

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Academic Operation Timeline

In preparation for

2023/2024

DEADLINE	TASK	RESPONSIBLE PARTY
10/1/2022	Previous Year Program Student Learning Outcome Assessment Reports completed	Deans
11/1/2022	Capital and New Personnel Request Forms; sent to deans	Provost
11/15/2022	FLAC rules and adjunct pay rates determined	Provost
	Next academic year schedule draft sent to schools	Registrar
12/1/2022	Program changes, new program proposals & suspensions due to APST for December Academic Council meeting	Deans
	Banner Course Information (BCI) changes due; sent to registrar	
	Capital and New Personnel requests completed; returned to Provost	
12/12/2022	Plenary meets	Faculty
12/14/2022	Academic Council approves adjunct pay rates, final program changes, new program proposals & suspensions and capital and new personnel requests; due to Academic Council for January Program Prioritization meeting	Academic Council
12/15/2022	Determine Tuition and Fees <ul style="list-style-type: none"> FY24 – Per Credit Graduate (8 Months before start) FY24 – Accelerated UG (8 Months before start) FY25 – School of Health Professions & Pharmacy 	CFO
1/1/2023	Operating budget screens open in Banner	CFO
1/5/2023	Academic Budget Prioritization	Academic Council
1/15/2023	Next academic year schedules complete; returned to registrar	Deans
	Fee charts due (establish tuition and fees for upcoming FY)	CFO
1/31/2023	Catalog opens for updates	Registrar
3/15/2023	All CRNs for next academic year are built; schools notified	Registrar
	Next year schedule opens for viewing	Registrar, CAACE
3/31/2023	Catalog closes	Registrar
4/1/2023	Operating budget screens close in Banner	CFO
4/17/2023	Full-year registration opens for students	Registrar, CAACE
5/15/2023	Changes to faculty handbook due	Provost, Faculty Chair
6/1/2023	Catalog goes live	Registrar
	Degree audit opens for new students	
7/1/2023	Budget opens	CFO
	FY 25 Operational Timeline available	VPAO
8/15/2023	Determine Tuition and Fees <ul style="list-style-type: none"> FY 25 – TUG, all course fees, room & board, miscellaneous fees 	CFO

Note: Deadlines landing on weekends, holidays or campus closings must be met the subsequent working business day.