ALGONQUIN COLLEGE

2022-23 Critical Dates – COMMS/Course Outline Approval Deadlines

CRITICAL DATES & DEADLINES	ACTIVITY
April 12 & 13, 2022	**COMMS ROLLOVER TO 2022-23 ACADEMIC YEAR** ***COMMS OFFLINE FOR ALL USERS***
April 14, 2022	**COMMS OPENS TO ALL USERS** COMMS Open for Faculty/Coordinators/Chairs Populate New Courses/Edit Existing/Approval *NOTE: once a course outline has been Chair approved, it is approved for the entire academic year (all terms) and cannot be modified until rollover to the next academic year.*
***July 15 2022** ***July 22, 2022**	**COURSE WRITER DUE DATE:** FALL 2022 course outlines must be submitted to Program Coordinators **PROGRAM COORDINATOR DUE DATE:** FALL 2022 course outlines must be submitted to Chairs
August 01, 2022	**CHAIR DUE DATE FOR APPROVAL OF ALL FALL 2022 course outlines** *(note many depts/faculty work ahead for Winter/Spring)*
August 08, 2022	**Student timetables released in ACSIS for Fall 2022** ALL courses scheduled for Fall 2022 delivery will have course outlines approved and available in ACSIS with student timetables
***November 14, 2022** ***November 21, 2022**	**COURSE WRITER DUE DATE:** WINTER 2022 course outlines must be submitted to Program Coordinators **PROGRAM COORDINATOR DUE DATE:** WINTER 2022 course outlines must be submitted to Chairs
November 28, 2022	**CHAIR DUE DATE FOR APPROVAL OF ALL WINTER 2023 course outlines**
December 05, 2022	**Student timetables released in ACSIS for Winter 2023** ALL courses scheduled for Winter 2023 delivery will have course outlines approved and available in ACSIS with student timetables
***March 20, 2023** ***March 27, 2023**	**COURSE WRITERS DUE DATE:** SPRING 2023 course outlines must be submitted to Program Coordinator**s** **PROGRAM COORDINATOR DUE DATE:** SPRING 2023 course outlines must be submitted to Chairs
April 03, 2023	**CHAIR DUE DATE FOR APPROVAL OF ALL SRING 2023 course outlines**
April 10, 2023	**Student timetables released in ACSIS for Spring 2023** ALL courses scheduled for Spring delivery will have course outlines approved and available in ACSIS with student timetables

* *dates may differ for certain programs in which case your Program Coordinator/Chair will communicate the appropriate deadlines.*