

appendices  
section VI

students

s-12

Important Deadlines For Students

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw From a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3 <sup>rd</sup> Calendar Day	6 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	1st Day of Class	1st Day of Class	3 <sup>rd</sup> Calendar Day
Three Weeks (15 to 21 Days)	6 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	1st Day of Class	5 <sup>th</sup> Calendar Day
Four Weeks (22 to 28 days)	9 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	7 <sup>th</sup> Calendar Day
Five Weeks (29 to 35 days)	12 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	4 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	9 <sup>th</sup> Calendar Day
Six Weeks (36 to 42 days)	14 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	11 <sup>th</sup> Calendar Day
Seven Weeks (43 to 49 days)	17 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	12 <sup>th</sup> Calendar Day
Eight Weeks (50 to 56 days)	20 <sup>th</sup> Calendar Day	41 <sup>st</sup> Calendar Day	41 <sup>st</sup> Calendar Day	6 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	15 <sup>th</sup> Calendar Day
Nine Weeks (57 to 63 days)	23 <sup>rd</sup> Calendar Day	46 <sup>th</sup> Calendar Day	46 <sup>th</sup> Calendar Day	7 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day
Ten Weeks (64 to 70 days)	26 <sup>th</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	8 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	19 <sup>th</sup> Calendar Day
Eleven Weeks (71 to 77 days)	29 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	9 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	21 <sup>st</sup> Calendar Day
Twelve Weeks (78 to 84 days)	32 <sup>nd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day
Thirteen Weeks (85 to 91 days)	35 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	25 <sup>th</sup> Calendar Day
Fourteen Weeks (92 to 98 days)	38 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	11 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	27 <sup>th</sup> Calendar Day
Fifteen Weeks (99 to 105 days)	41 <sup>st</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	12 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	28 <sup>th</sup> Calendar Day
Sixteen Weeks or more (106 or more days)	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks
Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college work day.						