GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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Updated Date Configuration

Background:

Analysis of current system configuration and published class deadlines showed many of the current class deadlines are not being set up following required State regulations. Each incorrect deadline configuration will need to be updated to meet compliance for the State.

Add/Drop Deadlines (All classes outside of the Term Length (short-term classes):

Current configuration-

Term Length Classes:
Census is set as the 3rd Monday of the session and the add/drop deadline is the day proceeding census.

Short Term Classes (classes that fall outside of the term length start and end date):
The add/drop deadline for short term sessions is set to the first Friday of the session in most cases and sometime out to the 2nd Friday at both Grossmont and Cuyamaca for all short-term sessions.

Issue: The configuration for the calculation of add/drop and census for short term classes does not follow the State regulations.

State Required Configuration- **SAAM (Student Attendance Accounting Manual) Section 1 Page 4-5**

All classes scheduled outside of the Semester-Length (Primary Term) are considered Short Term Session Classes (not scheduled coterminously with the primary term start/end date) and must follow the "Census Day" procedures found in the Student Attendance Accounting Manual (SAAM) in Section 1, on page 4-5. The "Census Day" is calculated at 20% of the total meeting days of a class. The Add/Drop Deadline is the business day that precedes census.

Total meeting days are based on the meeting pattern of the class. If there is a TBA element to the class all days M-Sat from start to end date would be counted as meeting days for this calculation.

Example Calculations from Cuyamaca Schedule for Fall 2022 8w1 Classes- 08/22/2022-10/15/2022, for Census Day:

Grossmont-Cuyamaca
Community College District

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sample 1: ARBC-180-0827

8/22/2022-10/15/2022 (T)

Meeting Days: T=8

Total Meeting days: 8

8 x 20% = 1.6 = 2 Days

Meeting day 1: 8/23/2022

Meeting day 2: 8/30/2022

*Census is the 2nd meeting day: 08/30/2022

*Add/Drop is the day preceding: 08/29/2022

Sample 2: BUS-125-1082

8/22/2022-10/15/2022 (TBA)

Meeting Days TBA M=7, T=8, W= 8, Th=8, F=8, S=8

Total Meeting days: 47

47 x 20% = 9.4 = 9 Days

Meeting day 1: 8/22/2022

Meeting day 2: 8/23/2022

Meeting day 3: 8/24/2022

Meeting day 4: 8/25/2022

Meeting day 5: 8/26/2022

Meeting day 6: 8/27/2022

Meeting day 7: 8/29/2022

Meeting day 8: 8/30/2022

Meeting day 9: 8/31/2022

*Census is the 9th meeting day: 08/31/2022

*Add/Drop is the day preceding: 08/30/2022

Census and Add/Drop Configuration Update-

Set census deadline configuration for all short-term classes to calculate census based on 20% of the meeting pattern of the class. Add/Drop deadline would be the day proceeding census. Note: If census calculates to fall on a holiday it is pushed to the next day.

Pass/No-Pass Deadlines:

Current configuration- The P/NP deadlines were recently updated to try to match up to the State's P/NP regulations and be within compliance. Currently the P/NP deadline is set to the end of the term for term length classes, the end of the session on standard short-term sessions (8W1 and 8W2), and to the end of the term length term for all short-term classes that fall outside of the standard session dates.

Issue: 1. Current configuration sets multiple rules and may be difficult for students to follow or figure out instead of a standard date configuration for all short-term classes. 2. The current configuration puts the deadline before or after the end of many short-term classes and outside of the Last day of instruction.

Examples of current configuration issues:

Fall 2022 – Cuyamaca Short term classes

Section	Course	Start Date	End Date	Pass/No-Pass	Notes
8039	BOT-119	9/19/2022	12/3/2022	12/17/2022	Deadline 2 weeks AFTER the class has ended.
2275	BOT-124	10/3/2022	11/5/2022	12/17/2022	Deadline 6 weeks AFTER the class has ended.
1115	COMM-122	9/19/2022	1/20/2023	12/17/2022	Deadline 5 weeks BEFORE the class has ended.

State Required Configuration- Title 5, Section 55022

On September 20, 2022, Title 5 was amended for Excuse Withdrawal and P/NP. The P/NP update included an update to 55022 changing the P/NP deadline from 30% of the class to the "Last day of instruction".

Pass/No Pass Configuration Update-

Set Pass/No-pass deadline to the last day of the class on short term sessions and Term Length.

Refund Deadlines:

Current configuration-

Term Length Classes:

Refund is set Add/Drop Deadline, the day before census.

Short Term Classes (classes that fall outside of the term length start and end date):

The refund deadline for short term classes is set to match the current configuration of add/drop deadline which is set to the first Friday of the session in most cases and sometime out to the 2nd Friday at both Grossmont and Cuyamaca for all short-term sessions.

Issue: The configuration for the calculation of the Refund Deadline for short term classes does not follow the State regulations.

State Required Configuration- **Title 5, Section 58508**

A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course.

Refund Configuration Update-

Set Refund deadline configuration to 14 days for the Primary sections and for all short-term classes to calculate the refund at 10% of the class on short term sessions.

Withdrawal Deadlines (Last Day to receive a W):

Current configuration-

Term Length Classes:
Students receive a W on their transcript if they drop a class starting the day after the drop deadline (from Census) until 75% point of the total days in the term, the 75% point it the Withdrawal deadline (the last day to receive a W).

Short Term Classes (classes that fall outside of the term length start and end date):
Students receive a W on their transcript if they drop a class starting the day after the drop deadline (from Census) until a Friday within the session that is calculated somewhere between 60-70% point of the total days in that session, the designated Friday is the Withdrawal deadline (the last day to receive a W).

Issue: The configuration for the calculation of the Withdrawal Deadline for short term classes does not follow the State regulations or the guidelines set by the governing board in Grossmont and Cuyamaca Catalogs which state the deadline is 75%.

State Required Configuration- **Title 5, Section 55024**

A student who withdraws prior to the end of the fourth week of a course, or the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol "W" on their transcript. Though the governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made which allows us to match this date to the 20% Census. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on their transcript, unless the district selects an earlier final withdrawal date. A student who remains in a course beyond the district withdrawal date may not withdraw, and shall receive the appropriate symbol on their transcript, as authorized in section 55023.

Withdrawal Configuration Update-

Set Withdrawal deadline configuration for all short-term classes to calculate 75% of the total days of the session the class is built in for short term sessions.