

WSU 2018-2019 ACADEMIC DEADLINE CALENDAR

Note: All Dates Are Subject to Change. Any dates falling on Saturday or Sunday are extended to the following working/duty day.

SUBJECT	DESCRIPTION	DATES & DEADLINES
Admissions – Academic Preview	Fall Academic Preview Day	November 30, 2018
Admissions - Open House	Fall Open House	October 18, 2018
	Fall Open House	October 18, 2018
	Summer Showcase	August 17, 2018
	Spring Showcase	May 17, 2019
Advising	Student Advising for Spring Semester 2019 Registration	October 17 - November 2, 2018
	Student Advising Begins for Fall Semester 2019 Registration	March 13 - March 29, 2019
Arranged Class/Independent Study	Fall 2018 - Application Deadline to Dean	August 31, 2018
	Spring 2019 - Application Deadlines to Dean	January 18, 2019
	Summer 2019 - Application Deadlines to Dean	Determined by start date of class
ASF - Employee Evaluation/Development Plans WSU Reg. 5-4	Notice from Human Resources to ASF Employee and Supervisor	April 16, 2019
	Plan from ASF Employee to Supervisor	July 16, 2019
ASF - Professional Improvement Funds WSU Reg. 3-16	First Round: Deadline to Supervisor	October 2, 2018
	First Round: Deadline Supervisors to VP	October 16, 2018
	First Round: Deadline VP to President	November 6, 2018
	First Round: President Deadline	November 20, 2018
	Second Round: Deadline to Supervisor	March 5, 2019
	Second Round: Deadline Supervisors to VP	March 19, 2019
	Second Round: Deadline VP to President	April 2, 2019
Second Round: President Deadline	April 16, 2019	
ASF - Sabbatical Leave Plan WSU Reg. 3-17	Application and plan submitted to Supervisor	November 1, 2018
	Supervisor recommendation to Vice President	November 15, 2018
	Vice President's recommendation to President	November 30, 2018
	President's Decision	December 15, 2018
ASF - Special Incentive Awards WSU Reg. 3-36	Round one: Proposal to Supervisor	July 1, 2018
	Round one: Proposal to Committee	July 3, 2018
	Round one: Written suggestions for improvements sent by the Committee	July 11, 2018
	Round one: Response to Committee	July 18, 2018
	Round one: Recommendations to President	July 24, 2018
	Round one: Written approval of President received	July 31, 2018
	Round two: Proposal to Supervisor	November 15, 2018
	Round two: Proposal to Committee	November 18, 2018
	Round two: Written suggestions for improvements sent by the Committee	November 29, 2018
	Round two: Response to Committee	December 6, 2018
	Round two: Recommendations to President	December 12, 2018
	Round two: Written approval of President received	December 19, 2018

Class Schedule Revisions for Spring 2019	1st Round course deletions, additions and faculty changes due to Registrar	Check with Registrar's office
	Priority Classroom Space Released to Other Courses with Space Needs	Check with Registrar's office
	Last Round of TCF's Due Before Registration	Check with Registrar's office
Class Schedule Revisions for Summer 2019	1st Round course deletions, additions and faculty changes due to Registrar	Check with ACE
	2nd/3rd Rd. course deletions, additions and faculty changes due to Registrar	Check with ACE
Class Schedule Revisions for Fall 2019 and Spring 2020	1st/2nd/3rd Round course deletions, additions and faculty changes due to Registrar	Check with Registrar's office
Drop/Add	Fall 2018 – Last day to drop on-campus classes with refund	August 31, 2018
	Fall 2018 - Last day to add on-campus classes	August 31, 2018
	Spring 2019 - Last day to drop on-campus classes with refund	January 18, 2019
	Spring 2019 - Last day to add on-campus classes	January 18, 2019
	Summer 2019 - Last day to drop on-campus classes with refund	Determined by start date of class
Graduation Application Deadline	Recommended deadline to apply for graduation	After registering for final term
Graduation - Commencement Ceremony	Fall 2018 Commencement Ceremony	December 14, 2018
	Spring 2019 Commencement Ceremony	May 10, 2019
Honorary Doctorate Degree	Notification to WSU community by Vice President	October 3, 2018
	Nominations to VPAA	November 1, 2018
	VP assigns faculty review	November 15, 2018
	Recommendation to Vice President	December 15, 2018
	VP schedules Meet and Confers	during January 2019
	VP calls Honorary Degree Committee	February 1, 2019
	Committee recommends to President	February 15, 2019
	President recommends to MnSCU	March 1, 2019
Incomplete Grade Make-Up	From Spring Semester 2018	October 12, 2018
	From Fall Semester 2018	March 8, 2019
Non-Renewal (IFO) Probationary and NTT Faculty	Non-Renewal: Coaches (Article 10)	No later than 20 days following the end of the relevant athletic team's final scheduled competition
	Non-Renewal: 2nd, 3rd, 4th Year Probationary Notice	August 1, 2019
	Non-Renewal: NTT Notice	August 1, 2019
	Non-Renewal: 1st Year Probationary Notice	October 30, 2018
Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Fall Start Date	Recommended date: Plans from Faculty to Department for comments	November 6, 2018
	Recommended date: Chair forwards Faculty plan to dean	December 18, 2018
	Recommended date: Dean's written response to Faculty	January 8, 2019
Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Spring Start Date	Recommended date: Plans from Faculty to Department for comments	January 21, 2019
	Recommended date: Chair forwards Faculty plan to dean	February 4, 2019
	Recommended date: Dean's written response to Faculty	April 14, 2019
Professional Development Plans (IFO) – Article 22 Probationary 2nd, 3rd, 4th Year	Recommended date: Plans from Faculty to Department for comments	September 15, 2018
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2018
	Recommended date: Dean's written response to Faculty	November 3, 2018

Professional Development Plans (IFO) Article 22 Tenured below Full Professor and NTT (4 year plan) includes faculty on sabbatical 2017-2018	Recommended date: Plans from Faculty to Department for comments	October 15, 2018
	Recommended date: Chair forwards Faculty plan to dean	October 29, 2018
	Recommended date: Dean's written response to Faculty	December 10, 2018
Professional Development Plans (IFO) Article 22 Tenured Full Professor (4 year plan) includes faculty on sabbatical 2017-2018	Recommended date: Plans from Faculty to Department for comments	September 30, 2018
	Recommended date: Chair forwards Faculty plan to dean	October 15, 2018
	Recommended date: Dean's written response to Faculty	January 27, 2019
Professional Development Plans (IFO) Article 22 Athletic Appointments (to Dean and Athletic Director)	Recommended date: Plans from Faculty to Department for comments	September 15, 2018
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2018
	Recommended date: Dean's written response to Faculty	November 3, 2018
Professional Development Plans (IFO) Article 22 Faculty who become Fixed Term Fall 2018	Recommended date: Plans from Faculty to Department for comments	September 15, 2018
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2018
	Recommended date: Dean's written response to Faculty	November 3, 2018
Professional Development Plans - Article 22 Faculty who become Fixed Term Spring 2019	Recommended date: Plans from Faculty to department for comments	February 2, 2019
	Recommended date: Chair forwards Faculty plan to dean	February 17, 2019
	Recommended date: Dean's written response to Faculty	March 24, 2019
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: All Probationary Faculty	Recommended date: Reports from Faculty to Department for comments	April 28, 2019
	Recommended date: Chair forwards Faculty report to dean	May 13, 2019
	Recommended date: Dean's written response to Faculty	August 24, 2019
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Tenure Applicants	Recommended date: Reports from Faculty to Department for comments	See Promotion &/or Tenure section below for dates
	Recommended date: Chair forwards Faculty report to dean	
	Recommended date: Dean's written response to Faculty	
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: All Promotion Applicants	Recommended date: Reports from Faculty to Department for comments	See Promotion &/or Tenure section below for dates
	Recommended date: Chair forwards Faculty report to dean	
	Recommended date: Dean's written response to Faculty	
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Tenured Faculty below Full and NTT (if not applying for promotion), Progress Report years 1, 2, 3	Recommended date: Reports from Faculty to Department for comments	September 30, 2018
	Recommended date: Chair forwards Faculty report to dean	October 17, 2018
	Recommended date: Dean's written response to Faculty	November 17, 2018
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Tenured Faculty below Full and NTT (if not applying for promotion), Year 4 Full Report With Documentation	Recommended date: Reports from Faculty to Department for comments	September 30, 2018
	Recommended date: Chair forwards Faculty reports to dean	October 15, 2018
	Recommended date: Dean's written response to Faculty	November 17, 2018
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Athletic Appointments (to Dean and Athletic Director)	Recommended date: Reports from Faculty to Department for comments	January 15, 2019
	Recommended date: Chair forwards Faculty reports to dean	February 3, 2019
	Recommended date: Dean's written response to Faculty	March 31, 2019
Professional Development Reports (IFO) Article 22 and WSU Regulation 3-14: Faculty who become Fixed Term Fall 2018	Recommended date: Reports from Faculty to Department for comments	March 17, 2019
	Recommended date: Chair forwards Faculty reports to dean	April 1, 2019
	Recommended date: Dean's written response to Faculty	April 29, 2019
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty who become Fixed Term Spring 2019	Recommended date: Reports from Faculty to Department for comments	April 15, 2019
	Recommended date: Chair forwards Faculty reports to dean	April 22, 2019
	Recommended date: Dean's written response to Faculty	April 29, 2019

Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2014-2018 Plan	Recommended date: Reports from Faculty to Department for comments	October 3, 2016
	Recommended date: 2nd Year Summary Report/4th Year Full Report With Documentation	October 17, 2016
	Recommended date: Dean's written response to Faculty	December 5, 2016
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2015-2019 Plan	Recommended date: Reports from Faculty to Department for comments	October 1, 2017
	Recommended date: 2nd Year Summary Report/4th Year Full Report with Documentation	October 1, 2017
	Recommended date: Dean's written response to Faculty	December 5, 2017
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2016-2020 Plan	Recommended date: Reports from Faculty to Department for comments	October 1, 2018
	Recommended date: 2nd Year Summary Report/4th Year Full Report with Documentation	October 15, 2018
	Recommended date: Dean's written response to Faculty	December 5, 2018
Professional Development Reports (IFO) - Article 22 & WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2017-2021 Plan	Recommended date: Reports from Faculty to Department for comments	October 1, 2019
	Recommended date: 2nd Year Summary Report/4th Year Full Report with Documentation	October 15, 2019
	Recommended date: Dean's written response to Faculty	December 5, 2019
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor - 2018-2022 Plan	Recommended date: Reports from Faculty to Department for comments	October 1, 2020
	Recommended date: 2nd Year Summary Report/4th Year Full Report with Documentation	October 15, 2020
	Recommended date: Dean's written response to Faculty	December 5, 2020
Professional Improvement Funds (IFO)	Second Round - FY 2019: Deadline to Dean	November 2, 2018
	Second Round - FY 2019: Deadline Deans to VP	November 15, 2018
	Second Round - FY 2019: Deadline VP to President	November 23, 2018
	Second Round - FY 2019: President Deadline	December 7, 2018
	First Round - FY 2020: Deadline to Dean	March 15, 2019
	First Round - FY 2020: Deadline Deans to VP	March 30, 2019
	First Round - FY 2020: Deadline VP to President	April 17, 2019
	First Round - FY 2020: President Deadline	April 27, 2019
Promotion and/or Tenure (IFO)	Recommended date: portfolio to department	January 15, 2019
	Promotion and/or tenure material to dean (include recommendations)	January 31, 2019
	Tentative Recommendation from Dean (Promotion)	March 9, 2019
	Dean's Final Recommendation to Vice President (Promotion)	March 23, 2019
	Dean's Final Recommendation to Vice President (Tenure)	March 23, 2019
	VP's Tentative Recommendation on Promotion to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 23, 2019
	VP's Tentative Recommendation on Tenure to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 23, 2019
	V.P.'s Recommendation on Promotion to President	May 1, 2019
	V.P.'s Recommendation to Tenure to President	May 1, 2019
President's Notification	June 15, 2019	

Registration	Registration Begins for Spring Semester 2019	November 5, 2018
	Registration Begins for Summer Sessions 2019	February 1, 2019
	Registration Begins for Fall Semester 2019	April 1, 2019
	June New Student Registration for Fall Semester 2019	June 17 - 21, 2019
Sabbatical Leave Plan (IFO)	Sabbatical Report to Dean (Faculty on leave during 2017-2018)	September 15, 2018
	Sabbatical Report to Dean (Faculty on leave during 2018-2019)	September 15, 2019
	Application and plan submitted to dean and department	October 15, 2018
	Department recommendation on academic merits to dean	November 1, 2018
	Dean's Recommendation to VPAA	November 17, 2018
	VPAA's recommendation to President	December 15, 2018
	President's Decision	January 15, 2019
Scholarship Registration	Fall 2019 New Student Scholarship Registration	TBD
Student Research Grants	Deadline to Submit Application to Office of Grants	June 8, 2018
	Decision for Applications Submitted by June 8	June 23, 2018
	Deadline to Submit Application to Office of Grants	September 15, 2018
	Decision for Applications Submitted by September 15	October 2, 2018
	Deadline to Submit Application to Office of Grants	December 1, 2018
	Decision for Applications Submitted by December 1	December 15, 2018
	Deadline to Submit Application to Office of Grants	February 1, 2019
	Decision for Applications submitted by February 1	February 15, 2019
	Deadline to Submit Application to Office of Grants	April 17, 2018
	Decision for Applications submitted by April 17	May 1, 2018
Deadline to Submit Travel	At least 30 days in advance of conf.	
Summer Session	Summer Session 2019	May 13 - August 18, 2019
Travel Funds – Faculty Association	Final FY 19 Travel Reimbursement – to business office	July 5, 2019
Withdrawal from class	Last day to drop with a "W" grade	Determined by start date of class