

2026-2027 Chair Schedule of Deadlines

Date:	Item due:	To:
August 3, 2026	Underenrolled UG and GR fall courses report sent by Registrar	Dept. chairs/ Grad Dean
August 3, 2026	GR student final thesis/research project upload/grades deadline for Sept. gra	Registrar (Kelsey)
August 7, 2026	Request/rationale to keep underenrolled UG fall courses	Provost/Registrar
August 13, 2026	Underenrolled UG fall courses processed as canceled by Registrar	
August 14, 2026	Underenrolled GR fall courses keep/cancel deadline	Registrar (Traci)
August 26, 2026	Drop/Add ends at 5 pm	
September 1, 2026	Registrar to send out winter and spring 2027 Schedule request	Dept. chairs/Program Dir
September 4, 2026	Fall 2027 Syllabi due	Faculty Services
September 10, 2026	Faculty initiate promotion requests	Provost
September 15, 2026	Winter and spring 2027 schedules due	Registrar
September 21, 2026	Course proposals affecting winter/spring 2027 schedule due	Curric. Committee/Gr Council
September 30, 2026	2026 SRI/BOA written reports due	Provost office (Julie)
September 30, 2026	Registrar send draft winter and spring 2027 schedule for review/revision	Dept. chairs/Program Dir
October 9, 2026	Revisions for winter and spring 2027 schedules due	Registrar
October 9, 2026	Midterm grades due, 9 am	Registrar
October 15, 2026	All HEART and MIND HMH course proposals must be submitted	Curric. Committee
October 15, 2026	Applications for 2027-2028 sabbaticals due	Provost office (Julie)
October 15-16, 2026	Board of Trustees meetings	
October 19, 2026	Winter and spring 2027 schedules live on self service	
October 26, 2026	Advising period begins - through November 6	
October 30, 2026	List of winter contracts provided by the Provost's office	Dept. chairs
November 2, 2026	Candidate dossier due to department chairs	
November 9, 2026	Winter course contracts finalized	Provost office (Julie)
November 13, 2026	List of spring contracts provided by the Provost's office	Dept. chairs
November 13, 2026	GR student final thesis/research project upload/grades deadline for Jan. gra	Registrar (Kelsey)
November 30, 2026	Underenrolled UG and GR winter courses report sent by Registrar	Dept. chairs/ Grad Dean
December 1, 2026	Spring course contracts finalized	Provost office (Julie)
December 4, 2026	Capital KAP requests due	Provost office (Julie)
December 7, 2026	Underenrolled UG winter courses keep/cancel deadline	Registrar
December 7, 2026	Dossier and Chairperson's recommendation on promotion/tenure due	Provost/Blackboard
December 9, 2026	Underenrolled UG winter courses processed as canceled by Registrar	
December 11, 2026	Underenrolled GR winter courses keep/cancel deadline	Registrar (Traci)
December 14, 2026	Fall final grades due by noon	Registrar
January 4, 2027	Report on underenrolled UG and GR spring courses sent by Registrar	Dept. chairs/ Grad Dean
January 11, 2027	Request/rationale to keep underenrolled UG spring courses	Provost/Registrar
January 13, 2027	Underenrolled UG spring courses processed as canceled by Registrar	
January 15, 2027	Underenrolled GR spring courses keep/cancel deadline	Registrar (Traci)
January 22, 2027	Labor and Operational KAP requests due	Provost office (Julie)

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Date:	Item due:	To:
January 28, 2027	Drop/Add ends at 5 pm	
February 1, 2027	Applications for 2027 BOA/SRI due	Provost office (Julie)
February 1, 2027	Registrar to send out summer and fall 2027 schedule request	Dept. chairs/Program Dir
February 5, 2027	Spring syllabi due	Faculty Services
February 15, 2027	Summer and fall 2027 schedules due	Registrar
February 22, 2027	Course proposals affecting summer/fall 2027 schedule due	Curric. Committee/Gr Council
March 1, 2027	Registrar to send out draft summer and fall 2027 schedules	Dept. chairs/Program Dir
March 4-5, 2027	Board of Trustees meetings	
March 8, 2027	Revisions for summer and fall 2027 schedules due	Registrar
March 15, 2027	Curricular changes to programs/majors/minors/certs for next academic year	Curric. Committee/Gr Council
March 22, 2027	Midterm grades due, 9 am	Registrar
March 22, 2027	Summer and fall 2027 schedules live on self service	
March 29, 2027	Advising period begins - through April 9	
April 9, 2027	List of summer contracts provided by the Provost's office	Dept. chairs
April 30, 2027	Catalog review request sent by Registrar's office	Dept. chairs/Program Dir
April 30, 2027	GR student final thesis/research project upload and grades deadline for June	Registrar (Kelsey)
April 30, 2027	Summer course contracts finalized	Provost office (Julie)
May 14, 2027	Spring final grades due by noon	Registrar
May 31, 2027	Individual annual reports due	Provost office (Julie)
June 1, 2027	Catalog edits due	Registrar
June 13-14, 2027	Board of Trustees meetings	
June 14, 2027	Graduate program directors annual reports due	Dean of the Graduate School
June 18, 2027	List of fall contracts provided by the Provost's office	Dept. chairs
June 30, 2027	Departmental annual reports due	Provost office (Julie)
July 9, 2027	Fall course contracts finalized	Provost office (Julie)
August 31, 2027	Local reviews of faculty due	Provost