

## WSU 2025-2026 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	Warrior Way Day (Formerly Explore WSU)	December 5, 2025
	Warrior Way Day (Formerly Explore WSU)	February 20, 2026
Arranged Class/Independent Study	Fall 2025 - Application Deadline to Dean	August 29, 2025
	Spring 2026 - Application Deadlines to Dean	January 16, 2026
	Summer 2026 - 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, 2026
	Plan from ASF Employee to Supervisor	July 15, 2025
ASF - Professional Improvement Funds WSU Reg. 3-16	First Round: Deadline to Supervisor	September 15, 2025
	First Round: Deadline Supervisors to VP	September 22, 2025
	First Round: Deadline VP to President	September 29, 2025
	First Round: President Deadline	October 13, 2025
	Second Round: Deadline to Supervisor	December 15, 2025
	Second Round: Deadline Supervisors to VP	December 22, 2025
	Second Round: Deadline VP to President	December 30, 2025
	Second Round: President Deadline	January 14, 2026
	Third Round: Deadline to Supervisor	March 15*, 2026
	Third Round: Deadline Supervisors to VP	March 23, 2026
	Third Round: Deadline VP to President	March 30, 2026
	Third Round: President Deadline	April 13, 2026
ASF - Sabbatical Leave Plan WSU Reg. 3-17	Application and plan submitted to Supervisor	November 1, 2025
	Supervisor recommendation to Vice President	November 15, 2025
	Vice President's recommendation to President	November 30, 2025
	President's Decision	December 15, 2025
ASF - Special Incentive Awards WSU Reg. 3-36	First Round: Proposal to Supervisor	July 1, 2025
	First Round: Proposal to Committee	July 3, 2025
	First Round: Written suggestions for improvements sent by Committee	July 11, 2025
	First Round: Response to Committee	July 18, 2025
	First Round: Recommendations to President	July 24, 2025
	First Round: Written approval of President received	July 31, 2025
	Second Round: Proposal to Supervisor	November 15, 2025
	Second Round: Proposal to Committee	November 18, 2025
	Second Round: Written suggestions for improvements sent by the Committee	November 29, 2025
	Second Round: Response to Committee	December 6, 2025
	Second Round: Recommendations to President	December 12, 2025
	Second Round: Written approval of President received	December 19, 2025
Class Schedule Revisions for Spring 2026	First Round course deletions, additions & faculty changes due to Registrar	April 1, 2025
	Priority Classroom Space released to other courses with space needs	May 12, 2025
	Last Round of TCF's Due Before Registration	October 24, 2025
Class Schedule Revisions for Summer 2026	First Round: course deletions, additions and faculty changes due to Registrar	Check with ACE
	2nd/3rd Round course deletions, additions and faculty changes due to Registrar	Check with ACE
Class Schedule Revisions for Fall 2026 and Spring 2027	1st/2nd/3rd Round course deletions, additions and faculty changes due to Registrar	Check with Registrar's office
Drop/Add	Fall 2025 – Last day to drop on-campus classes with 100% tuition refund	August 29, 2025
	Fall 2025 - Last day to add courses without instructor approval	August 29, 2025
	Spring 2026 - Last day to drop on-campus classes 100% tuition refund	January 16, 2026
	Spring 2026 - Last day to add courses without instructor approval	January 16, 2026
	Summer 2026 - Last day to drop on-campus classes 100% tuition 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 2025 Commencement Ceremony	December 12, 2025
	Spring 2026 Commencement Ceremony	May 8, 2026
Honorary Doctorate Degree	Notification to WSU community by Vice President	October 1, 2025
	Nominations to VPAA	November 1, 2025
	VP assigns faculty review	November 15, 2025
	Recommendation to Vice President	December 15, 2025
	VP schedules Meet and Confers	During January 2026
	VP calls Honorary Degree Committee	February 1, 2026
	Committee recommends to President	February 15, 2026
	President recommends to MnSCU	March 1, 2026
Incomplete Grade Make-Up	From Winter 2024-25, Spring 2025 and Summer 2025	October 17, 2025
	From Fall Semester 2025	March 6, 2025

<b>Non-Renewal (IFO) Probationary Faculty</b>	Non-Renewal: 1st Year Probationary	See Personnel Decision Deadline Schedule
	Non-Renewal: 2nd, 3rd, 4th Year Probationary	See Personnel Decision Deadline Schedule
<b>Non-Renewal: Coaches (Article 10)</b>	Non-Renewal: Coaches	No later than 20 days following the end of the relevant athletic team's final scheduled competition
<b>Professional Development Plans (IFO) – Article 22 Probationary 1st Year - Fall Start Date</b>	Plans from Faculty to Department for comments	November 6, 2025
	Chair forwards Faculty plan to dean	December 18, 2025
	Dean's written response to Faculty	January 8, 2026
<b>Professional Development Plans (IFO) – Article 22 Probationary 1st Year – Spring Start Date</b>	Plans from Faculty to Department for comments	January 21, 2026
	Chair forwards Faculty plan to dean	February 4, 2026
	Dean's written response to Faculty	April 14, 2026
<b>Professional Development Plans (IFO) – Article 22 Probationary 2nd, 3rd, 4th Year</b>	Plans from Faculty to Department for comments	September 15, 2025
	Chair forwards Faculty plan to dean	September 30, 2025
	Dean's written response to Faculty	November 3, 2025
<b>Professional Development Plans (IFO) Article 22 Tenured below Full Professor (2 year plan); includes faculty on sabbatical 2024-2025</b>	Plans from Faculty to Department for comments	October 15, 2025
	Chair forwards Faculty plan to dean	October 29, 2025
	Dean's written response to Faculty	December 10, 2025
<b>Professional Development Plans (IFO) Article 22 Tenured Full Professor (4 year plan); includes faculty on sabbatical 2024- 2025</b>	Plans from Faculty to Department for comments	September 30, 2025
	Chair forwards Faculty plan to dean	October 15, 2025
	Dean's written response to Faculty	January 27, 2026
<b>Professional Development Plans (IFO) Article 22 Athletic Appointments (to Dean and Athletic Director)</b>	Plans from Faculty to Department for comments	September 15, 2025
	Chair forwards Faculty plan to dean	September 30, 2025
	Dean's written response to Faculty	November 3, 2025
<b>Professional Development Plans (IFO) Article 22 Faculty who become Fixed Term Fall 2025</b>	Plans from Faculty to Department for comments	September 15, 2025
	Chair forwards Faculty plan to dean	September 30, 2025
	Dean's written response to Faculty	November 3, 2025
<b>Professional Development Plans - Article 22 Faculty who become Fixed Term Spring 2026</b>	Plans from Faculty to department for comments	February 2, 2026
	Chair forwards Faculty plan to dean	February 17, 2026
	Dean's written response to Faculty	March 24, 2026
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3- 14: All Probationary Faculty</b>	Reports from Faculty to department for comments	April 28, 2026
	Chair forwards Faculty report to dean	May 13, 2026
	Dean's written response to Faculty	August 24, 2026
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3- 14: Tenure Applicants</b>	Reports from Faculty to Department for comments	See Promotion &/or Tenure section below for dates
	Chair forwards Faculty report to dean	
	Dean's written response to Faculty	
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3- 14: All Promotion Applicants</b>	Reports from Faculty to Department for comments	See Promotion &/or Tenure section below for dates
	Chair forwards Faculty report to dean	
	Dean's written response to Faculty	
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Tenured Faculty below Full (if not applying for promotion), Two-year Plan: Year 1 - Oral Report</b>	Year 1: Schedule Oral Report to Dean	10/15/2025-11/15/2025
<b>Professional Development Reports (IFO) Article 22 &amp; WSU Regulation 3-14: Tenured Faculty below Full (if not applying for promotion), Two-year Plan: Year 2 - Written report with documentation</b>	Reports from Faculty to Department for comments	September 30, 2025
	Chair forwards Faculty reports to dean	October 15, 2025
	Dean's written response to Faculty	November 15, 2025
<b>Professional Development Reports</b>	Reports from Faculty to Department for comments	September 30, 2025
	Chair forwards Faculty reports to dean	October 15, 2025

(IFO) Article 22 & WSU Regulation 3-14: Tenured Faculty at the rank of Full Professor, Four-year Plan: Year 2 - Summary report	Dean's written response to Faculty	November 15, 2025
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	Reports from Faculty to Department for comments	September 30, 2025
	Chair forwards Faculty reports to dean	October 15, 2025
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Athletic Appointments (to Dean and Athletic Director)	Dean's written response to Faculty	November 15, 2025
	Reports from Faculty to Department for comments	January 15, 2026
Professional Development Reports (IFO) Article 22 and WSU Regulation 3-14: Faculty who become Fixed Term Fall 2025	Chair forwards Faculty reports to dean	February 3, 2026
	Dean's written response to Faculty	March 31, 2026
Professional Development Reports (IFO) Article 22 & WSU Regulation 3-14: Faculty who become Fixed Term Spring 2026	Reports from Faculty to Department for comments	March 17, 2026
	Chair forwards Faculty reports to dean	April 1, 2026
Professional Development Reports (IFO)	Dean's written response to Faculty	April 29, 2026
	Reports from Faculty to Department for comments	April 15, 2026
Professional Improvement Funds (IFO)	Chair forwards Faculty reports to dean	April 22, 2026
	Dean's written response to Faculty	April 29, 2026
Professional Improvement Funds (IFO)	Second Round - FY 2026: Deadline to Dean	November 2, 2025
	Second Round - FY 2026: Deadline Deans to VP	November 15, 2025
Professional Improvement Funds (IFO)	Second Round - FY 2026: Deadline VP to President	November 23, 2025
	Second Round - FY 2026: President Deadline	December 7, 2025
Professional Improvement Funds (IFO)	First Round - FY 2027: Deadline to Dean	March 15, 2026
	First Round - FY 2027: Deadline Deans to VP	March 30, 2026
Professional Improvement Funds (IFO)	First Round - FY 2027: Deadline VP to President	April 17, 2026
	First Round - FY 2027: President Deadline	April 27, 2026
Promotion and/or Tenure (IFO)	Recommended date: portfolio to department	January 15, 2026
	Promotion and/or tenure material to dean (include recommendations)	January 31, 2026
Promotion and/or Tenure (IFO)	Tentative Recommendation from Dean (Promotion)	March 9, 2026
	Dean's Final Recommendation to Vice President (Promotion)	March 23, 2026
Promotion and/or Tenure (IFO)	Dean's Final Recommendation to Vice President (Tenure)	March 23, 2026
	VP's Tentative Recommendation on Promotion to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 22, 2026
Promotion and/or Tenure (IFO)	VP's Tentative Recommendation on Tenure to Faculty. If desired, faculty member may schedule to meet with VP prior to April 30th.	April 22, 2026
	VP's Recommendation on Promotion to President	May 1, 2026
Promotion and/or Tenure (IFO)	VP's Recommendation to Tenure to President	May 1, 2026
	President's Notification	June 15, 2026
Registration	Registration Begins for Spring Semester 2026	November 3, 2025
	Registration Begins for Summer Sessions 2026	November 3, 2025
Registration	Registration Begins for Winter Session 2025-2026	November 3, 2025
	Registration Begins for Fall Semester 2026	April 6, 2026
Registration	June New Student Registration for Fall Semester 2026	June 17 - 21, 2026
	Sabbatical Report to Dean (Faculty on leave during 2024-2025)	September 15, 2025
Sabbatical Leave Plan (IFO)	Sabbatical Report to Dean (Faculty on leave during 2025-2026)	September 15, 2026
	Sabbatical Application and Plan submitted to dean and department	October 15, 2025
Sabbatical Leave Plan (IFO)	Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2025
	Dean's Recommendation to VPAA, which may or may not include replacement plan pending budgetary considerations	November 15, 2025
Sabbatical Leave Plan (IFO)	VPAA's recommendation to President	December 15, 2025
	President's Decision	January 15, 2026
New Student, Transfer/PSEO Registration	Fall 2026 New Student Registration	March 17, 2026
	Spring 2026	January 9, 2026

<b>Student Research and Grants Policy 3-22 and 3-22a</b>	Deadline to Submit Application to Office of Grants	September 15, 2025
	Decision for Applications Submitted by September 15	September 29, 2025
	Deadline to Submit Application to Office of Grants	December 1, 2025
	Decision for Applications Submitted by December 1	December 15, 2025
	Deadline to Submit Application to Office of Grants	February 2, 2026
	Decision for Applications submitted by February 1	February 16, 2026
	Deadline to Submit Travel	At least 30 days in advance of conf.
<b>Summer Session</b>	Summer Session 2026	Refer to ACE website
<b>Travel Funds – Faculty Association</b>	FY25 Employee Reimbursement, submitted and fully approved – to Business Office	July 3, 2025
<b>Withdrawal from class</b>	Last day to drop with a "W" grade	Determined by start date of class
<b>Administration reserves the right to correct oversights.</b>		

Monday, March 31<sup>st</sup>, 2025 – First Round of TCF's due

Friday, May 9<sup>th</sup>, 2025 – Last day to request priority space.

Friday, August 22<sup>nd</sup>, 2025 - Last Round of TCF's due before spring schedule goes live (*this allows for courses to be updated in eServices and any scheduling conflicts to be resolved*)

Monday, September 1<sup>st</sup>, 2025– Spring schedule goes live on eServices

Monday, November 3<sup>rd</sup>, 2025– General Registration begins