

If you are launching your course in the Summer semester, please use the following dates as general guidelines:

Milestone	Responsible Party	One-Semester Cycle	Two-Semester Cycle
Submit all course development and Staff Associate requests to the Academic Affairs	Academic Director	November 1	July 1
Complete onboarding conversations with Staff Associates to prepare for design cycle	Academic Director	January 1	September 2
Contact the Staff Associate to initiate the development cycle	Instructional Design	January 2	September 3
Submit syllabus to the Academic Director for program approval [In contract]	Instructional Design	February 5	November 11
Submit program-approved syllabus to the AEC Subcommittee for review	Instructional Design	February 10	November 18
Submit media development requests to Media & Creative Services	Instructional Design	February 10	November 18
Begin designing and building the course in Canvas	Instructional Design	February 24	December 16
Summer registration opens for returning students	Registrar	February 25	February 25
Contact faculty of online and hybrid legacy courses regarding updates	Instructional Design	March 2	---
Communicate approved legacy updates with Instructional Design and Faculty	Academic Director	April 13	---
Start first Quality Assurance testing cycle*	Online Curriculum and Instruction	April 20	April 20
Start second Quality Assurance testing cycle	Online Curriculum and Instruction	April 27	April 27
Staff Associate design and development contract ends	Faculty Affairs	April 30	April 30
Start Panopto QA (for courses using Panopto)	Media & Creative Services	May 11	May 11
Start Zoom integration and population of class session dates (synchronous courses only)	Online Support	May 11	May 11
Publish Canvas course sites	Online Support	May 19	May 19
Classes Begin	Instructor of Record	May 26	May 26

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