

If you are launching your course in the Spring 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 14	March 14
Spring registration opens for continuing students	Registrar	Nov 18 - 27; Jan 2 - 17	Nov 18 - 27; Jan 2 - 17
Finalize contracts	Faculty Affairs	August 1	April 30
Complete onboarding conversations with Staff Associates to prepare for design cycle	Academic Director	August 30	April 30
Contact the Staff Associate to initiate the development cycle	Instructional Design	September 3	May 1
Submit syllabus to the Academic Director for program approval	Instructional Design	October 8	June 10
Submit all updates to the Course Planning Sheet (CPS) via the CUSPS Helpdesk	Academic Director	October 5	June 15
Submit program-approved syllabus to the AEC Subcommittee for review	Instructional Design	October 15	August 12
Contact faculty of online and hybrid legacy courses regarding updates for Spring	Instructional Design	October 18	--
Begin designing and building the course in Canvas	Instructional Design	October 22	September 3
Communicate approved legacy updates with Instructional Design and Faculty	Academic Director	November 15	--
Start first Quality Assurance testing cycle*	Online Curriculum and Instruction	December 9	December 9
Start second Quality Assurance testing cycle	Online Curriculum and Instruction	December 16	December 16
Start loading Associate instructors and TAs into Canvas	Faculty Affairs	December 30	December 30
Publish Canvas course sites	Online Support	January 14	January 14
Staff Associate design and development contract ends	Faculty Affairs	December 31	December 31
Classes Begin	Instructor of Record	January 21	January 21

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