

2011-12 AP Course Audit Calendar

| Teacher Roles & Responsibilities | | Administrator Roles & Responsibilities | |
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| March 2011 | AP Course Audit begins accepting submissions of materials for new courses that will be offered in the 2011-12 school year. | March 2011 | AP Course Audit administrators begin to finalize electronic Course Audit forms submitted for new courses. |
| June 1, 2011 | Preferred date by which to submit a syllabus and Course Audit form finalized by the school's AP Course Audit administrator. Once authorized, courses submitted by this date will appear in the initial release of the AP Course Ledger in November. NOTE: June 1 is a preferred submission date, NOT a deadline. | August 2011 | AP Course Audit administrators begin renewing previously authorized courses for the 2011-12 school year and finalizing Course Audit forms for courses transferred to their schools by teachers. Online/Distance Learning courses can be added through the School Status page. |
| January 31, 2012 | Deadline for the initial submission of course materials (a syllabus and Course Audit form) for the 2011-12 school year. | October 15, 2011 | Preferred date by which administrators should renew previously authorized courses that are again offered in the 2011-12 school year to ensure the inclusion of these courses in the initial publication of the AP Course Ledger in November. NOTE: October 15 is a preferred submission date, NOT a deadline. Remove teachers not teaching or courses not being taught during the 2011-12 school year from the school status page. NOTE: Administrators must contact the AP Course Audit Helpline to remove authorized courses from their school. |
| District Administrator Roles | | January 31, 2012 | Deadline to approve Course Audit forms for initial submissions. Deadline to renew previously authorized courses for the 2011-12 school year. Deadline to remove teachers not teaching or courses not being taught during the 2011-12 school year. Deadline to add Online and Distance Learning courses being taught during the 2011-12 school year. |
| March 2011 | Ensure that an administrator in each school has created a Course Audit account. Support teachers and school administrators in meeting the Audit requirements and deadlines. | All Roles | |
| January 31, 2012 | Deadline to ensure that schools have submitted all AP Course Audit forms, initial course submissions, and renewals for the 2011-12 academic year. | | |
| February 2012 | AP Course Audit accounts will not be accessible throughout the month of February while annual maintenance occurs to prepare for the 2012-13 course renewal and submission process. During this time participants will be unable to log into their accounts, access secure practice exams, or resubmit syllabi. The AP Course Audit website, the AP Helpline, and the AP Course Ledger will continue to be available without interruption. | | |

Advanced Placement Program® (AP®)

Definition of AP Course Audit Terms

AP Course Ledger: This online resource lists all authorized AP courses worldwide. It is published each year in early November and is updated weekly throughout the school year with newly authorized courses.

AP Trademark Compliance: It is the school's responsibility to ensure that all AP courses listed on student transcripts, in course catalogs and on the school's website are authorized and annually renewed through the AP Course Audit. In addition, the "AP" designation can only be used in association with the official AP course titles. If the College Board determines that your school is applying the "AP" designation to any courses or sections of courses taught at your school which are not authorized for the appropriate academic year through the AP Course Audit process, your school's name may not be included in future versions of the ledger, regardless of whether other courses at your school have been authorized.

Approved Syllabus: An approved syllabus is one that has been reviewed by a certified AP Course Audit reviewer and found to include evidence that all AP curricular requirements are addressed.

Authorized Course: A course with a finalized Course Audit form and an approved syllabus is authorized to use the "AP" designation on student transcripts.

Course Audit Form: This online form lists all curricular and resource requirements of the AP course. Through AP Course Audit accounts, it is completed by the teacher, submitted for school administrator approval, and completed and finalized by the school administrator.

Renewal: School administrators are responsible for renewing teachers' course authorizations each year the course is offered by the teacher. Teachers do not submit syllabi or Course Audit forms in the renewal process.

School Administrator: A principal or the principal's designee, who is responsible for approving and finalizing Course Audit forms, renewing authorizations from year to year, and assuring the accuracy of the courses being taught in the 2011-12 year by removing courses and teachers from a school's status page. Teachers can see which administrators in their schools have AP Course Audit accounts by looking in the Your School Administrator(s) box on their Course Status pages.

Syllabus: The syllabus is a course-long plan that includes explicit evidence that each AP curricular requirement is addressed in the course.