

Short-Term Session Deadlines Update

The California Community College Chancellor's Office provides implementing guidelines for Title 5 California Administrative Code for calculating deadlines (census, add/drop, withdrawal, P/NP, and refund). Our past configuration had all deadline dates built out to set dates for all classes. The new configuration matches the State's guidelines in which short-term section deadlines are to be determined.

Short-Term Session Deadlines Update

Census - The regulations require that the census date for Short-Term classes be calculated at 20% of the actual class meeting days.

Add/Drop Deadline - The student's last day to drop without receiving a W is the day immediately preceding the census day. All census rosters and student drops must be processed by the day before your section's census date.

Withdrawal Deadline- The student's last day to drop and receive a W is calculated at 75% of all the days in the section.

P/NP Deadline - The last day a student may submit to receive a Pass/No Pass grade option is the last day of the section.

Refund Deadline – The student's last day to drop and receive a refund is calculated at 10% of the section days.