

2024-25 Deadlines for Academic Affairs Reports by Month

August 2024 Dates and Deadlines

- **August 1, 2024**, for August 2024 Board Meeting
 - Institutional Organizational Charts
 - Textbook Report
 - Off-Campus Academic Program Report
 - Approval of Summer Degrees to be Conferred and List of Candidates' Names
- **August 14, 2024** – CAO Meeting
- **August 15, 2024** – IHL Board Meeting

September 2024 Dates and Deadlines

- **September 6, 2024**, for October 2024 Board Meeting
 - Accreditation Reports
 - Academic Productivity Review (if applicable)
 - New Academic Program Audit (if applicable)
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
 - Intent to Offer, Modify, or Delete Certificate Program
- **September 2024** – No CAO Meeting
- **September 19, 2024** – IHL Board Meeting (retreat)
- **September 27, 2024**, for November 2024 Board Meeting
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
 - Intent to Offer, Modify, or Delete Certificate Program

October 2024 Dates and Deadlines

- **October 1, 2024**, for May 2025 Board Meeting
 - Annual Nursing Data (This is provided by the Nursing Dean/Director to IHL Director of Nursing Education.)
- **October 16, 2024** – CAO Meeting
- **October 17, 2024** – IHL Board Meeting

November 2024 Dates and Deadlines

- **November 1, 2024**, for November 2024 Board Meeting
 - Approval of Fall Degrees to be Conferred and List of Candidates' Names
- **November 20, 2024** – CAO Meeting
- **November 21, 2024** – IHL Board Meeting
- **November 29, 2024**, for January 2025 Board Meeting
 - Intent to Offer an Existing Degree Program by Distance Learning
 - Intent to Offer, Modify, or Delete Certificate Program

December 2024 Deadlines

- **December 2, 2024**
 - Report on Active Academic Program Under Stipulations – 1st Annual Report (if applicable)
- **December 16, 2024, for February 2025 Board Meeting**
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
 - Intent to Offer, Modify, or Delete Certificate Program
- **December 18, 2024** – CAO Meeting (Subject to Call)
- **December 19, 2024** – IHL Board Meeting (Subject to Call)

January 2025 Dates and Deadlines

- **January 15, 2025** – CAO Meeting
- **January 16, 2025** – IHL Board Meeting
- **January 24, 2025, for March 2025 Board Meeting**
 - Intent to Offer an Existing Degree Program by Distance Learning
 - Intent to Offer, Modify, or Delete Certificate Program

February 2025 Dates and Deadlines

- **February 19, 2025** – CAO Meeting
- **February 20, 2025** – IHL Board Meeting
- **February 28, 2025, for April 2025 Board Meeting**
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
 - Intent to Offer, Modify, or Delete Certificate Program

March 2025 Dates and Deadlines

- **March 19, 2025** – CAO Meeting
- **March 20, 2025** – IHL Board Meeting
- **March 28, 2025, for May 2025 Board Meeting**
 - Intent to Offer an Existing Degree Program by Distance Learning
 - Intent to Offer, Modify, or Delete Certificate Program

April 2025 Dates and Deadlines

- **April 1, 2025, for April 2025 Board Meeting**
 - Approval of Spring Degrees to be Conferred and List of Candidates' Names
- **April 16, 2025** – CAO Meeting
- **April 17, 2025** – IHL Board Meeting
- **April 30, 2025, for June 2025 Board Meeting**
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete

- Intent to Offer, Modify, or Delete Certificate Program

May 2025 Dates and Deadlines

- **May 14, 2025** – OASA will send out list of Institutes and Centers for annual review
- **May 14, 2025** – CAO Meeting
- **May 15, 2025** – IHL Board Meeting

June 2025 Dates and Deadlines

- **June 18, 2025** – CAO Meeting
- **June 19, 2025** – IHL Board Meeting

July 2025 Dates and Deadlines

- **July 15, 2025, for August 2025 Board Meeting**
 - Post-Tenure Review Reporting Form
 - Tenure Reporting Form
 - Email notification of changes to list of Institutes and Centers
 - Annual Performance Report for MS Educator Prep Programs (This is provided by the IHL Deans/Directors of Education to the Associate Commissioner for Academic and Student Affairs.)
- **July 16, 2024** – CAO Meeting (Subject to Call)
- **July 17, 2024** – IHL Board Meeting (Subject to Call)

August 2025 Dates and Deadlines

- **August 1, 2025, for August 2025 Board Meeting**
 - Institutional Organizational Charts
 - Textbook Report
 - Off-Campus Academic Program Report
 - Approval of Summer Degrees to be Conferred and List of Candidates' Names
- **August 20, 2025** – CAO Meeting
- **August 21, 2025** – IHL Board Meeting

September 2025 Dates and Deadlines

- **September 5, 2025, for October 2025 Board Meeting**
 - Accreditation Reports
 - Academic Productivity Review (if applicable)
 - New Academic Program Audit (if applicable)
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
 - Intent to Offer, Modify, or Delete Certificate Program
- **September 2025** – No CAO Meeting
- **September 18, 2025** – IHL Board Meeting (retreat)
- **September 26, 2025, for November 2025 Board Meeting**
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
 - Intent to Offer, Modify, or Delete Certificate Program

October 2025 Dates and Deadlines

- **October 1, 2025, for May 2026 Board Meeting**
 - Annual Nursing Data (This is provided by the Nursing Dean/Director to IHL Director of Nursing Education.)
- **October 15, 2025** – CAO Meeting
- **October 16, 2025** – IHL Board Meeting

November 2025 Dates and Deadlines

- **November 1, 2025, for November 2025 Board Meeting**
 - Approval of Fall Degrees to be Conferred and List of Candidates' Names
- **November 19, 2025** – CAO Meeting
- **November 20, 2025** – IHL Board Meeting
- **November 28, 2025, for January 2025 Board Meeting**
 - Intent to Offer an Existing Degree Program by Distance Learning
 - Intent to Offer, Modify, or Delete Certificate Program

December 2025 Deadlines

- **December 1, 2025**
 - Report on Active Academic Program Under Stipulations – 1st Annual Report (if applicable)
- **December 16, 2025, for February 2026 Board Meeting**
 - New Degree Program Proposal
 - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
 - Intent to Offer an Existing Degree Program by Distance Learning
 - New Academic Unit Proposal
 - New Institute or Center
 - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
 - Intent to Offer, Modify, or Delete Certificate Program
- **December 17, 2025** – CAO Meeting (Subject to Call)
- **December 18, 2025** – IHL Board Meeting (Subject to Call)

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