

# 2016 Due Dates for Master Course Lists

On or before	
March 21, 2016	Community colleges are able to load Master Course List information into CCPE's database site.
April 4, 2016	Due date for submission to CCPE of the Master Course List for <b>non-credit</b> reimbursable courses.
April 13, 2016	Due date for submission of questions to community colleges based on CCPE review of <b>non-credit</b> reimbursable courses.
April 22, 2016	Due date for submission of responses to CCPE's questions of <b>non-credit</b> reimbursable courses.
April 29, 2016	Due date for final submission of the corrected Master Course List for <b>non-credit</b> reimbursable courses by the community colleges based on discussions between community colleges and CCPE to questions and responses.
May 2, 2016	Due date for submission to CCPE of the Master Course List for <b>credit</b> courses.
May 9, 2016	CCPE provides the consolidated Master Course List that includes all institutions' courses with credit and non-credit courses separated.
May 19-20, 2016	<b>CAO meeting to discuss consolidated Master Course List.</b>
June 1, 2016	Due date for submission to CCPE of any <b>new summer</b> reimbursable courses that are offered prior to July 1, 2016 that are to be included in the Master Course List. Both credit and non-credit courses will be included on this list.
June 3, 2016	CCPE provides to the CAOs the Master Course List spreadsheet that includes all institutions' new summer courses. CAOs will review the list for course reimbursement inclusion.
June 8, 2016	Due date for submission of comments to CCPE of the Master Course List for <b>new summer</b> courses only. Any concerns with this list will be submitted via email to CCPE. CCPE will provide concerns to all institutions and solicit responses for acceptance of courses as being reimbursable. If necessary, a conference call will be scheduled for final decisions.
June 13, 2016	Due date for final submission to CCPE of the corrected Master Course List for both <b>credit and non-credit</b> reimbursable courses by the community colleges based on discussions between community colleges and CCPE, questions and responses from the May 19 <sup>th</sup> or 20 <sup>th</sup> CAO meeting, and the decisions made for the new summer session courses. This submission should include all courses, <u>including summer courses</u> , and will be used to generate the Master Course List that will be certified by the Presidents.
June 20, 2016	CCPE provides the final consolidated Master Course Lists with all courses, including institutions' new summer courses. CCPE will provide a credit and a non-credit Master Course List that will be used for certification as well as a certification letter template.
June 27, 2016	Due date for submission to CCPE of the certified Master Course Lists for both <b>credit and non-credit</b> reimbursable courses by the community colleges based on the June 20 <sup>th</sup> Master Course List. The listings and the certification letter will be emailed to the Commission. <b>This version must be certified by the community college's President.</b>
July 1, 2016	Master Course List provided to the auditors by CCPE.

Highlighted dates indicate CCPE responsibility. Non-highlighted dates indicate community college responsibility.