

C+I Course Development Timeline for Courses Launching in Fall 2018

MILESTONE	One-Semester Cycle	Two-Semester Cycle
Course Development Requests Sent to Academic Affairs	March 15	December 1
Course Development Cycle Begins	May 1	January 16
Submit Syllabi to Academic Director <i>[in contract date]</i>	June 4	March 12
Submit Syllabi to Academic Excellence Committee (AEC)	June 11	March 19
Course Design and Canvas Build Begins	June 25	March 26
Registration Opens for Continuing Students	April 16	April 16
Schedule Meetings with Media and Innovation	TBD by ID	May 21
Curriculum Maps Created	---	May 21
ID to Contact Faculty of Legacy Courses re: Updates for Fall	June 18	---
Legacy Updates Approved by Academic Director	July 20	---
List Textbook Information in Canvas; Populate eReserves	July 27	July 27
Registration Opens for New Students*	July 30	July 30
Start First QA Cycle**	July 30	July 30
Start Second QA Cycle	August 6	August 6
Course Sites Open to Students	August 28	August 28
Faculty Contract Ends	August 31	August 31
Classes Begin	September 4	September 4

* Registration opens for new students in Executive SCOM, Executive TMGT, APAN, and ERM only. Registration for all new MS San Fran students is TBD. Registration for all other new MS/MPS students begins August 28.

** APAN – all courses; BIET -- all San Fran courses; ERM – all online courses; SCOM – all executive and San Fran courses; TMGT – all junior courses

PLEASE NOTE: Syllabi for new courses must be approved by the AEC in order to be listed in the Directory of Classes (DOC). Programs are advised to submit syllabi to the AEC no later than June 11.