

## 2025-2026 Chair Schedule of Deadlines

Date	Item due:	To:
August 1, 2025	Underenrolled UG and GR fall courses report sent by Registrar	Dept. chairs/ Grad Dean
August 1, 2025	GR student final thesis/research project upload/grades deadline for Sept. grad	Registrar (Kelsey)
August 8, 2025	Request/rationale to keep underenrolled UG fall courses	Provost/Registrar
August 12, 2025	Underenrolled UG fall courses processed as canceled by Registrar	
August 14, 2025	Underenrolled GR fall courses keep/cancel deadline	Registrar (Traci)
August 27, 2025	Drop/Add ends at 5 pm	
September 2, 2025	Registrar to send out winter and spring 2026 Schedule request	Dept. chairs/Program Dir
September 5, 2025	Fall 2025 Syllabi due	Faculty Services
September 10, 2025	Faculty initiate promotion requests	Provost
September 15, 2025	Applications for 2026-2027 sabbaticals due	Provost office (Julie)
September 16, 2025	Winter and spring 2026 schedules due	Registrar
September 22, 2025	Course proposals affecting winter/spring 2026 schedule due	Curric. Committee/Gr Council
September 30, 2025	2025 SRI/BOA written reports due	Provost office (Julie)
September 30, 2025	Registrar send draft winter and spring 2026 schedule for review/revision	Dept. chairs/Program Dir
October 7, 2025	Revisions for winter and spring 2026 schedules due	Registrar
October 10, 2025	Midterm grades due, 9 am	Registrar
October 15, 2025	All HEART and MIND HMH course proposals must be submitted	Curric. Committee
October 16-17, 2025	Board of Trustees meetings	
October 20, 2025	Winter and spring 2026 schedules live on self service	
October 27, 2025	Advising period begins - through November 7	
October 31, 2025	List of winter contracts provided by the Provost's office	Dept. chairs
November 10, 2025	Winter course contracts finalized	Provost office (Julie)
November 14, 2025	List of spring contracts provided by the Provost's office	Dept. chairs
November 14, 2025	GR student final thesis/research project upload/grades deadline for Jan. grad	Registrar (Kelsey)
November 17, 2025	Candidate dossier due to department chairs	
December 1, 2025	Spring course contracts finalized	Provost office (Julie)
December 5, 2025	Capital KAP requests due	Provost office (Julie)
December 8, 2025	Dossier and Chairperson's recommendation on promotion/tenure due	Provost/Blackboard
December 8, 2025	Underenrolled UG and GR winter courses report sent by Registrar	Dept. chairs/ Grad Dean
December 15, 2025	Fall final grades due by noon	Registrar
December 15, 2025	Underenrolled UG winter courses keep/cancel deadline	Registrar
December 17, 2025	Underenrolled UG winter courses processed as canceled by Registrar	
December 19, 2025	Underenrolled GR winter courses keep/cancel deadline	Registrar (Traci)
January 5, 2026	Report on underenrolled UG and GR spring courses sent by Registrar	Dept. chairs/ Grad Dean
January 12, 2026	Request/rationale to keep underenrolled UG spring courses	Provost/Registrar
January 14, 2026	Underenrolled UG spring courses processed as canceled by Registrar	
January 15, 2026	Underenrolled GR spring courses keep/cancel deadline	Registrar (Traci)
January 23, 2026	Labor and Operational KAP requests due	Provost office (Julie)

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Date	Item due:	To:
January 29, 2026	Drop/Add ends at 5 pm	
February 2, 2026	Applications for 2026 BOA/SRI due	Provost office (Julie)
February 2, 2026	Registrar to send out summer and fall 2026 schedule request	Dept. chairs/Program Dir
February 6, 2026	Spring syllabi due	Faculty Services
February 16, 2026	Summer and fall 2026 schedules due	Registrar
February 23, 2026	Course proposals affecting summer/fall 2026 schedule due	Curric. Committee/Gr Council
March 1, 2026	All MIND course recommendations for majors must be submitted	Registrar
March 2, 2026	Registrar to send out draft summer and fall 2026 schedules	Dept. chairs/Program Dir
March 5-6, 2026	Board of Trustees meetings	
March 9, 2026	Revisions for summer and fall 2026 schedules due	Registrar
March 15, 2026	Curricular changes to programs/majors/minors/certs for next academic year	Curric. Committee/Gr Council
March 20, 2026	Midterm grades due, 9 am	Registrar
March 23, 2026	Summer and fall 2026 schedules live on self service	
March 30, 2026	Advising period begins - through April 10	
April 10, 2026	List of summer contracts provided by the Provost's office	Dept. chairs
April 30, 2026	Catalog review request sent by Registrar's office	Dept. chairs/Program Dir
April 30, 2026	GR student final thesis/research project upload and grades deadline for June	Registrar (Kelsey)
April 29, 2026	Summer course contracts finalized	Provost office (Julie)
May 15, 2026	Spring final grades due by noon	Registrar
May 30, 2026	Individual annual reports due	Provost office (Julie)
June 1, 2026	Catalog edits due	Registrar
June 7-8, 2026	Board of Trustees meetings	
June 14, 2026	Graduate program directors annual reports due	Dean of the Graduate School
June 19, 2026	List of fall contracts provided by the Provost's office	Dept. chairs
June 30, 2026	Departmental annual reports due	Provost office (Julie)
July 7, 2026	Fall course contracts finalized	Provost office (Julie)
August 31, 2026	Local reviews of faculty due	Provost