

# Due Dates for the 2024-25 Master Course Lists

Non-credit	Credit	On or before	
X	X	Feb. 19, 2025	Community colleges are able to load Master Course List information into CCPE's database site for credit and non-credit courses.
X	X	April 21, 2025	Due date for submission to CCPE of the Master Course List for <b>credit</b> and <b>non-credit</b> reimbursable courses.
X	X	May 2, 2025	CCPE provides the consolidated Master Course List that includes all institutions' credit and non-credit courses. Only courses not previously reviewed and approved will be discussed.
	X	May 20, 2025 10:00 am	CAO meeting to discuss <b>credit</b> consolidated Master Course List. CCPE will coordinate a conference call.
X		May 21, 2025 10:00 am	Conference call to discuss consolidated <b>non-credit</b> Master Course List. CCPE will coordinate a conference call.
X	X	May 27, 2025	Due date for submission to CCPE of any <b>new summer</b> reimbursable courses that are offered prior to July 1, 2025, that are to be included in the Master Course List. <b>Both credit and non-credit courses should be included on this one list.</b>
X	X	May 30, 2025	CCPE provides to the CAOs the Master Course List spreadsheet that includes all institutions' new <u>summer</u> courses only. CAOs will review the list for course reimbursement inclusion.
X	X	June 5, 2025	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.
X	X	June 17, 2025	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 meetings, 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.
X	X	June 25, 2025	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.
X	X	June 30, 2025	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 25 <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 President.</b>
X	X	July 2, 2025	Master Course List provided to the auditors by CCPE.

Red highlighted dates indicate CCPE responsibility.

Blue highlighted dates indicate conference call or meeting.

Non-highlighted dates indicate community college responsibility.