

If you are launching your course in the Fall 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 Academic Affairs	Academic Director	March 15	December 1
Fall registration opens for continuing students	Registrar	April 15	April 15
Finalize contracts	Faculty Affairs	April 30	January 15
Complete onboarding conversations with Staff Associates to prepare for design cycle	Academic Director	April 30	January 15
Contact the Staff Associate to initiate the development cycle	Instructional Design	May 1	January 16
Submit syllabus to the Academic Director for program approval	Instructional Design	June 10	March 11
Submit all updates to the Course Planning Sheet (CPS) via the CUSPS Helpdesk	Academic Director	June 15	June 15
Submit program-approved syllabus to the AEC Subcommittee for review	Instructional Design	June 17	March 18
Contact faculty of online and hybrid legacy courses regarding updates for fall	Instructional Design	June 17	---
Begin designing and building the course in Canvas	Instructional Design	June 25	March 25
Communicate approved legacy updates with Instructional Design and Faculty	Academic Director	July 19	---
Start first Quality Assurance testing cycle*	Online Curriculum and Instruction	July 29	July 29
Start second Quality Assurance testing cycle	Online Curriculum and Instruction	August 5	August 5
Start loading Associate instructors and TAs into Canvas	Faculty Affairs	August 12	August 12
Publish Canvas course sites	Online Support	August 27	August 27
Staff Associate design and development contract ends	Faculty Affairs	August 31	August 31
Classes Begin	Instructor of Record	September 3	September 3

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