In order to assist departments, schools, and colleges with their planning cycles for 2020-21 and 2021-22, as always we are taking this opportunity before the start of the next academic year to remind you again 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.

Please note that in the current challenging COVID-19 pandemic environment that the stated dates, deadlines, and processes outlined below may need to change if circumstances dictate.

Rather than present one overarching timeline, we have provided a detailed section for each process. For a chronological schedule of key deadlines associated with the curricular approval process, see Appendix 1.

**Academic Approval Process and Catalogue Production**

Please note that processes related to the approval of tuition and fees by the Board of Governors and the Provost’s Advisory Committee (PAC) 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 2021-22. See the Tuition and Fee Approval section below.

**October 5, 2020** – Notice of Intent submissions for new programs to be included in the 2021-22 Catalogue should be submitted to the Planning and Priorities Committee (PPC) by this date. This will allow time for colleges and schools to incorporate PPC’s feedback into their proposals prior to submission to the Academic Programs Committee (APC). Earlier submission is encouraged, as PPC cannot guarantee it will be able to review all Notices of Intent by APC’s November 16th deadline (see below).

**November 16, 2020** – deadline for colleges to submit approved *department* name changes to Registrarial Services for inclusion in the 2021-22 Catalogue. Please note that *college* name
changes submitted at this time will not be effective until the following calendar year (September 2022), at the earliest.

**November 16, 2020** – proposals for new and revised programs to be included in the 2021-22 Catalogue requiring University Council approval should be submitted to APC by this date. APC will review and make recommendations on new programs and curricular change proposals with tuition and/or fee adjustments to the December meeting of University Council, and on major curricular change proposals with no tuition and/or fee adjustments to the January meeting of University Council. Meeting these deadlines will ensure approval in time for inclusion in the 2021-22 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.**

**December 3, 2020** – deadline to submit course and program changes that require college approval to Registrarial Services for inclusion in the 2021-22 Catalogue.

**December 17, 2020** – proposals for new and revised programs with tuition and/or fee adjustments to be included in the 2021-22 Catalogue must be approved by this date by both the appropriate academic approval body and PAC. **New programs receiving final academic approval at the January and March meetings of University Council can be submitted to the March meeting of PAC. Pending PAC’s approval at this meeting, these new programs can be added to the Program Addendum of the 2021-22 Catalogue and implemented in September 2021.**

**January 12, 2021** – deadline for colleges to submit course and program changes that require University Course Challenge approval for inclusion in the 2021-22 Catalogue (see Table 1 below).

**January 31, 2021** – 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 2021-22 Catalogue and implemented for 2021-22, **unless these changes involve tuition and/or fee adjustments. These changes require approval at the December meeting of University Council.**

**January 31, 2021** – deadline for colleges and schools to submit faculty council-approved academic policy changes to Registrarial Services for inclusion in the 2021-22 Catalogue.

**February 5, 2021** – cut-off deadline for the production of the 2021-22 Catalogue. Galley proof corrections must be submitted to Registrarial Services by this date.
March 1, 2021 – tentative release date for the 2021-22 Catalogue and Academic Calendar online. The archive of the 2020-21 Catalogue and Academic Calendar will be released simultaneously.

May 31, 2021 – All course revisions for implementation in 2021-22 must be approved by the appropriate 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 2021-22 Fall and Winter terms will not be implemented, unless approved by the registrar.

For a representation of key deadlines associated with curricular change proposals, see Table 1 below for the 2020-21 University Course Challenge schedule, and Appendix 1 at the end of this document for a quick reference of key deadlines.

Academic Calendar

May 29, 2020 – Graduation Powwow. Please be aware that this event has been cancelled, due to the coronavirus pandemic (COVID-19).

June 1-5, 2020 – Spring Convocation. Please be aware that Convocation ceremonies have been postponed this year, due to the coronavirus pandemic (COVID-19). Degrees, diplomas, and certificates will, however, be awarded.

October 16, 2020 – deadline for professional colleges to submit Academic Calendar dates to Registrarial Services for the upcoming academic year (e.g., start and end date of classes, final examination dates, clinical rotations, mid-term breaks, etc.).

November 9-14, 2020 – Fall Mid-Term Break - No classes for all colleges except Dentistry, Medicine, Nursing, Year 4 Nutrition, Physical Therapy, Veterinary Medicine, and the University Language Centre’s English for Academic Purposes program.

November 10, 2020 – Fall Convocation - Tentative, depending on the state of the coronavirus pandemic (COVID-19) at that time. Currently, planning is focused on offering additional future Convocation ceremonies if circumstances allow to accommodate June graduates who may wish to attend.

February 15-20, 2021 – Winter Mid-Term Break for all colleges, except Year 4 Veterinary Medicine, Year 4 Nutrition, Year 4 Pharmacy, Year 2 Physical Therapy, Year 3 and Year 4 Medicine, and the University Language Centre’s English for Academic Purposes program.
Admission Qualifications


February 2021 - changes to admission qualifications for implementation in 2022-23 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 2022-23 admissions cycle at the end of September of 2021.

April 2021 - Senate meets to confirm admission requirement changes for 2022-23.

April 2021 - All approved admission changes are incorporated into the Catalogue database.

May 2021 - Colleges work with the Admissions and Transfer Credit to proof and update their admission requirements in the Catalogue.


June 2021 - TLSE Service Team communicates 2022-23 Admission Requirements.

September 2021 - Admission opens for direct-entry programs for 2022-23.

Access and Equity Services

November 19, 2020 – deadline for students registered with AES to request accommodations for 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 under the AES tab. Instructors must deliver examinations to the AES office five business days before the examination is to be written.

March 19, 2021 – deadline for students registered with AES to request accommodations for 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 under the AES tab. Instructors must deliver examinations to the AES office five business days before the examination is to be written.
Class-Build Schedule

Please Note: Class builders are asked not to include classrooms on their class records while completing the class build. Space should not be booked in the 25Live Space Booking software in an attempt to hold spots for classes.

**November 16, 2020** – departments and colleges can begin class build for Spring and Summer (202105 and 202107) terms.

**January 22, 2021** – departments and colleges should have class build complete and error free for the 202105 and 202107 terms. Registrarial Services will begin assigning classrooms. Classes that are incomplete will not be assigned a room.

**January 31, 2021** – 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 19, 2021** – roll (i.e., copy-forward) of 2021-22 Fall, Winter, Spring and Summer classes (202109, 202201, 202205, and 202207) in Banner Student.

**March 1, 2021** – departments and colleges can begin class build for the 2021-22 Fall, Winter, Spring and Summer Terms (202109, 202201, 202205, and 202207). Registrarial Services does not make classes viewable to the students at this point.

**March 1-May 6, 2021** – 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 6 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 7, 2021** – Registrarial Services 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 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.

**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.

**May 15, 2021** - 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.

**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.

**Registration**

**October 16, 2020** – registration closes for those student groups who had registration access for the Spring (202105) and Summer (202107) terms.

**December 7, 2020** – Withdrawal Deadline for Fall Term (202009) classes. Students cannot withdraw from classes after this deadline.

**February 10, 2021** – registration begins for Spring and Summer terms (202105 and 202107).

**April 7, 2021** – Withdrawal Deadline for multi-term classes taught over Fall and Winter terms. Students cannot withdraw from multi-term classes after this deadline.

**April 7, 2021** – Withdrawal Deadline for Winter Term (202101) classes. Students cannot withdraw from classes after this deadline.

**Early May 2021** – Date TBD - Fall (202109) and Winter (202201) classes are made available to students for viewing only (i.e., web-enabled by Student Information Systems).
June 2021 – registration windows open for 2021-22 (dates to be determined in early 2021, in consultation with the colleges).

Payment Deadlines

June 2, 2020 - Deadline to pay Spring Term and multi-term tuition
August 3, 2020 - Deadline to pay Summer Term tuition
September 30, 2020 - Deadline to pay Fall Term tuition
January 29, 2021 - Deadline to pay Winter Term tuition
June 3, 2021 - Deadline to pay Spring Term and multi-term tuition
July 27, 2021 - Deadline to pay Summer Term tuition

Tuition and Fee Approval

January 2021 to February 2021 – Institutional Planning & Assessment (IPA) invites proposals for new or changed fees. Student fees are reviewed by the Fee Review Committee in advance of consideration by PAC for approval. 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.

November 30, 2020 – PAC reviews and approves tuition and fee adjustment proposals for 2021-22. This will include all curricular proposals scheduled to be discussed by APC in December. Tuition adjustments are those that result from 2021-22 Catalogue change submissions; and fee adjustments are those approved by the Fee Review Committee. 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 PAC, these tuition amounts are submitted to the Board of Governors for information and final review.

February 1, 2021 – Deadline for colleges to propose tuition and fee changes to IPA for PAC approval in time for Fall 2021 registration. These are tuition and fee change proposals that are not connected to curricular changes. All tuition and fee change proposals require the completion of a Consultation with the Registrar Form prior to submission for approval.

Early March 2021 – PAC meets 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 PAC’s approval, and with the approval of University Council at the January and March meetings, these new programs may be added to the Program Addendum of the 2021-22 Catalogue and implemented in September 2021.
Late March 2021 – The Board of Governors meets to receive PAC-approved items for information and final review.

To summarize, program information for the 2021-22 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. 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 may be submitted to University Council for approval in January and March for inclusion in the 2021-22 Program Addendum to the Catalogue and for implementation in September 2021, but only with the approval of the APC, University Council, and PAC by March, 2021. To be eligible for September 2021 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 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 2021-22 Catalogue and program them into Degree Works.

Revisions to existing programs approved after the deadlines stated above will only be entered into the 2022-23 Catalogue and built in the 2022-23 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 2020-21. 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>
<thead>
<tr>
<th>College Submission Deadline</th>
<th>UCC Posting Date</th>
<th>Date of effective approval if no challenge received</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13, 2019</td>
<td>August 17</td>
<td>August 31</td>
</tr>
<tr>
<td>September 10</td>
<td>September 14</td>
<td>September 30</td>
</tr>
<tr>
<td>October 13</td>
<td>October 16</td>
<td>October 30</td>
</tr>
<tr>
<td>November 10</td>
<td>November 13</td>
<td>November 30</td>
</tr>
<tr>
<td>December 10</td>
<td>December 14</td>
<td>December 31</td>
</tr>
<tr>
<td>January 12</td>
<td>January 14</td>
<td>January 31</td>
</tr>
</tbody>
</table>

- all program changes for the 2021-22 Catalogue should be submitted by this date
- last date for any prerequisite or other course changes for Spring and Summer terms (202105 and 202107)

<table>
<thead>
<tr>
<th>February 11</th>
<th>February 15</th>
<th>March 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15</td>
<td>March 17</td>
<td>March 31</td>
</tr>
</tbody>
</table>

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 16     | May 1       |

May 13
- last date for prerequisite or other course changes for 2021-22 Fall and Winter terms (202109 and 202201)

| May 17       | June 1      |
June 14 - after students have started registration in June, changes to courses for 2021-22 Fall and Winter terms (202109 and 202201) will not be implemented unless approved by the registrar.

June 16

June 30

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

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 Effectiveness Syllabus Template and Guide (http://www.usask.ca/gmcte/resources/teaching/syllabus)
- Student Learning Services, University Library (https://library.usask.ca/studentlearning/)
- Academic and Curricular Changes (http://www.usask.ca/secretariat/governing-bodies/council/committee/academic_programs/index.php)
- Copyright, University Library (https://library.usask.ca/copyright/instructors/)
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,

[Signature]

University Registrar
### Appendix 1: Curricular Change Deadlines Quick Reference

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5, 2020</td>
<td>Deadline to submit Notice of Intent Proposals to PPC.</td>
</tr>
<tr>
<td>November 16, 2020</td>
<td>Deadline to submit department name changes to RS.</td>
</tr>
<tr>
<td>November 16, 2020</td>
<td>Deadline to submit proposals for new programs and major revisions to APC.</td>
</tr>
<tr>
<td>December 3, 2020</td>
<td>Deadline for colleges to submit Catalogue galleys to RS.</td>
</tr>
<tr>
<td>December 17, 2020</td>
<td>New programs/major revisions with tuition/student fee adjustments must be approved by University Council by this date to be included in the 2021-22 Catalogue.</td>
</tr>
<tr>
<td>November 30, 2020</td>
<td>PAC meets to approve tuition and fee proposals for new and revised programs for 2021-22.</td>
</tr>
<tr>
<td>January 12, 2021</td>
<td>Deadline to submit curricular changes to UCC for inclusion in the 2021-22 Catalogue.</td>
</tr>
<tr>
<td>January 31, 2021</td>
<td>Curricular changes that do not involve tuition and fee approval must have received final approval by this date for inclusion in the 2021-22 Catalogue.</td>
</tr>
<tr>
<td>January 31, 2021</td>
<td>Deadline to submit faculty council-approved academic policy changes to RS for inclusion in the 2021-22 Catalogue.</td>
</tr>
<tr>
<td>February 1, 2021</td>
<td>Deadline for colleges to recommend tuition and fee changes to IPA for PAC approval in time for Fall 2021 registration.</td>
</tr>
<tr>
<td>February 5, 2021</td>
<td>Deadline to submit galley proof corrections to RS.</td>
</tr>
<tr>
<td>February, 2021</td>
<td>Admission qualification change proposals for 2022-23 must be submitted to APC by this date.</td>
</tr>
<tr>
<td>March 1, 2021</td>
<td>Tentative release date of 2021-22 Catalogue and Academic Calendar.</td>
</tr>
<tr>
<td>March 18, 2021</td>
<td>University Council Meeting; academic approval for brand new programs must be secured at this meeting in order to be included in the 2021-22 Program Addendum.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Early March, 2021</td>
<td>PAC meeting; approval of tuition rates for brand new programs must be</td>
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<td></td>
<td>secured at this meeting in order to be included in the 2021-22 Program</td>
</tr>
<tr>
<td></td>
<td>Addendum.</td>
</tr>
<tr>
<td>April, 2021</td>
<td>Last Senate meeting to confirm admission qualification changes for</td>
</tr>
<tr>
<td></td>
<td>2022-23.</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Course changes for September 2021 implementation must have received</td>
</tr>
<tr>
<td></td>
<td>final approval.</td>
</tr>
<tr>
<td>June 15, 2021</td>
<td>Tentative release of 2022-23 Admission Requirements in the Catalogue.</td>
</tr>
</tbody>
</table>