

## AP® Course Audit Calendar for 2009-10 Online/Distance Provider Courses

Online/Distance Provider Roles & Responsibilities	
<b>May 2009</b>	<p>Online/Distance providers new to AP create online accounts and begin to submit syllabi for the 2009-10 academic year.</p> <p>Online/Distance providers with previously authorized courses who will be teaching additional courses in the 2009-10 academic year begin to add these <b>new</b> courses to their existing accounts and submit syllabi.</p>
<b>June 30, 2009</b>	Online/Distance providers begin renewing previously authorized courses for 2009-10.
<b>June 30, 2009</b>	Preferred submission date for new Online/Distance learning courses.
<b>August 1, 2009</b>	Brick and Mortar schools and Homeschool providers are reminded to begin selecting authorized Online/Distance learning courses through their AP Course Audit accounts.
<b>January 31, 2010</b>	<p>Deadline for initial course submissions. AP courses must have a syllabus submitted before this date to be considered for 2009-10 AP authorization.</p> <p>Deadline for renewal of authorized courses. As applicable, ensure that all previously authorized courses have been renewed for the 2009-2010 academic year by this deadline.</p> <p><i>Please be advised that Brick and Mortar schools and Homeschool providers will not be able to select Online/Distance learning courses after this date.</i></p>

### Definition of AP® Course Audit Terms

- **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 meet or exceed the curricular expectations colleges and universities have for an AP subject.
- **Authorized Course:** A course with an approved syllabus that is authorized to use the AP designation on student transcripts.
- **Renewal:** Online/Distance providers are responsible for renewing course authorizations on an annual basis. A course can be renewed only if it is to be offered by the Online/Distance provider during the school year currently being audited.
- **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 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 Online/Distance provider's responsibility to ensure that all AP courses listed on student transcripts (if issuing), in course catalogs and on the Online/Distance provider's website 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 an Online/Distance provider is applying the "AP" designation to any courses or sections of courses taught which are not authorized for the appropriate academic year through the AP Course Audit process, the Online/Distance provider may not be allowed to continue using the AP designation for any courses, regardless of whether other courses have been authorized for the Online/Distance provider.