

**Course Director Schedule  
Fall Courses**

Date	Item
January 20	Complete Fall Course Needs Assessment Survey
February 1	<p>Fall syllabus is available in NewView for editing.</p> <p><b>New course proposals</b> are due to CAC by this date.  <b>Changes</b> that must be submitted to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Course Number</li> <li>• Course Title</li> <li>• Credit Hour Changes (Variable or fixed)</li> <li>• Course Director</li> <li>• Course Description (75 word limit)</li> </ul> <p>*Course changes must be endorsed by course streams before submission to CAC on February 1. CAC approval is required before courses are available for enrollment.</p>
March 1	1 <sup>st</sup> draft of Fall Weekly Class Schedule sent to Course Directors
April 1	Fall Weekly Class Schedule posted to website
First week of April (TBD)	Student registration for Fall courses opens
April 21	<p>Syllabus edits in NewView must be complete by this date and ready for Registrar review.</p> <p><b>Changes</b> due to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Learning Objectives</li> <li>• Assessments &amp; Assessment Details</li> <li>• Grading Scale</li> </ul> <p>*Course changes noted above should be endorsed by course streams before submission to CAC on April 21.</p>
May 30	NewView review of syllabi complete by the Registrar and comments sent to Course Directors
June 15	<p>Upload syllabi to Sakai and publish Sakai site</p> <p>Fall exam calendar published by the Registrar</p>

## Spring Courses

Date	Item
July 20	Complete Spring Course Needs Assessment Survey
September 1	<p>Spring syllabus is available in NewView for editing.</p> <p><b>New course proposals</b> are due to CAC by this date. <b>Changes</b> that must be submitted to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Course Number</li> <li>• Course Title</li> <li>• Credit Hour Changes (Variable or fixed)</li> <li>• Course Director</li> <li>• Course Description (75 word limit)</li> </ul> <p>*Course changes must be endorsed by course streams before submission to CAC on September 1. CAC approval is required before courses are available for enrollment.</p>
October 1	1 <sup>st</sup> draft of Spring Weekly Class Schedule sent to Course Directors
November 1	Spring Weekly Class Schedule posted to website
First week of November (TBD)	Student registration for Spring courses opens
November 15	<p>Syllabus edits in NewView must be complete by this date and ready for Registrar review.</p> <p><b>Changes</b> are due to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Learning Objectives</li> <li>• Assessments &amp; Assessment Details</li> <li>• Grading Scale</li> </ul> <p>*Course changes noted above should be endorsed by course streams before submission to CAC on November 15.</p>
November 30	NewView review of syllabi complete by the Registrar and comments sent to Course Directors
December 15	<p>Upload syllabi to Sakai and publish Sakai site</p> <p>Spring exam calendar published by the Registrar</p>