

AP® Course Audit Calendar for 2009-10 Courses

Teacher Roles and Responsibilities

March 3, 2009

Teachers new to AP® create online accounts and begin to submit AP Course Audit forms and syllabi for the 2009-10 academic year.

Teachers with previously authorized courses who will be teaching additional courses in the 2009-10 academic year begin to add these new courses to their existing accounts and submit AP Course Audit forms and syllabi.

June 1, 2009

Preferred date by which to submit a syllabus and an AP Course Audit form finalized by the school's AP Course Audit administrator. Once authorized, courses submitted by this date will appear in the initial publication of the AP Course Ledger in November.

NOTE: June 1 is the preferred submission date, NOT the deadline.

Aug. 1, 2009

Teachers who have moved to a new school should transfer existing courses and accounts to their new schools. A new AP Course Audit form must be submitted by the teacher and approved by the receiving school's administrator.

Jan. 31, 2010

Deadline for first course submissions. AP courses must have a syllabus **and** finalized AP Course Audit form submitted before this date to be considered for 2009-10 AP authorization.

Deadline for teacher account transfers to new schools.

NOTE: Deadline for renewal of authorized courses. As applicable, ensure that a school administrator has renewed all previously authorized courses by this deadline.

School Administrator Roles and Responsibilities

March 3, 2009

AP Course Audit administrators begin to approve and finalize AP Course Audit forms submitted for new courses.

June 1, 2009

Preferred date to finalize all AP Course Audit forms. Once authorized, courses submitted by this date will appear in the initial publication of the AP Course Ledger in November.

NOTE: June 1 is the preferred submission date, NOT the deadline.

Aug. 1, 2009

AP Course Audit administrators begin renewing previously authorized courses for 2009-10 and finalizing AP Course Audit forms for courses transferred to their schools by teachers.

Oct. 15, 2009

Preferred date by which administrators should renew previously authorized courses that are again offered in the 2009-10 academic 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 2009-10 academic year from the school status page.

NOTE: You must contact the AP help line to remove authorized courses from your school.

Jan. 31, 2010

Deadline to finalize all AP Course Audit forms. No course missing a finalized AP Course Audit form will be considered for 2009-10 authorization.

Deadline to renew previously authorized courses for the 2009-10 academic year.

Deadline to remove teachers not teaching or courses not being taught during the 2009-10 academic year.

District Staff Roles

March 3, 2009

Ensure that an administrator in each school has created an AP Course Audit account. Support teachers and school administrators in meeting the AP Course Audit requirements and deadlines.

Jan. 31, 2010

Deadline to ensure that schools have submitted all AP Course Audit forms, initial course submissions and renewals for the 2009-10 academic year.

Advanced Placement Program® (AP®)

Definition of AP® Course Audit Terms

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

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

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 AP Course Audit form and an approved syllabus is authorized to use the “AP” designation on students’ transcripts.

Account Transfer: As teachers’ assignments change, they can move their entire account from one school to another, transferring authorized courses and courses under review to a new school. In cases where the syllabus has already been approved, the course authorization will be complete at the new school once a new AP Course Audit form is submitted by the teacher and is finalized by a school administrator. In cases where a teacher account is transferred while a syllabus is under review, the outcome of the review will not be rendered until the AP Course Audit form is submitted by the teacher and finalized by an administrator at the new school. The “Update Your Information” link on the “Course Status” page leads to a series of prompts that enable teachers to execute the transfer of accounts to new schools.

School Administrator: A principal or the principal’s designee who is responsible for approving and finalizing AP Course Audit forms, renewing authorizations from year to year, and ensuring the accuracy of the courses being taught in a current academic 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.

Renewal: School administrators are responsible for renewing course authorizations on an annual basis. A course can be renewed only if it is to be taught by the same teacher who has access to the same resources made available when the course was first authorized. Teachers do not submit syllabi or AP Course Audit forms in the renewal process.

AP Course Ledger: This online resource lists all authorized AP courses worldwide. Directed primarily at college and university admissions offices, it is also open to the public. 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 students’ transcripts, in course catalogs and on the school’s Web site 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 that 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.