

WSU 2017-2018 ACADEMIC DEADLINE CALENDAR (alpha order)

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	December 1, 2017
Admissions - Open House	Fall Open House	October 19, 2017
	Fall Open House	October 20, 2017
	Summer Showcase	August 11, 2017
	Spring Showcase	May 11, 2018
Advising	Student Advising for Spring Semester 2018 Registration	October 31- November 14, 2017
	Student Advising Begins for Fall Semester 2018 Registration	April 4-16, 2018
Arranged Class/Independent Study	Fall 2017 - Application Deadline to Dean	August 25, 2017
	Spring 2018 - Application Deadlines to Dean	January 12, 2018
	Summer 2018 - 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, 2018
	Plan from ASF Employee to Supervisor	July 16, 2018
ASF - Professional Improvement Funds WSU Reg. 3-16	First Round: Deadline to Supervisor	October 2, 2017
	First Round: Deadline Supervisors to VP	October 16, 2017
	First Round: Deadline VP to President	November 6, 2017
	First Round: President Deadline	November 20, 2017
	Second Round: Deadline to Supervisor	March 5, 2018
	Second Round: Deadline Supervisors to VP	March 19, 2018
	Second Round: Deadline VP to President	April 2, 2018
	Second Round: President Deadline	April 16, 2018
ASF - Sabbatical Leave Plan WSU Reg. 3-17	Application and plan submitted to Supervisor	November 1, 2017
	Supervisor recommendation to Vice President	November 15, 2017
	Vice President's recommendation to President	November 30, 2017
	President's Decision	December 15, 2017
ASF - Special Incentive Awards WSU Reg. 3-36	Round one: Proposal to Supervisor	July 1, 2017
	Round one: Proposal to Committee	July 3, 2017
	Round one: Written suggestions for improvements sent by the Committee	July 11, 2017
	Round one: Response to Committee	July 18, 2017
	Round one: Recommendations to President	July 24, 2017
	Round one: Written approval of President received	July 31, 2017
	Round two: Proposal to Supervisor	November 15, 2017
	Round two: Proposal to Committee	November 18, 2017
	Round two: Written suggestions for improvements sent by the Committee	November 29, 2017
	Round two: Response to Committee	December 6, 2017
	Round two: Recommendations to President	December 12, 2017
	Round two: Written approval of President received	December 19, 2017

Class Schedule Revisions for Spring 2017	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 2017	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 2017 and Spring 2018	1st/2nd/3rd Round course deletions, additions and faculty changes due to Registrar	Check with Registrar's office
Drop/Add	Fall 2017 – Last day to drop on-campus classes with refund	August 25, 2017
	Fall 2017 - Last day to add on-campus classes	August 25, 2017
	Spring 2018 - Last day to drop on-campus classes with refund	January 12, 2018
	Spring 2018 - Last day to add on-campus classes	January 12, 2018
	Summer 2018 - Last day to drop on-campus classes with refund	Determined by start date of class
Graduation Application Deadline	Recommended deadline to apply for Spring Semester 2017 Graduation	After registering for final term
	Recommended deadline to apply for Fall Semester 2017 Graduation	After registering for final term
	Recommended deadline to apply for Spring Semester 2018 Graduation	After registering for final term
Graduation - Commencement Ceremony	Fall 2017 Commencement Ceremony	December 8, 2017
	Spring 2018 Commencement Ceremony	May 4, 2018
Honorary Doctorate Degree	Notification to WSU community by Vice President	October 3, 2017
	Nominations to VPAA	November 1, 2017
	VP assigns faculty review	November 15, 2017
	Recommendation to Vice President	December 15, 2017
	VP schedules Meet and Confers	during January 2017
	VP calls Honorary Degree Committee	February 1, 2018
	Committee recommends to President	February 15, 2018
President recommends to MnSCU	March 1, 2018	
Incomplete Grade Make-Up	From Spring Semester 2017	October 13, 2017
	From Fall Semester 2017	March 2, 2018
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, 2018
	Non-Renewal: NTT Notice	August 1, 2018
	Non-Renewal: 1st Year Probationary Notice	October 30, 2016
Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Fall Start Date	Recommended date: Plans from Faculty to Department for comments	November 6, 2017
	Recommended date: Chair forwards Faculty plan to dean	December 18, 2017
	Recommended date: Dean's written response to Faculty	January 8, 2018
Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Spring Start Date	Recommended date: Plans from Faculty to Department for comments	January 21, 2018
	Recommended date: Chair forwards Faculty plan to dean	February 4, 2018
	Recommended date: Dean's written response to Faculty	April 14, 2018
Professional Development Plans (IFO) – Article 22 Probationary 2nd, 3rd, 4th Year	Recommended date: Plans from Faculty to Department for comments	September 15, 2017
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2017
	Recommended date: Dean's written response to Faculty	November 3, 2017

Professional Development Plans (IFO) Article 22 Tenured below Full Professor and NTT (4 year plan) includes faculty on sabbatical 2016-2017	Recommended date: Plans from Faculty to Department for comments	October 15, 2017
	Recommended date: Chair forwards Faculty plan to dean	October 29, 2017
	Recommended date: Dean's written response to Faculty	December 10, 2017
Professional Development Plans (IFO) Article 22 Tenured Full Professor (4 year plan) includes faculty on sabbatical 2016-2017	Recommended date: Plans from Faculty to Department for comments	September 30, 2017
	Recommended date: Chair forwards Faculty plan to dean	October 15, 2017
	Recommended date: Dean's written response to Faculty	January 27, 2018
Professional Development Plans (IFO) Article 22 Athletic Appointments (to Dean and Athletic Director)	Recommended date: Plans from Faculty to Department for comments	September 15, 2017
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2017
	Recommended date: Dean's written response to Faculty	November 3, 2017
Professional Development Plans (IFO) Article 22 Faculty who become Fixed Term Fall 2017	Recommended date: Plans from Faculty to Department for comments	September 15, 2017
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2017
	Recommended date: Dean's written response to Faculty	November 3, 2017
Professional Development Plans - Article 22 Faculty who become Fixed Term Spring 2018	Recommended date: Plans from Faculty to department for comments	February 2, 2018
	Recommended date: Chair forwards Faculty plan to dean	February 17, 2018
	Recommended date: Dean's written response to Faculty	March 24, 2018
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: All Probationary Faculty	Recommended date: Reports from Faculty to Department for comments	April 28, 2018
	Recommended date: Chair forwards Faculty report to dean	May 13, 2018
	Recommended date: Dean's written response to Faculty	August 24, 2018
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, 2017
	Recommended date: Chair forwards Faculty report to dean	October 17, 2017
	Recommended date: Dean's written response to Faculty	November 17, 2017
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, 2017
	Recommended date: Chair forwards Faculty reports to dean	October 15, 2017
	Recommended date: Dean's written response to Faculty	November 17, 2017
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 17, 2018
	Recommended date: Chair forwards Faculty reports to dean	February 3, 2018
	Recommended date: Dean's written response to Faculty	March 31, 2018
Professional Development Reports (IFO) Article 22 and WSU Regulation 3-14: Faculty who become Fixed Term Fall 2017	Recommended date: Reports from Faculty to Department for comments	March 17, 2018
	Recommended date: Chair forwards Faculty reports to dean	April 1, 2018
	Recommended date: Dean's written response to Faculty	April 29, 2018
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty who become Fixed Term Spring 2018	Recommended date: Reports from Faculty to Department for comments	April 15, 2018
	Recommended date: Chair forwards Faculty reports to dean	April 22, 2018
	Recommended date: Dean's written response to Faculty	April 29, 2018

Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2013-2017 Plan	Recommended date: Reports from Faculty to Department for comments	October 1, 2015
	Recommended date: 2nd Year Summary Report/4th Year Full Report With Documentation	October 15, 2015
	Recommended date: Dean's written response to Faculty	December 7, 2015
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 16, 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 Improvement Funds (IFO)	Second Round - FY 2018: Deadline to Dean	November 2, 2017
	Second Round - FY 2018: Deadline Deans to VP	November 15, 2017
	Second Round - FY 2018: Deadline VP to President	November 23, 2017
	Second Round - FY 2018: President Deadline	December 7, 2017
	First Round - FY 2019: Deadline to Dean	March 15, 2018
	First Round - FY 2019: Deadline Deans to VP	March 30, 2018
	First Round - FY 2019: Deadline VP to President	April 17, 2018
	First Round - FY 2019: President Deadline	April 27, 2018
Promotion and/or Tenure (IFO)	Recommended date: portfolio to department	January 15, 2018
	Promotion and/or tenure material to dean (include recommendations)	February 1, 2018
	Tentative Recommendation from Dean (Promotion)	March 9, 2018
	Dean's Final Recommendation to Vice President (Promotion)	March 23, 2018
	Dean's Final Recommendation to Vice President (Tenure)	March 23, 2018
	VP's Tentative Recommendation on Promotion to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 23, 2018
	VP's Tentative Recommendation on Tenure to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 23, 2018
	V.P.'s Recommendation on Promotion to President	May 1, 2018
	V.P.'s Recommendation to Tenure to President	May 1, 2018
	President's Notification	June 15, 2018

Registration	Registration Begins for Spring Semester 2018	November 13, 2017
	Registration Begins for Summer Sessions 2018	March 1, 2018
	Registration Begins for Fall Semester 2018	April 16, 2018
	June New Student Registration for Fall Semester 2018	June 18-22, 2018
Sabbatical Leave Plan (IFO)	Sabbatical Report to Dean (Faculty on leave during 2016-2017)	September 15, 2017
	Sabbatical Report to Dean (Faculty on leave during 2017-2018)	September 15, 2018
	Application and plan submitted to dean and department	October 15, 2017
	Department recommendation on academic merits to dean	November 1, 2017
	Dean's Recommendation to VPAA	November 17, 2017
	VPAA's recommendation to President	December 15, 2017
	President's Decision	January 15, 2018
Scholarship Registration	Fall 2018 New Student Scholarship Registration	April 6, 2018 & April 13, 2018
Student Research Grants	Deadline to Submit Application to Office of Grants	June 8, 2017
	Decision for Applications Submitted by June 8	June 23, 2017
	Deadline to Submit Application to Office of Grants	September 15, 2017
	Decision for Applications Submitted by September 15	October 2, 2017
	Deadline to Submit Application to Office of Grants	December 1, 2017
	Decision for Applications Submitted by December 1	December 15, 2017
	Deadline to Submit Application to Office of Grants	February 1, 2018
	Decision for Applications submitted by February 1	February 15, 2018
	Deadline to Submit Application to Office of Grants	April 17, 2017
	Decision for Applications submitted by April 17	May 1, 2017
Deadline to Submit Travel	At least 30 days in advance of conf.	
Summer Session	Summer Session 2018	May 7 - August 18, 2018
Travel Funds – Faculty Association	Final FY 18 Travel Reimbursement – to business office	July 6, 2018
Withdrawal	Last day to drop with a "W" grade for Fall Semester 2017	Determined by start date of class
	Last day to drop with a "W" grade for Spring Semester 2017	Determined by start date of class
	Summer 2017 - Last day to drop with a "W" grade	Determined by start date of class