

## SUNY CCC ACE Program Due Dates 2025-2026

All documents must be submitted to the ACE office at [ace@corning-cc.edu](mailto:ace@corning-cc.edu)

<b>New ACE Instructor Certification Applications</b> <b>ACE Instructors must be approved for each course.</b>	
Fall 2025	July 1, 2025
Spring 2026	December 1, 2025
Exceptional circumstances only	Absolutely no later than the earlier of the following: 1. Two weeks before ACE class begins 2. Date of the Summer ACE workshop

<b>ACE Student Applications</b> <b>Students must submit an application each academic year.</b>	
Fall 2025	June 1, 2025 No later than Sept. 1, 2025
Spring 2026	New for Spring students by Feb 1, 2026

<b>ACE Master Schedule</b> <b>Submitted by ACE Coordinator</b> <b>See ACE guidelines for required information.</b>	
Fall 2025	July 1, 2025
Fall Changes to Master Schedule	August 20, 2025
Spring 2026	December 1, 2025
Spring Changes to Master Schedule	January 2, 2026

<b>Syllabi for ACE Course</b> <b>Each ACE Instructor must submit a syllabus prior to the start of every class.</b>	
Fall 2025	One week before class begins
Spring 2026	One week before the class begins

<b>Rosters for ACE Classes</b> <b>ACE Coordinators submit the rosters.</b>	
Fall 2025	August 1, 2025
Spring 2026	January 2, 2026

<b>Roster Verification for ACE Classes</b> <b>ACE Instructors verify rosters utilizing MyBanner.</b> <b>(Requires MyCorning account claim for login)</b>	
Fall 2025	October 15, 2025
Spring 2026	March 1, 2026

<b>Certificates of Residency (COR) - New York students only</b> <b>Every academic year each student must complete a COR.</b>	
Fall 2025	1st week of class- all must be in by Sept. 15
Spring 2026	1st week of class- all must be in by Feb. 15

<b>Final Grades</b> <b>ACE Instructors submit final grades through MyBanner.</b>	
Fall 2025	72 hours after class after class end date in Master Schedule
Spring 2026	72 hours after class after class end date in Master Schedule