

## Appendix 18: 2022 Deadlines for Academic Affairs Reports

Board Month	Deadline	Report/Form
All Regular Meetings	Corresponding Deadlines	<ul style="list-style-type: none"> <li>• <b>Intent to Offer an Existing Degree Program by Distance Learning</b> - Appendix 10</li> <li>• <b>Intent to Offer, Modify, or Delete Certificate Program</b> - Appendix 16</li> </ul>
January	November 25, 2021	
February	December 18, 2021	
March	January 28, 2022	
April	February 25, 2022	
May	March 25, 2022	
June	April 29, 2022	
August	June 24, 2022	
October	August 26, 2022	
November	September 30, 2022	
May (2022)	October 1, 2020	<ul style="list-style-type: none"> <li>• <b>Annual Nursing Data</b></li> </ul>
February	December 18, 2021	<ul style="list-style-type: none"> <li>• <b>New Degree Program Proposal</b> - Appendix 8</li> <li>• <b>Modifications to Existing Degree Program Proposal (Rename, Consolidate, Delete)</b> - Appendix 9a, 9b, 9c</li> <li>• <b>New Academic Unit Proposal</b> - Appendix 12</li> <li>• <b>New Institute or Center</b> - Appendix 12b</li> <li>• <b>Modifications to Existing Academic Unit Proposal (Rename, Consolidate, Delete)</b> - Appendix 13a, 13b, 13c</li> </ul>
April	February 25, 2022	
June	April 29, 2022	
October	August 26, 2022	
November	September 30, 2022	
May	May 2, 2022 (first workday of the month immediately following the 1 <sup>st</sup> )	<ul style="list-style-type: none"> <li>• <b>Approval of Degrees to be Conferred in May – Appendix 17a &amp; 17b</b> (Two reports are required to be sent to OASA: (1) numbers of candidates by degree program and academic level and (2) list of candidates' names by degree program and academic level)</li> </ul>
August	June 1, 2022	<ul style="list-style-type: none"> <li>• <b>Approval of Degrees to be Conferred in August – Appendix 17a</b> (One report is required to be sent to OASA at this time: (1) numbers of candidates by degree program and academic level)</li> </ul>
August	July 15, 2022	<ul style="list-style-type: none"> <li>• <b>New Academic Program Audit (if applicable)</b> – (March CAO Agenda; Appendix 6 submitted in July)</li> <li>• <b>Assessment of Non-Professional Accredited Degree Programs (if applicable)</b></li> <li>• <b>Institutional Post-Tenure Review Reporting Form</b> - Appendix 14</li> <li>• <b>Tenure Reporting Form</b> - Appendix 15</li> </ul>

Board Month	Deadline	Report/Form
August	August 1, 2022 (first workday of the month immediately following the 1 <sup>st</sup> )	<ul style="list-style-type: none"> <li>• <b>Textbook Report</b></li> <li>• <b>Approval of Degrees to be Conferred in August – Appendix 17a &amp; 17b</b> (One report is required to be sent to OASA at this time: (1) list of candidates' names by degree program and academic level)</li> <li>• <b>Institutional Organization Charts</b> (Maintained in OASA; Not presented to the Board)</li> <li>• <b>Off-Campus Academic Programs - Appendix 11</b></li> </ul>
October	August 31, 2022	<ul style="list-style-type: none"> <li>• <b>Accreditation Reports - Institutional, College, School, Department, Degree Programs - Appendix 3</b> (Time frame of report is July 1 – June 30)</li> <li>• <b>Accreditation Report (No Professional Accreditation) - Academic Degree Programs - Appendix 4</b> (Ten-year cycle)</li> <li>• <b>Academic Productivity Review (if applicable)</b> (January CAO Agenda; University notified in March by OASA; Appendix 5, 9b, 9c, or Institutional Exemption Request submitted in response for the October Board Agenda)</li> </ul>
May (2022)	October 1, 2022	<ul style="list-style-type: none"> <li>• <b>Annual Nursing Data</b></li> </ul>
November	November 4, 2022	<ul style="list-style-type: none"> <li>• <b>Approval of Degrees to be Conferred in December– Appendix 17a &amp; 17b</b> (Two reports are required to be sent to OASA: (1) numbers of candidates by degree program and academic level and (2) list of candidates' names by degree program and academic level)</li> </ul>
	December 1, 2022	<ul style="list-style-type: none"> <li>• <b>Report on Active Academic Program under Stipulations – 1<sup>st</sup> annual report (if applicable)</b> (Following October Board meeting, if the Board approves continuing the program with stipulations, then the 1<sup>st</sup> annual report is due December 1 of the following year.)</li> </ul>

Note: Reports/Forms in red text are routinely required reports/forms. Reports/Forms in black text are institutional need-based reports/forms.

**Appendix 18 (continued):  
2022 Deadlines for Academic Affairs Reports by Month**

**November 2021 Deadlines**

- **November 26, 2021** for January 2022 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

**December 2021 Deadlines**

- **December 18, 2021** for February 2022 Board Meeting
  - New Degree Program Proposal (Appendix 8)
  - Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - New Academic Unit Proposal (Appendix 12)
  - **New Institute or Center (Appendix 12b)**
  - Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

**January 2022 Deadlines**

- **January 28, 2022** for March 2022 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

**February 2022 Deadlines**

- **February 25, 2022** for April 2022 Board Meeting
  - New Degree Program Proposal (Appendix 8)
  - Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - New Academic Unit Proposal (Appendix 12)
  - **New Institute or Center (Appendix 12b)**
  - Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

**March 2022 Deadlines**

- **March 25, 2022** for May 2022 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

## April 2022 Deadlines

- **April 29, 2022** for June 2022 Board Meeting
  - New Degree Program Proposal (Appendix 8)
  - Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - New Academic Unit Proposal (Appendix 12)
  - Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

## May 2022 Deadlines

- **May 3, 2022** for May 2022 Board Meeting
  - Approval of Degrees to be Conferred in May (Appendices 17a, 17b)

## June 2022 Deadlines

- **June 1, 2022** for August 2022 Board Meeting
  - Approval of Degrees to be Conferred in August (Appendix 17a)

## July 2022 Deadlines

- **July 15, 2022** for August 2022 Board Meeting
  - Institutional Post-Tenure Review Reporting Form (Appendix 14)
  - Tenure Reporting Form (Appendix 15)
  - Annual Performance Report for MS Educator Prep Programs
  - New Academic Program Audit (Appendix 6) (if applicable)
  - Assessment of Non-Professional Accredited Degree Programs (if applicable)

## August 2022 Deadlines

- **August 1, 2022** for August 2022 Board Meeting
  - Textbook Report
  - Approval of Degrees to be Conferred in August (Appendix 17b)
  - Institutional Organizational Charts
  - Off-Campus Academic Program Report (Appendix 11)
- **August 31, 2022** for October 2022 Board Meeting
  - Accreditation Reports (Appendix 3)
  - Accreditation Report (Non-Professional Accreditation) (Appendix 4)
  - Academic Productivity Review (Appendix 5, 9b, 9c, or Institutional Exemption Request) (if applicable)
  - New Degree Program Proposal (Appendix 8)
  - Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - New Academic Unit Proposal (Appendix 12)
  - Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)

- Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

### September 2022 Deadlines

- **September 30, 2022** for November 2022 Board Meeting
  - New Degree Program Proposal (Appendix 8)
  - Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - New Academic Unit Proposal (Appendix 12)
  - **New Institute or Center (Appendix 12b)**
  - Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

### October 2022 Deadlines

- **October 1, 2021** for May 2022 Board Meeting
  - **Annual Nursing Data**

### November 2022 Deadlines

- **November 5, 2022** for November 2022 Board Meeting
  - **Approval of Degrees to be Conferred in December (Appendices 17a, 17b)**
- **November 23, 2022** for January 2023 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

### December 2022 Deadlines

- **December 1, 2022**
  - **Report on Active Academic Program Under Stipulations – 1<sup>st</sup> Annual Report (if applicable)**

Note: Reports/Forms in red text signify routinely required reports/forms. Reports/Forms in black text signify institutional need-based reports/forms.