

**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>Minor course 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>
February 20	1 <sup>st</sup> draft of Fall Weekly Class Schedule sent to Course Directors
March 15	Fall Weekly Class Schedule posted to website
End of March (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> 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 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>

**Course Director Schedule  
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>