AP® Course Audit 2021-22 Calendar

March 1, 2021

Teachers begin submitting materials for courses offered in the 2021-22 school year.

Administrators begin:
- Approving Course Audit forms for new courses to be offered in the 2021-22 school year.
- Renewing previously authorized courses for the 2021-22 school year.

District Administrators begin to support teachers and school administrators in meeting the AP Course Audit requirements and deadlines.

May 1, 2021

Administrators begin selecting authorized Online and Distance provider courses through their AP Course Audit accounts.

July 1, 2021

AP Classroom Systems
- New teachers with approved Course Audit forms can create class sections.
- Teachers with previously authorized courses that have been renewed for the 2021-22 school year can assign resources to students.

October 1, 2021

Preferred submission and renewal deadline for AP Capstone and AP Computer Science Principles course materials in order to access the digital portfolio for these AP courses.

October 15, 2021

Administrators preferred deadline to:
- Renew previously authorized courses for the 2021-22 school year (**ensures courses are included in the AP Course Ledger in November**).
- Remove inactive teachers or courses not offered in the 2021-22 school year from the School Status page.

January 31, 2022

Teachers deadline to complete the initial submission of course materials for the 2021-22 school year.

Administrators deadline to:
- Approve Course Audit forms for initial submissions.
- Renew previously authorized courses for the 2021-22 school year.
- Remove teachers not teaching or courses not being taught during the 2021-22 school year.
- Add Online and Distance Learning courses

District Administrators deadline to ensure that schools have completed all initial course submissions and renewals for the 2021-22 school year.

AP Course Audit Terms and Definitions

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.**

AP 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 course document 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 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.

Course Document
A syllabus or unit guide; a course-long plan that includes explicit evidence that each AP curricular requirement is addressed in the course.

Renewal
School administrators are responsible for renewing teachers' course authorizations each year the course is offered by the teacher. Teachers do not submit course documents 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.

CollegeBoard