

Key Deadlines For Scheduling, Course Revision, and/or Online Course Development

Columns in red are dates that come from the university; columns in blue are our dates.

	Date by which a program needs to make the decision to undertake significant course development (including developing an online version of a course) to allow the faculty member or part-time lecturer to plan their time / sign a contract	Date by which the final schedule needs to be in Rutgers' Course Scheduling System (CSS or DICES). This is when we need to know the course, the day, time, room request, and preferably the name of the instructor	Date by which the course development needs to begin	Date by which the course development should be done	Month in which the course needs to come to Chairs and Directors for approval, if relevant	Date by which the course needs to come to the full faculty, if relevant	Date by which the schedule of classes goes live to students
Fall (Semester begins Sept 1)	January 31	January 31	April 1	August 1	November	December	April 1
Winter (Semester begins Dec 26)	June 30	June 30	July 31	November 30	April	May	August 30
Spring (Semester begins Jan 15)	July 15	July 15	August 15	December 15	April	May	October 15
Summer (Semester begins May 30)	October 31	October 31	December 31	April 30	August	September	February 1

Key Deadlines When Undertaking Significant Course Revision and/or Online Course Development

The three key deadlines for each semester are:

- Making a decision to undertake new course development or conversion of a class to online/hybrid course delivery, and getting the developers working with Instructional Design/Technology staff
- Creating the overall schedule for input into the university system, including days, times, rooms, and instructors
- Forwarding syllabi to Chairs and Directors to assure the new course/course change can be part of the upcoming semester

January	Latest time to decide on Fall courses to be revised/developed; target for having a complete Fall schedule
February	
March	
April	New Winter and new Spring courses must be presented to C&D
May	
June	Latest time to decide on Winter courses to be revised/developed; target for having a complete Winter schedule
July	Latest time to decide on Spring courses to be revised/developed; target for having a complete Spring schedule
August	New Summer courses must be presented to C&D
September	
October	Latest time to decide on Summer courses to be revised/developed; target for having a complete Summer schedule
November	New Fall courses must be presented to C&D
December	