25 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 2023-24. 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	UCC Posting Date	Date of effective approval if no challenge received
August 15	August 17	August 31
September 13	September 15	September 29
October 13	October 17	October 31
November 14	November 16	November 30
December 12	December 14	December 31
January 11 - all program changes for the 2024-25 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 9	February 14	March 1
March 12	March 14	March 31
April 12 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 16	May 1

<p>May 13 - last date for prerequisite or other course changes for upcoming Fall and Winter terms (202309 and 202401)</p>	<p>May 16</p>	<p>May 31</p>
<p>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</p>	<p>June 13</p>	<p>June 30</p>

For more detailed information on the authority for approval for course and program changes, please visit the University Governance website:

<https://governance.usask.ca/proposals/curricular-changes.php#AuthorityChart>

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 (<http://teaching.usask.ca/>)
- 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 and Learning Syllabus Template and Guide (<https://teaching.usask.ca/classes/syllabus.php>)
- Student Learning Services, University Library (<https://library.usask.ca/studentlearning/>)
- Academic and Curricular Nomenclature (<https://governance.usask.ca/governance/nomenclature.php#Purpose>)

- Academic and Curricular Changes (<https://governance.usask.ca/proposals/curricular-changes.php>)
- Institutional Space Usage Framework (<https://servicecatalogue.usask.ca/physical-plant/2021-04-23-draft-space-management-framework.pdf>)
- Tuition and Fees Authorization (<https://policies.usask.ca/policies/operations-and-general-administration/tuition-and-fees-authorization.php#AuthorizationandApproval>)
- Copyright, University Library (<https://library.usask.ca/copyright/instructors/>)
- Fee Review Committee (<https://www.usask.ca/ipa/resource-allocation-and-planning/fee-review-committee.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, flowing style.

University Registrar