

## WSU 2019-2020 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 - Open House	Fall Open House	October 17, 2019
	Fall Open House	October 18, 2019
	Summer Showcase	August 16, 2019
	Spring Showcase	May 15, 2020
Advising	Student Advising for Spring Semester 2020 Registration	October 16 - November 1, 2019
	Student Advising Begins for Fall Semester 2020 Registration	March 11 - March 27, 2020
Arranged Class/Independent Study	Fall 2019 - Application Deadline to Dean	August 30, 2019
	Spring 2020 - Application Deadlines to Dean	January 17, 2020
	Summer 2020 - 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, 2020
	Plan from ASF Employee to Supervisor	July 15, 2019
ASF - Professional Improvement Funds WSU Reg. 3-16	First Round: Deadline to Supervisor	October 7, 2019
	First Round: Deadline Supervisors to VP	October 21, 2019
	First Round: Deadline VP to President	November 4, 2019
	First Round: President Deadline	November 18, 2019
	Second Round: Deadline to Supervisor	March 2, 2020
	Second Round: Deadline Supervisors to VP	March 16, 2020
	Second Round: Deadline VP to President	April 6, 2020
	Second Round: President Deadline	April 20, 2020
ASF - Sabbatical Leave Plan WSU Reg. 3-17	Application and plan submitted to Supervisor	November 1, 2019
	Supervisor recommendation to Vice President	November 15, 2019
	Vice President's recommendation to President	November 30, 2019
	President's Decision	December 15, 2019
ASF - Special Incentive Awards WSU Reg. 3-36	Round one: Proposal to Supervisor	July 1, 2019
	Round one: Proposal to Committee	July 3, 2019
	Round one: Written suggestions for improvements sent by the Committee	July 11, 2019
	Round one: Response to Committee	July 18, 2019
	Round one: Recommendations to President	July 24, 2019
	Round one: Written approval of President received	July 31, 2019
	Round two: Proposal to Supervisor	November 15, 2019
	Round two: Proposal to Committee	November 18, 2019
	Round two: Written suggestions for improvements sent by the Committee	November 29, 2019
	Round two: Response to Committee	December 6, 2019
	Round two: Recommendations to President	December 12, 2019
	Round two: Written approval of President received	December 19, 2019

<b>Class Schedule Revisions for Spring 2020</b>	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
<b>Class Schedule Revisions for Summer 2020</b>	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
<b>Class Schedule Revisions for Fall 2020 and Spring 2021</b>	1st/2nd/3rd Round course deletions, additions and faculty changes due to Registrar	Check with Registrar's office
<b>Drop/Add</b>	Fall 2019 – Last day to drop on-campus classes with refund	August 30, 2019
	Fall 2019 - Last day to add on-campus classes	August 30, 2019
	Spring 2020 - Last day to drop on-campus classes with refund	January 17, 2020
	Spring 20120 - Last day to add on-campus classes	January 17, 2020
	Summer 2020 - Last day to drop on-campus classes with refund	Determined by start date of class
<b>Graduation Application Deadline</b>	Recommended deadline to apply for graduation	After registering for final term
<b>Graduation - Commencement Ceremony</b>	Fall 2019 Commencement Ceremony	December 13, 2019
	Spring 2020 Commencement Ceremony	May 8, 2020
<b>Honorary Doctorate Degree</b>	Notification to WSU community by Vice President	October 1, 2019
	Nominations to VPAA	November 1, 2019
	VP assigns faculty review	November 15, 2019
	Recommendation to Vice President	December 16, 2019
	VP schedules Meet and Confers	during January 2020
	VP calls Honorary Degree Committee	February 3, 2019
	Committee recommends to President	February 17, 2019
	President recommends to MnSCU	March 2, 2020
<b>Incomplete Grade Make-Up</b>	From Spring Semester 2019	October 11, 2019
	From Fall Semester 2019	March 6, 2020
<b>Non-Renewal (IFO) Probationary and NTT Faculty</b>	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, 2020
	Non-Renewal: NTT Notice	August 1, 2020
	Non-Renewal: 1st Year Probationary Notice	October 30, 2019
<b>Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Fall Start Date</b>	Recommended date: Plans from Faculty to Department for comments	November 6, 2019
	Recommended date: Chair forwards Faculty plan to dean	December 18, 2019
	Recommended date: Dean's written response to Faculty	January 8, 2020
<b>Professional Development Plans (IFO) – Article 22 Probationary 1st Year-Spring Start Date</b>	Recommended date: Plans from Faculty to Department for comments	January 21, 2020
	Recommended date: Chair forwards Faculty plan to dean	February 4, 2020
	Recommended date: Dean's written response to Faculty	April 14, 2020
<b>Professional Development Plans (IFO) – Article 22 Probationary 2nd, 3rd, 4th Year</b>	Recommended date: Plans from Faculty to Department for comments	September 15, 2019
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2019
	Recommended date: Dean's written response to Faculty	November 3, 2019

<b>Professional Development Plans (IFO) Article 22 Tenured below Full Professor and NTT (4 year plan) includes faculty on sabbatical 2018-2019</b>	Recommended date: Plans from Faculty to Department for comments	October 15, 2019
	Recommended date: Chair forwards Faculty plan to dean	October 29, 2019
	Recommended date: Dean's written response to Faculty	December 10, 2019
<b>Professional Development Plans (IFO) Article 22 Tenured Full Professor (4 year plan) includes faculty on sabbatical 2018-2019</b>	Recommended date: Plans from Faculty to Department for comments	September 30, 2019
	Recommended date: Chair forwards Faculty plan to dean	October 15, 2019
	Recommended date: Dean's written response to Faculty	January 27, 2020
<b>Professional Development Plans (IFO) Article 22 Athletic Appointments (to Dean and Athletic Director)</b>	Recommended date: Plans from Faculty to Department for comments	September 15, 2019
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2019
	Recommended date: Dean's written response to Faculty	November 3, 2019
<b>Professional Development Plans (IFO) Article 22 Faculty who become Fixed Term Fall 2019</b>	Recommended date: Plans from Faculty to Department for comments	September 15, 2019
	Recommended date: Chair forwards Faculty plan to dean	September 30, 2019
	Recommended date: Dean's written response to Faculty	November 3, 2019
<b>Professional Development Plans - Article 22 Faculty who become Fixed Term Spring 2020</b>	Recommended date: Plans from Faculty to department for comments	February 2, 2020
	Recommended date: Chair forwards Faculty plan to dean	February 17, 2020
	Recommended date: Dean's written response to Faculty	March 24, 2020
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: All Probationary Faculty</b>	Recommended date: Reports from Faculty to Department for comments	April 28, 2020
	Recommended date: Chair forwards Faculty report to dean	May 13, 2020
	Recommended date: Dean's written response to Faculty	August 24, 2020
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Tenure Applicants</b>	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	
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: All Promotion Applicants</b>	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	
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Tenured Faculty below Full and NTT (if not applying for promotion), Progress Report years 1, 2, 3</b>	Recommended date: Reports from Faculty to Department for comments	September 30, 2019
	Recommended date: Chair forwards Faculty report to dean	October 17, 2019
	Recommended date: Dean's written response to Faculty	November 17, 2019
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Tenured Faculty below Full and NTT (if not applying for promotion), Year 4 Full Report With Documentation</b>	Recommended date: Reports from Faculty to Department for comments	September 30, 2019
	Recommended date: Chair forwards Faculty reports to dean	October 17, 2019
	Recommended date: Dean's written response to Faculty	November 17, 2019
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Athletic Appointments (to Dean and Athletic Director)</b>	Recommended date: Reports from Faculty to Department for comments	January 15, 2020
	Recommended date: Chair forwards Faculty reports to dean	February 3, 2020
	Recommended date: Dean's written response to Faculty	March 31, 2020
<b>Professional Development Reports (IFO) Article 22 and WSU Regulation 3-14: Faculty who become Fixed Term Fall 2019</b>	Recommended date: Reports from Faculty to Department for comments	March 17, 2020
	Recommended date: Chair forwards Faculty reports to dean	April 1, 2020
	Recommended date: Dean's written response to Faculty	April 29, 2020
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Faculty who become Fixed Term Spring 2020</b>	Recommended date: Reports from Faculty to Department for comments	April 15, 2020
	Recommended date: Chair forwards Faculty reports to dean	April 22, 2020
	Recommended date: Dean's written response to Faculty	April 29, 2020

<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2015-2019 Plan</b>	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
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2016-2020 Plan</b>	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 1, 2018
	Recommended date: Dean's written response to Faculty	December 5, 2018
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2017-2021 Plan</b>	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
<b>Professional Development Reports (IFO) - Article 22 &amp; WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor 2018-2022 Plan</b>	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
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Faculty on Biennial Cycles - Tenured Full Professor - 2019-2023 Plan</b>	Recommended date: Reports from Faculty to Department for comments	October 1, 2021
	Recommended date: 2nd Year Summary Report/4th Year Full Report with Documentation	October 15, 2021
	Recommended date: Dean's written response to Faculty	December 5, 2021
<b>Professional Improvement Funds (IFO)</b>	Second Round - FY 2020: Deadline to Dean	November 2, 2019
	Second Round - FY 2020: Deadline Deans to VP	November 15, 2019
	Second Round - FY 2020: Deadline VP to President	November 23, 2019
	Second Round - FY 2020: President Deadline	December 7, 2019
	First Round - FY 2021: Deadline to Dean	March 15, 2020
	First Round - FY 2021: Deadline Deans to VP	March 30, 2020
	First Round - FY 2021: Deadline VP to President	April 17, 2020
	First Round - FY 2021: President Deadline	April 27, 2020
<b>Promotion and/or Tenure (IFO)</b>	Recommended date: portfolio to department	January 15, 2020
	Promotion and/or tenure material to dean (include recommendations)	January 31, 2020
	Tentative Recommendation from Dean (Promotion)	March 9, 2020
	Dean's Final Recommendation to Vice President (Promotion)	March 16, 2020
	Dean's Final Recommendation to Vice President (Tenure)	March 16, 2020
	VP's Tentative Recommendation on Promotion to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 23, 2020
	VP's Tentative Recommendation on Tenure to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 23, 2020
	V.P.'s Recommendation on Promotion to President	May 1, 2020
	V.P.'s Recommendation to Tenure to President	May 1, 2020
	President's Notification	June 15, 2020

<b>Registration</b>	Registration Begins for Spring Semester 2020	November 4, 2019
	Registration Begins for Summer Sessions 2020	November 4, 2019
	Registration Begins for Fall Semester 2020	April 6, 2020
	June New Student Registration for Fall Semester 2020	June 15 - 19, 2020
<b>Sabbatical Leave Plan (IFO)</b>	Sabbatical Report to Dean (Faculty on leave during 2018-2019)	September 15, 2019
	Sabbatical Report to Dean (Faculty on leave during 2019-2020)	September 15, 2020
	Application and plan submitted to dean and department	October 15, 2019
	Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2019
	Dean's Recommendation to VPAA, which may or may not include replacement plan pending budgetary considerations	November 15, 2019
	VPAA's recommendation to President	December 15, 2019
	President's Decision	January 15, 2020
<b>Scholarship Registration</b>	Fall 2020 New Student Registration	April 14, 2020
<b>Student Research and Grants</b>	Deadline to Submit Application to Office of Grants	September 16, 2019
	Decision for Applications Submitted by September 16	September 30, 2019
	Deadline to Submit Application to Office of Grants	December 2, 2019
	Decision for Applications Submitted by December 2	December 16, 2019
	Deadline to Submit Application to Office of Grants	February 3, 2020
	Decision for Applications submitted by February 3	February 17, 2020
	Deadline to Submit Travel	At least 30 days in advance of conf.
<b>Summer Session</b>	Summer Session 2020	May 11 - August 14, 2020
<b>Travel Funds – Faculty Association</b>	Final FY 120 Travel Reimbursement – to business office	July 5, 2020
<b>Withdrawal from class</b>	Last day to drop with a "W" grade	Determined by start date of class