

2024-2025 Chair Schedule of Deadlines

Date	Item due:	To:
August 2, 2024	Underenrolled UG and GR fall courses report sent by Registrar	Dept. chairs/ Grad Dean
August 2, 2024	GR student final thesis/research project upload/grades deadline for Sept. graduation	Registrar (Kelsey)
August 9, 2024	Request/rationale to keep underenrolled UG fall courses	Provost/Registrar
August 13, 2024	Underenrolled UG fall courses processed as canceled by Registrar	
August 15, 2024	Underenrolled GR fall courses keep/cancel deadline	Registrar (Traci)
August 19, 2024	Applications for faculty conference and travel funds due	FDC
August 26, 2024	Registrar to send out winter and spring 2025 Schedule request	Dept. chairs/Program Dir
August 28, 2024	Drop/Add ends at 5 pm	
September 6, 2024	Fall 2024 Syllabi due	Faculty Services
September 9, 2024	Winter and spring 2025 schedules due	Registrar
September 10, 2024	Faculty initiate promotion requests	Provost
September 13, 2024	New/revised/deleted course proposals for winter/spring 2025 due	Curric. Committee/Gr Council
September 15, 2024	Applications for 2025-2026 sabbaticals due	Provost office (Julie)
September 30, 2024	2024 SRI/BOA written reports due	Provost office (Julie)
September 30, 2024	Registrar send draft winter and spring 2025 schedule for review/revision	Dept. chairs/Program Dir
October 1, 2024	Edits to academic plans for UG students due	Registrar/IT
October 7, 2024	Revisions for winter and spring 2025 schedules due	Registrar
October 11, 2024	Midterm grades due, 9 am	Registrar
October 15, 2024	All HEART and MIND HMH course proposals must be submitted	Subcommittee on Core Propoals
October 17-18, 2024	Board of Trustees meetings	
October 21, 2024	Winter and spring 2025 schedules live on self service	
October 28, 2024	Advising period begins - through November 8	
October 31, 2024	List of winter contracts provided by the Provost's office	Dept. chairs
November 10, 2024	Winter course contracts finalized	Provost office (Julie)
November 14, 2024	List of spring contracts provided by the Provost's office	Dept. chairs
November 15, 2024	GR student final thesis/research project upload/grades deadline for Jan. graduation	Registrar (Kelsey)
November 16, 2024	Candidate dossier due to department chairs	
December 1, 2024	Spring course contracts finalized	Provost office (Julie)
December 2, 2024	Applications for faculty conference and travel funds due	FDC
December 6, 2024	Capital KAP requests due	Provost office (Julie)
December 7, 2024	Dossier and Chairperson's recommendation on promotion/tenure due	Provost/Blackboard
December 9, 2024	Underenrolled UG and GR winter courses report sent by Registrar	Dept. chairs/ Grad Dean
December 13, 2024	Fall final grades due by noon	Registrar
December 16, 2024	Underenrolled UG winter courses keep/cancel deadline	Registrar
December 18, 2024	Underenrolled UG winter courses processed as canceled by Registrar	
December 20, 2024	Underenrolled GR winter courses keep/cancel deadline	Registrar (Traci)
January 6, 2025	Report on underenrolled UG and GR spring courses sent by Registrar	Dept. chairs/ Grad Dean
January 10, 2025	Request/rationale to keep underenrolled UG spring courses	Provost/Registrar
January 14, 2025	Underenrolled UG spring courses processed as canceled by Registrar	
January 16, 2025	Underenrolled GR spring courses keep/cancel deadline	Registrar (Traci)

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Date	Item due:	To:
January 28, 2025	Registrar to send out summer and fall 2025 schedule request	Dept. chairs/Program Dir
January 30, 2025	Drop/Add ends at 5 pm	
January 31, 2025	Applications for 2025 BOA/SRI due	Provost office (Julie)
February 7, 2025	Labor and Operational KAP requests due	Provost office (Julie)
February 7, 2025	Spring syllabi due	Faculty Services
February 11, 2025	Summer and fall 2025 schedules due	Registrar
February 17, 2025	New/revised/deleted course proposals for summer/fall 2025 due	Curric. Committee/Gr Council
February 24, 2025	Registrar to send out call for 3 year course projections	Dept. chairs/Program Dir
February 24, 2025	Applications for faculty conference and travel funds due	FDC
March 1, 2025	All MIND course recommendations for majors must be submitted	Core Implementation Group
March 3, 2025	Registrar to send out draft summer and fall 2025 schedules	Dept. chairs/Program Dir
March 6-7, 2025	Board of Trustees meetings	
March 10, 2025	Revisions for summer and fall 2025 schedules due	Registrar
March 15, 2025	Middle States Self-Study disseminated to campus community	
March 21, 2025	Midterm grades due, 9 am	Registrar
March 24, 2025	Summer and fall 2025 schedules live on self service	
March 31, 2025	Curricular changes to programs/majors/minors/certs for next academic year due	Curric. Committee/Gr Council
April 11, 2025	List of summer contracts provided by the Provost's office	Dept. chairs
April 15, 2025	All comments about the Middle States Self-Study due	MSCHE Steering Committee
April 21, 2025	Applications for faculty conference and travel funds due	FDC
April 28, 2025	Catalog edit request sent by Registrar's office	Dept. chairs/Program Dir
April 29, 2025	GR student final thesis/research project upload and grades deadline for June graduates	Registrar (Kelsey)
April 29, 2025	Summer course contracts finalized	Provost office (Julie)
May 16, 2025	Spring final grades due by noon	Registrar
May 30, 2025	Individual annual reports due	Provost office (Julie)
June 1, 2025	Catalog edits due	Registrar
June 8-9, 2025	Board of Trustees meetings	
June 14, 2025	Graduate program directors annual reports due	Dean of the Graduate School
June 17, 2025	List of fall contracts provided by the Provost's office	Dept. chairs
June 30, 2025	Departmental annual reports due	Provost office (Julie)
July 7, 2025	Fall course contracts finalized	Provost office (Julie)
August 31, 2025	Local reviews of faculty due	Provost