Advanced Placement Program® (AP®)
2016-17 Course Audit Calendar

The following table outlines important dates and corresponding responsibilities for the role of Teacher.

Dates	Teacher Responsibilities
March 1, 2016	AP Course Audit begins accepting submissions of materials for new courses that will be offered in the 2016-17 school year.
January 31, 2017	Deadline for the initial submission of course materials (a syllabus and Course Audit form) for the 2016-17 school year.

The following table outlines important dates and corresponding responsibilities for the role of School Administrator.

Dates	School Administrator Responsibilities
March 1, 2016	AP Course Audit administrators begin to finalize electronic Course Audit forms submitted for new courses or those transferred to their schools by new teachers.
August 1, 2016	AP Course Audit administrators begin renewing previously authorized courses for the 2016-17 school year. Online/Distance Learning courses can be added through the School Status page.
October 15, 2016	Preferred date by which administrators should renew previously authorized courses that are again offered in the 2016-17 school year to ensure the inclusion of these courses in the initial publication of the AP Course Ledger in November. Remove teachers not teaching or courses not being taught during the 2016-17 school year from the School Status page. NOTE: October 15 is a preferred submission date, NOT a deadline. Administrators must contact the AP Course Audit Helpline to remove authorized courses from their school.
January 31, 2017	Deadline to: Approve Course Audit forms for initial submissions. Renew previously authorized courses for the 2016-17 school year. Remove teachers not teaching or courses not being taught during the 2016-17 school year. Add Online and Distance Learning courses being taught during the 2016-17 school year.

Advanced Placement Program® (AP®)

2016-17 Course Audit Calendar

CollegeBoard

The following table outlines important dates and corresponding responsibilities for the role of District Administrator.

Dates	District Administrator Responsibilities
March 1, 2016	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.
January 31, 2017	Deadline to ensure that schools have submitted all AP Course Audit forms, initial course submissions, and renewals for the 2016-17 academic year.

The following table outlines important dates and corresponding responsibilities for All Roles.

Dates	All Roles Responsibilities
February 2017	AP Course Audit accounts will not be accessible throughout the month of February while annual maintenance occurs to prepare for the 2017-18 course renewal and submission process. During this time participants will be unable to log into their accounts, access resources (e.g., lab manuals, 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.

Definition of AP Course Audit Terms

CollegeBoard

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" trademark can only be used in association with the official AP course titles. If the College Board determines that your school is applying the "AP" trademark to any course titles 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" trademark 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 2016-17 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.