

WSU 2023-2024 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	Choose WSU Days (for admitted students)	November 17, 2023
	Choose WSU Days (for admitted students)	February 16, 2024
	Sophomore/Junior Day	April 1, 2024
Advising	Student Advising for Spring Semester 2024 Registration	October 17 - October 28, 2023
	Student Advising Begins for Fall Semester 2024 Registration	March 27 - April 7, 2024
Arranged Class/Independent Study	Fall 2023 - Application Deadline to Dean	August 26, 2023
	Spring 2024 - Application Deadlines to Dean	January 13, 2024
	Summer 2024 - 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 15, 2024
	Plan from ASF Employee to Supervisor	July 15, 2023
ASF - Professional Improvement Funds WSU Reg. 3-16	First Round: Deadline to Supervisor	October 4, 2023
	First Round: Deadline Supervisors to VP	October 18, 2023
	First Round: Deadline VP to President	November 1, 2023
	First Round: President Deadline	November 15, 2023
	Second Round: Deadline to Supervisor	March 7, 2024
	Second Round: Deadline Supervisors to VP	March 21, 2024
	Second Round: Deadline VP to President	April 4, 2024
ASF - Sabbatical Leave Plan WSU Reg. 3-17	Second Round: President Deadline	April 18, 2024
	Application and plan submitted to Supervisor	November 1, 2023
	Supervisor recommendation to Vice President	November 15, 2023
	Vice President's recommendation to President	November 30, 2023
ASF - Special Incentive Awards WSU Reg. 3-36	President's Decision	December 15, 2023
	Round one: Proposal to Supervisor	July 1, 2023
	Round one: Proposal to Committee	July 3, 2023
	Round one: Written suggestions for improvements sent by the Committee	July 11, 2023
	Round one: Response to Committee	July 18, 2023
	Round one: Recommendations to President	July 24, 2023
	Round one: Written approval of President received	July 31, 2023
	Round two: Proposal to Supervisor	November 15, 2023
	Round two: Proposal to Committee	November 18, 2023
	Round two: Written suggestions for improvements sent by the Committee	November 29, 2023
	Round two: Response to Committee	December 6, 2023
	Round two: Recommendations to President	December 12, 2023
	Round two: Written approval of President received	December 19, 2023
Class Schedule Revisions for Spring 2024	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 2024	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 2024 and Spring 2025	1st/2nd/3rd Round course deletions, additions and faculty changes due to Registrar	Check with Registrar's office

Drop/Add	Fall 2023 – Last day to drop on-campus classes with refund	August 25, 2023
	Fall 2023 - Last day to add on-campus classes	August 25, 2023
	Spring 2024 - Last day to drop on-campus classes with refund	January 12, 2024
	Spring 2024 - Last day to add on-campus classes	January 12, 2024
	Summer 2024 - 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 2023 Commencement Ceremony	December 8, 2023
	Spring 2024 Commencement Ceremony	May 3, 2024
Honorary Doctorate Degree	Notification to WSU community by Vice President	October 1, 2023
	Nominations to VPAA	November 1, 2023
	VP assigns faculty review	November 15, 2023
	Recommendation to Vice President	December 15, 2023
	VP schedules Meet and Confers	during January 2024
	VP calls Honorary Degree Committee	February 1, 2024
	Committee recommends to President	February 15, 2024
	President recommends to MnSCU	March 1, 2024
Incomplete Grade Make-Up	From Spring Semester 2023	October 6, 2023
	From Fall Semester 2023	March 3, 2023
Non-Renewal (IFO) Probationary Faculty	Non-Renewal: 1st Year Probationary	See Personnel Decision Deadline Schedule
	Non-Renewal: 2nd, 3rd, 4th Year Probationary	See Personnel Decision Deadline Schedule
Non-Renewal: Coaches (Article 10)	Non-Renewal: Coaches (Article 10)	No later than 20 days following the end of the relevant athletic team's final scheduled competition
Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Fall Start Date	Recommended date: Plans from Faculty to Department for comments	November 6, 2023
	Recommended date: Chair forwards Faculty plan to dean	December 18, 2023
	Recommended date: Dean's written response to Faculty	January 8, 2024
Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Spring Start Date	Recommended date: Plans from Faculty to Department for comments	January 21, 2024
	Recommended date: Chair forwards Faculty plan to dean	February 4, 2024
	Recommended date: Dean's written response to Faculty	April 14, 2024
Professional Development Plans (IFO) – Article 22 Probationary 2nd, 3rd, 4th Year	Recommended date: Plans from Faculty to Department for comments	September 15, 2023
	Recommended date: Chair forwards Faculty plan to dean	September 9, 2023
	Recommended date: Dean's written response to Faculty	November 3, 2023
Professional Development Plans (IFO) Article 22 Tenured below Full Professor (2 year plan); includes faculty on sabbatical 2022-2023	Recommended date: Plans from Faculty to Department for comments	October 15, 2023
	Recommended date: Chair forwards Faculty plan to dean	October 29, 2023
	Recommended date: Dean's written response to Faculty	December 10, 2023
Professional Development Plans (IFO) Article 22 Tenured Full Professor (4 year plan); includes faculty on sabbatical 2022-2023	Recommended date: Plans from Faculty to Department for comments	September 30, 2023
	Recommended date: Chair forwards Faculty plan to dean	October 15, 2023
	Recommended date: Dean's written response to Faculty	January 27, 2024
Professional Development Plans (IFO) Article 22 Athletic Appointments (to Dean and Athletic Director)	Recommended date: Plans from Faculty to Department for comments	September 15, 2023
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2023
	Recommended date: Dean's written response to Faculty	November 3, 2023
Professional Development Plans (IFO) Article 22 Faculty who become Fixed Term Fall 2023	Recommended date: Plans from Faculty to Department for comments	September 15, 2023
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2023
	Recommended date: Dean's written response to Faculty	November 3, 2023
Professional Development Plans - Article 22 Faculty who become Fixed Term Spring 2024	Recommended date: Plans from Faculty to department for comments	February 2, 2024
	Recommended date: Chair forwards Faculty plan to dean	February 17, 2024
	Recommended date: Dean's written response to Faculty	March 24, 2024
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: All Probationary Faculty	Recommended date: Reports from Faculty to department for comments	April 28, 2024
	Recommended date: Chair forwards Faculty report to dean	May 13, 2024
	Recommended date: Dean's written response to Faculty	August 24, 2024

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 (if not applying for promotion), Two-year Plan: Year 1 - Oral Report	Recommended date: Year 1: Schedule Oral Report to Dean	10/15/2023-11/15/2023
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Tenured Faculty below Full (if not applying for promotion), Two-year Plan: Year 2 - Written report with documentation	Recommended date: Reports from Faculty to Department for comments	September 30, 2023
	Recommended date: Chair forwards Faculty reports to dean	October 15, 2023
	Recommended date: Dean's written response to Faculty	November 15, 2023
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Tenured Faculty at the rank of Full Professor, Four-year Plan: Year 2 - Summary report	Recommended date: Reports from Faculty to Department for comments	September 30, 2023
	Recommended date: Chair forwards Faculty reports to dean	October 15, 2023
	Recommended date: Dean's written response to Faculty	November 15, 2023
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Tenured Faculty at the rank of Full Professor, Four-year Plan: Year 4 - Written report with documentation	Recommended date: Reports from Faculty to Department for comments	September 30, 2023
	Recommended date: Chair forwards Faculty reports to dean	October 15, 2023
	Recommended date: Dean's written response to Faculty	November 15, 2023
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, 2024
	Recommended date: Chair forwards Faculty reports to dean	February 3, 2024
	Recommended date: Dean's written response to Faculty	March 31, 2024
Professional Development Reports (IFO) Article 22 and WSU Regulation 3-14: Faculty who become Fixed Term Fall 2022	Recommended date: Reports from Faculty to Department for comments	March 17, 2024
	Recommended date: Chair forwards Faculty reports to dean	April 1, 2024
	Recommended date: Dean's written response to Faculty	April 29, 2024
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty who become Fixed Term Spring 2023	Recommended date: Reports from Faculty to Department for comments	April 15, 2024
	Recommended date: Chair forwards Faculty reports to dean	April 22, 2024
	Recommended date: Dean's written response to Faculty	April 29, 2024
Professional Improvement Funds (IFO)	Second Round - FY 2024: Deadline to Dean	November 2, 2023
	Second Round - FY 2024: Deadline Deans to VP	November 15, 2023
	Second Round - FY 2024: Deadline VP to President	November 23, 2023
	Second Round - FY 2024: President Deadline	December 7, 2023
	First Round - FY 2025: Deadline to Dean	March 15, 2024
	First Round - FY 2025: Deadline Deans to VP	March 30, 2024
	First Round - FY 2025: Deadline VP to President	April 17, 2024
First Round - FY 2025: President Deadline	April 27, 2024	

Promotion and/or Tenure (IFO)	Recommended date: portfolio to department	January 15, 2024
	Promotion and/or tenure material to dean (include recommendations)	January 31, 2024
	Tentative Recommendation from Dean (Promotion)	March 9, 2024
	Dean's Final Recommendation to Vice President (Promotion)	March 23, 2024
	Dean's Final Recommendation to Vice President (Tenure)	March 23, 2024
	VP's Tentative Recommendation on Promotion to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 22, 2024
	VP's Tentative Recommendation on Tenure to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 22, 2024
	VP's Recommendation on Promotion to President	May 1, 2024
	VP.'s Recommendation to Tenure to President	May 1, 2024
	President's Notification	June 15, 2024
Registration	Registration Begins for Spring Semester 2024	October 30, 2023
	Registration Begins for Summer Sessions 2024	October 30, 2023
	Registration Begins for Fall Semester 2024	April 1, 2024
	June New Student Registration for Fall Semester 2024	June 17 - 21, 2024
Sabbatical Leave Plan (IFO)	Sabbatical Report to Dean (Faculty on leave during 2022-2023)	September 15, 2023
	Sabbatical Report to Dean (Faculty on leave during 2023-2024)	September 15, 2023
	Sabbatical Application and Plan submitted to dean and department	October 15, 2023
	Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2023
	Dean's Recommendation to VPAA, which may or may not include replacement plan pending budgetary considerations	November 15, 2023
	VPAA's recommendation to President	December 15, 2023
	President's Decision	January 15, 2024
New Student Early Registration	Fall 2024 New Student Registration	March 17, 2024
Student Research and Grants Policy 3-22 and 3-22a	Deadline to Submit Application to Office of Grants	September 15, 2023
	Decision for Applications Submitted by September 15	September 29, 2023
	Deadline to Submit Application to Office of Grants	December 1, 2023
	Decision for Applications Submitted by December 1	December 15, 2023
	Deadline to Submit Application to Office of Grants	February 1, 2024
	Decision for Applications submitted by February 1	February 15, 2024
	Deadline to Submit Travel	At least 30 days in advance of conf.
Summer Session	Summer Session 2024	May 4 – July 31, 2024
Travel Funds – Faculty Association	Final FY 23 Travel Reimbursement – to business office	July 5, 2024
Withdrawal from class	Last day to drop with a "W" grade	Determined by start date of class
Administration reserves the rights to correct oversights.		

Revised (2/20/2024)