

## Class Development Schedule: Winter 2019-Spring 2020 Trimester

**Monday, December 2nd** – ALL Letters of Intent are due for Winter-Spring Trimester classes. LOIs must all be submitted electronically using the online form. Paper LOIs will not be accepted. Prototypes for marketing purposes are also due on this date.

**Thursday, December 12th** – Notification of approval. If your proposal is approved, we will send you confirmation via email by this date.

**Wednesday, December 18th** – Open Curriculum Help Night, 6-8 pm Join TVCOG staff to work on developing your curriculum. This event is optional, but encouraged.

**Friday, December 20**-Full Curriculum Plan due (blank to be sent to you upon receiving LOI).

**Wednesday, January 1**- The Winter-Spring trimester begins. Only established classes will be scheduled for January.

**Saturday, February 1**- New classes launch.