

2025-26 Critical Dates – COMMS/Course Outline Approval Deadlines

CRITICAL DATES & DEADLINES	ACTIVITY
April 11 – 13, 2025	COMMS 3.0 offline to accommodate rollover of program curriculum to 2025-26 academic year.
April 14, 2025	<p>COMMS 3.0 OPENS TO ALL USERS</p> <p>COMMS Open for Faculty/Coordinators/Chairs Submit Draft Program Outcomes Mapping Revisions/Populate New Courses/Edit Existing Courses/Approve Course Outline Revisions <i>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.</i></p>
April 14-21, 2025	<p>Program Outcomes Mapping Revisions for Program Modifications</p> <p>Curriculum Planning and Implementation Team enters revised Program Outcomes Maps for Academic Development supported Program Modifications and notifies Coordinators when complete</p>
April 14-25, 2025	<p>Program Outcomes Mapping Revisions for ACR Program of Study Changes (CAL999s)</p> <p>Program Coordinators submit revised Program Outcomes Maps as needed to support Program of Study revisions made during ACR on CAL999 documents. Ensure that any new courses are mapped and review the maps for any impacts from Program of Study changes (i.e. course removal, moving courses between levels, etc.)</p>
April 14-May 9, 2025	<p>Program Outcomes Mapping Revision Approval</p> <p>Curriculum Consultants in Academic Development review proposed map revisions, consult with Coordinators as needed, and approve mapping revisions to be pushed to program course outlines.</p>
<p>*July 14, 2025</p> <p>*July 21, 2025</p>	<p>COURSE WRITER DUE DATE: FALL 2025 course outlines must be submitted to Program Coordinators</p> <p>PROGRAM COORDINATOR DUE DATE: FALL 2025 course outlines must be submitted to Chairs</p>
July 28, 2025	<p>CHAIR DUE DATE FOR APPROVAL OF ALL FALL 2025 course outlines <i>(note many depts/faculty work ahead for Winter/Spring)</i></p>
August 5, 2025	<p>Student timetables released in ACSIS for Fall 2025 ALL courses scheduled for Fall 2025 delivery will have course outlines approved and available in ACSIS with student timetables</p>

*November 17, 2025	COURSE WRITER DUE DATE: WINTER 2026 course outlines must be submitted to Program Coordinators
*November 24, 2025	PROGRAM COORDINATOR DUE DATE: WINTER 2026 course outlines must be submitted to Chairs
December 1, 2025	CHAIR DUE DATE FOR APPROVAL OF ALL WINTER 2026 course outlines
December 8, 2025	Student timetables released in ACSIS for Winter 2026 ALL courses scheduled for Winter 2026 delivery will have course outlines approved and available in ACSIS with student timetables
*March 16, 2026	COURSE WRITERS DUE DATE: SPRING 2026 course outlines must be submitted to Program Coordinators
*March 23, 2026	PROGRAM COORDINATOR DUE DATE: SPRING 2026 course outlines must be submitted to Chairs
March 30, 2026	CHAIR DUE DATE FOR APPROVAL OF ALL SPRING 2026 course outlines
April 13, 2026	Student timetables released in ACSIS for Spring 2026 ALL courses scheduled for Spring 2026 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.*