

Advanced Placement Program® (AP®) 2018-19 Course Audit Calendar



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

Dates	Teacher Responsibilities
March 1, 2018	AP teachers begin submitting materials (a syllabus and Course Audit Form) for new courses to be offered in the 2018-2019 school year.
October 1, 2018	Preferred submission deadline for Capstone and CSP course materials in order to access the digital portfolio for these AP courses.
January 31, 2019	Deadline to complete the initial submission of course materials (a syllabus and Course Audit Form) for the 2018-19 school year.

The following table outlines important dates and corresponding responsibilities for the role of AP Course Audit Administrator.

Dates	AP Course Audit Administrator Responsibilities
March 1, 2018	AP Course Audit administrators begin approving Course Audit forms for new courses to be offered in the 2018-2019 school year.
August 1, 2018	AP Course Audit administrators begin renewing previously authorized courses for the 2018-19 school year. AP Course Audit administrators begin adding Online/Distance Learning courses through the School Status page.
October 1, 2018	Preferred submission and renewal deadline for Capstone and CSP course materials in order to access the digital portfolio for these AP courses.
October 15, 2018	Preferred date for administrators to: Renew previously authorized courses for the 2018-19 school year (ensures the inclusion of these courses in the AP Course Ledger in November). Remove inactive teachers or courses not offered in the 2018-19 school year from the School Status page.
January 31, 2019	Deadline to: Approve Course Audit forms for initial submissions. Renew previously authorized courses for the 2018-19 school year. Remove teachers not teaching or courses not being taught during the 2018-19 school year. Add Online and Distance Learning courses being taught during the 2018-19 school year.

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

Dates	District Administrator Responsibilities
March 1, 2018	AP Course Audit district administrators begin to support teachers and school administrators in meeting the AP Course Audit requirements and deadlines.
January 31, 2019	Deadline to ensure that schools have submitted all AP Course Audit forms, initial course submissions, and renewals for the 2018-19 academic year.

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

Dates	All Roles Responsibilities
February 2019	AP Course Audit accounts will not be accessible throughout the month of February while annual maintenance occurs to prepare for the 2019-20 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



AP Course Ledger: This online resource lists all authorized AP courses worldwide. Directed primarily to 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.

NOTE: The AP Course Ledger serves as a record of authorized AP courses offered by accredited transcript-bearing institutions. For non-accredited institutions, any course that has been selected through a school’s AP Course Audit account will be listed on the AP Course Ledger under each school’s respective name, along with the providing organization. **Courses not selected by an accredited institution will not appear in the AP Course Ledger.**

Trademark Compliance: It is the school or Online/Distance provider’s responsibility to ensure that all AP courses listed on student transcripts, in course catalogs, and on the school or Online/Distance provider’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 a school or Online/Distance provider is applying the “AP” trademark to any course titles or sections of courses taught that are **not** authorized for the appropriate academic year through the AP Course Audit process, the school or Online/Distance provider may not be allowed to continue using the “AP” trademark for any courses – regardless of whether other courses have been authorized for the school or Online/Distance provider.

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.

NOTE: An authorized course must be renewed each subsequent year to maintain AP Trademark Compliance.

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 oversees AP Course Audit processes at the school level and signs off on the AP Course Audit form attesting to the provision of appropriate resources for each AP course offered in the given school year. The school administrator renews AP course authorizations annually or removes courses to ensure an accurate annual AP Course Ledger.

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