



**COMMUNITY
COLLEGE OF
PHILADELPHIA**

**2024-2025 Student Handbook
and Student Code of Conduct**

Office of the Dean of Students
Division of Student Success & Engagement

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LETTER FROM THE PRESIDENT

Dear Student:

Welcome to Community College of Philadelphia.

We look forward to helping you discover, plan and achieve your educational goals. The College's goal is to ensure your success. We offer several student and academic support services to assist you in successfully completing your college education. Student clubs, athletic teams and unique learning opportunities will help you expand your knowledge, make connections and explore interests. By fully participating in the College community, you are able to obtain leadership and teamwork skills, meet new people and build your résumé. Your contributions will also make the College a better place to work and study.

The Student Handbook outlines information important to your success at the College, and I encourage you to read it. Our objective is to provide students with a quality, well-rounded education in a dynamic, respectful and exciting learning environment.

Nearly 700,000 individuals have attended Community College of Philadelphia since its doors opened in 1965. Our many alumni have initiated instrumental changes and advancements in the City and beyond, moving Philadelphia forward, and strengthening the vision and legacy of the College. I know that you will carry on this proud tradition.

I wish you the best of luck on your educational journey.

Sincerely,

Dr. Donald Guy Generals
President





LETTER FROM THE PROVOST/VP

As the Provost and Vice President for Academic and Student Success, I would like to take this opportunity to welcome our new students and welcome back our continuing students as we begin a new academic year filled with pathways to possibilities. The faculty and staff here at the Community College of Philadelphia (CCP) are ready and able to meet you wherever you are along the path to achieving your goals.

The Student Handbook is prepared as a guide to help to familiarize and connect you with the many opportunities, services and programs that are available to assist throughout your journey towards academic success. Your Handbook also includes many of the policies and procedures that govern student life. It is important that as a CCP student and member of this community, you have a thorough understanding of the policies and procedures that are in place to ensure your success and well-being during your time here with us.

At CCP, we are proud to offer you a rich array of educational experiences including social and cultural opportunities to challenge and propel you towards a successful and enjoyable future. The College also has an online Student Resource Center that provides a one-stop shop for access to the College's academic, financial and community resources. You may learn more about student activities at the College using the Pride Portal -- your online connection to student engagement, involvement opportunities and information.

We wish you the very best for this new academic year and a bright and successful future at the Community College of Philadelphia and beyond!

Dr. Alycia Marshall
Provost and Vice President for Academic and Student Success

MY PATH TO LEARNING ABOUT THE COLLEGE

COLLEGE MISSION STATEMENT

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

The College seeks to create a caring environment which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs and aspirations, and greater appreciation of their own cultural background and experience
- Increased awareness and appreciation of a diverse world where all are interdependent
- Heightened curiosity and active interest in intellectual questions and social issues
- Improved ability to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments

COLLEGE VISION

To serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.

Vision Ideals

- A college environment that values and supports a culturally diverse and intellectually dynamic community and prepares students for global citizenship
- Respected liberal arts and transfer programs that facilitate student preparation for the baccalaureate experience
- Superior career programs that prepare students to meet current and evolving labor market needs
- Innovative developmental and literacy programs that prepare students for more advanced educational and training opportunities
- Agile programs that meet the needs of employers and emergent workforce development initiatives
- Responsive continuing adult and community education programs that enhance and encourage individual growth and development
- An engaged and excellent faculty, staff and administration that enable students to meet their full potential
- A teaching and learning environment that exemplifies ongoing and productive communication and collaboration across the institution
- Strong and mutually beneficial partnerships with public and parochial schools, community organizations and governmental agencies that model effective community-based educational programs
- State-of-the-art technology employed to enhance teaching and learning
- Accessible and affordable education designed to optimize opportunities for student participation
- A supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs

CORE VALUES

- **INTEGRITY**

The College places fairness and honesty at the center of all of its policies and operations. We uphold the highest ethical standards in striving for academic and professional integrity in all that we do. We strive to be both responsible and responsive in utilizing resources to meet student and community needs.

- **ACADEMIC EXCELLENCE**

The College sets, expects and maintains high educational standards consistent with the needs of the students, region and changing workforce. Our faculty and staff are committed to providing high-quality, innovative, and flexible educational opportunities and services in an accessible, student-centered environment.

- **DIVERSITY**

The College embraces and understands the importance of providing an education and environment that promotes the uniqueness of students, faculty, staff and the communities that we serve. We affirm that diversity is crucial to a democratic society, as it enriches the educational experience and celebrates differences among individuals.

- **COMMITMENT TO TEACHING AND LEARNING**

The College functions as a learning organization, continually adapting, improving and evaluating its services to promote lifelong intellectual and personal development. We believe that learning is rooted in both curiosity and inquiry, and is engendered by dedicated, creative and enthusiastic teaching, which utilizes appropriate, optimal modes of delivery. Technology supports and serves the learning process.

- **COMMUNICATION**

The College is committed to effective, open and proactive communication. We take responsibility to listen, speak and write clearly to inform others and foster collaboration by using and respecting a matrix of communication channels. Collaborative partnerships are strengthened when communication is ongoing and productive.

- **RESPECT**

The College promotes respect, civility and courtesy in our day-to-day interactions with others. We seek to instill respect for and appreciation of members of the College community, our facilities, our environment, our community and the institution in which we work.

PRIDE PORTAL

Your All-Access Pass to Student Involvement

Want to get involved but not sure where to start? Pride Portal is your one stop hub for campus engagement and serves as “your path to pawibilities.” Login via the [MyCCP portal](#) or directly at prideportal.ccp.edu to learn about all the incredible opportunities available to enrich your college experience. Get involved and make it a roarin’ good year.

ABOUT THE PATH TO POSSIBILITIES

Since opening in 1965, Community College of Philadelphia has welcomed more than 685,000 students, making it the largest higher education institution in the city. Students come for associate degrees, certificates, to advance current skills or to continue lifelong learning. More than 90% of graduates stay in the area to work and live, making our local economy even stronger.

Many students who come for associate degrees continue their education by transferring to a four-year college or university. Students interested in taking the next step to a four-year school can enroll in dual admission and transfer programs. Counselors and advisors are available to help you explore future options or to provide you with more information about available programs. To take full advantage of these opportunities, it is important to speak with an advisor early in your academic program.

At Community College of Philadelphia, our ultimate goal is to help students find their path to career success. Our programs provide a guided pathway to the most sought-after careers in health care; science and technology; design; construction and transportation; the creative arts; business, entrepreneurship and law; liberal arts and communications; and education and human services. Flexible schedules can be made with classes during the day, evening and on Saturdays at the Main Campus or the three Regional Centers located throughout the city—Northeast, West, and the Career and Advanced Technology Center (CATC). Online and hybrid classes are also available.

Getting involved is a great way to meet new people and develop leadership skills. As more than 30 clubs and organizations are continuously evolving at the College, students always have opportunities to learn, socialize and grow their resumes.

The Athletics Center is just next door to the Winnet Student Life Building, and offers a variety of fall, winter and spring sports, both intercollegiate and intramural. The full-court gym, weight room, aerobics facilities and racquetball courts are open for student use. Usage is subject to change depending on circumstances.

Community College of Philadelphia students are diverse and come from dozens of cultural backgrounds across 60 countries with a range of ages and educational goals. As our mission states, the College values the inclusion of all backgrounds and proudly supports our diverse student population.

GUIDED PATHWAYS AT THE COLLEGE

As part of Community College of Philadelphia's uncompromising focus on student success, the College has implemented Guided Pathways. Guided Pathways focuses on providing students with a highly structured experience and is made up of four parts: clarifying paths; helping students choose and enter their path; helping students stay on their paths; and ensuring students are learning. The following are some of the changes the College has made as part of Guided Pathways.

- Established seven Academic Pathways, which group programs together based on common courses, career goals, transfer options, etc. The seven Academic Pathways are: Health Care; Science and Technology; Design, Construction and Transportation; Business, Entrepreneurship and Law; Creative Arts; Liberal Arts and Communications; and Education and Human Services. Faculty across programs collaborate within each Pathway to effectively serve their students. Implemented Academic Pathway Communities. These are comprised of teaching faculty from a given Academic Pathway, advisors, counselors, and other student services staff. By working together across academic and support services, Academic Pathway Communities provide holistic supports to students.
- Expanded information available to students and prospective students with program maps. Program maps include not only the courses students should take, but advisory notes for even more information, student success checklists for each semester, and information on careers and transfer options. Prospective and current students are able to access program maps and are therefore able to fully inform themselves of the academic path they need to take to achieve their goals.
- Established the Academic Advising department. Full-time academic advisors are assigned to programs and use a case management model. Assigned academic advisors are able to act as a constant point of contact for students in those programs and work closely with those students to develop educational plans to take them through their studies at the College and beyond.
- Restructured its developmental education programming to help students progress through their coursework quicker. Course revisions include adopting the Accelerated Learning Program (ALP) and Co-requisite Seminar Program (CSP) courses for English, the Intensive English Learning Program for ESL, and accelerated and contextualized courses for Foundational Math. With ALP, CSP, and accelerated sections, students can take college-level classes in less time. For example, all Developmental English courses are now linked to ENGL 101 or other 100-level courses, thus enabling students to be college-ready sooner. Contextualized sections for programs and pathways allow students to connect their math course directly to their course of study and apply what they learn to their program.
- Designed First-Year Experience courses. The College's largest programs have developed first-year experience courses – AH 101 for Allied Health, FYE 101 for Liberal Arts, BUSL 101 for Business, and BIOL 101 for Biological Studies. Other programs, including Accounting, Black Studies, Criminal Justice, and Fashion Merchandising & Marketing, have also added these courses to their curricula. In each of these courses, students develop their own academic plan, career plan, and financial plan. Students should take this course within their first twelve credits. Students who do take this course at the beginning of their studies have thus laid out their path for at least the next two years.
- Expanded early alerts and monitoring student progress. Instructors, advisors, counselors, and others use Starfish to communicate with students and to keep in touch with them regarding their progress. Faculty can send kudos, flags, and referrals with the aim of keeping students on track to successfully complete their courses and progress through their program to graduation. Starfish also allows students to be more fully supported with connections made between faculty and education and support services (such as the Learning Lab). Those who work with students can therefore review the progress students have made in their studies and provide additional help where needed.
- Redesigned the intake and onboarding process for incoming students. New students can now complete an online orientation, which has multiple modules that cover topics such as registering for courses, financial aid, and College resources. New group student registration events have been restructured to be more focused and take less time. These events are now led by the Academic Advisors, which means that students connect to their assigned advisor before they even begin their first semester.

- Revamped assessment processes. Based on extensive analysis, the College was able to make major changes to assessment testing for English and math. Now students may be placed into the appropriate English and/or math course based on their high school studies, which means they do not have to take the placement exam. Students placed with this new method have been as or more successful than students placed with the traditional exam.

More information on Guided Pathways work at the College is available online at myccp.online/implementing-guided-pathways. For more information on programs of study, career, employment and transfer opportunities, go to ccp.edu/academic-offerings/all-offerings.

FIND YOUR WAY AROUND CAMPUS

Main Campus

1700 Spring Garden Street, Philadelphia, Pennsylvania 19130

Room numbers are a combination of the letter that represents the building followed by floor number and room number (see list below). For example, S1-10 is the Winnet Student Life Building, first floor, Room 10.

- B** - Bonnell Building
- C** - Center for Business and Industry
- G** - Athletics Center (Gym)
- L** - Library
- M** - Mint Building
- P** - Pavilion Building
- S** - Winnet Student Life Building
- W** - West Building
- A** - Annex (1500 Spring Garden Street, 7th floor)

The Mint, Bonnell, West and Pavilion buildings are connected on the second floor, so you can travel to them without going outside. Your Community College of Philadelphia ID must be visibly worn at all times on Main Campus and the Regional Centers.

Regional Centers

The College has three Regional Centers. Students can complete a large number of general course requirements at Regional Centers, and in some cases, can complete their entire degree. Regional Centers are conveniently located, so students can find an option close to work or home.

Northeast Regional Center (NERC)	Career and Advanced Technology Center (CATC)	West Regional Center (WERC)
12901 Townsend Road Philadelphia, PA 19154 (215) 972-NERC (6372)	4750 Market Street Philadelphia, PA 19139 (215) 516-3650	4725 Chestnut Street Philadelphia, PA 19139 (215) 516-3650

TRANSPORTATION

Directions to the College

MAIN CAMPUS

Directions from I-95

Take exit 22 toward I-676 West/US-30 West/Central Philadelphia. Merge onto the Vine Street Expressway and continue on I-676 North. Exit on 15th Street and turn right at Vine Street. Make the first right onto 16th Street and then turn left at Spring Garden Street. Take the first left onto 17th Street and the College's parking garage will be approximately 200 yards on your right (next to the Winnet Student Life Building).

Directions from I-76 Eastbound

Take exit 343 at Spring Garden Street toward Haverford Avenue. Turn left at Spring Garden Street. Make two slight left turns to get onto and continue on Benjamin Franklin Parkway. Turn left onto Art Museum Drive. Continue onto Spring Garden Street and the College will be on your right.

Directions from I-76 Westbound

Take exit 344 for I-676 East/US-30 East toward Central Philadelphia. Merge onto I-676 South/US-30 East. Exit toward Benjamin Franklin Parkway. Turn left at 22nd Street and then right at Spring Garden Street. The College will be on your right.

Directions from the Ben Franklin Bridge

Take Ben Franklin Bridge to I-676 West/US-30 West/Central Philadelphia. Follow directions from I-95 beginning with, "Merge onto the Vine Street Expressway and continue on I-676 West."

Directions from the Walt Whitman Bridge

Take the Walt Whitman Bridge to I-95 North. Follow directions from I-95.

Public Transportation Directions

Broad Street Subway: Exit at the Spring Garden stop; the College is 2 blocks West on Spring Garden St.

Bus route 2: Nicetown to South Philadelphia

Bus route 33: Tioga to Penn's Landing

Bus route 43: Parkside to Northern Liberties and Kensington

NORTHEAST REGIONAL CENTER

Directions from I-95

Exit onto Woodhaven Road. Turn right at Thornton Road. Make a left onto Southampton/Byberry Road. Take the second right onto Townsend Road. The Center is on the right.

Directions from the Pennsylvania Turnpike

Take Philadelphia Exit 351 and follow the signs to Route 1 South. Take Route 1 South towards Southampton Road. Turn left onto Southampton Road. Make a left onto Townsend Road and the Center will be on your right.

Directions from the Roosevelt Boulevard

Take Southampton Road east to Townsend Road. Turn left on Townsend Road and proceed to the Center, which will be on your right.

Directions from the Ben Franklin Bridge

Take Ben Franklin Bridge to I-676 West/US-30 West/Central Philadelphia. Follow directions from I-95 beginning with, "Merge onto the Vine Street Expressway and continue on I-676 West."

Directions from the Walt Whitman Bridge

Take the Walt Whitman Bridge to I-95 North. Follow directions from I-95.

Public Transportation Directions

Bus route 14: Oxford Valley and Neshaminy Malls to Frankford Transportation Center via Roosevelt Blvd. and US 1.

Bus route 84: Franklin Mills/Somerton to Frankford Transportation Center via Tacony, Holmesburg, Torresdale and Morrell Park.

WEST REGIONAL CENTER / CAREER AND ADVANCED TECHNOLOGY CENTER

Directions from I-95

Take exit 342 for US-30 West Girard Avenue toward US-13 West/Philadelphia Zoo. Turn right at West Girard Ave/US-30 West. Turn left onto Lancaster Avenue. Make a quick right onto 48th Street. Turn left at Chestnut Street and the Center will be on your left. Parking for the CATC is available on the 4700 block of Ludlow Street, immediately behind the West Regional Center. Ludlow Street can be accessed from 48th street, between Market and Chestnut streets.

Public Transportation Directions

Market Street El: Exit at the 46th Street stop

Bus route 21: 69th Street Terminal to Penn's Landing via Chestnut and Walnut Streets

Bus route 31: Overbrook Park to Center City

Bus route 42: Wycombe/West Philadelphia to Penn's Landing

Bus route 64: Parkside to Pier 70

PARATRANSIT

Call (215) 580-7280 to obtain an application for Paratransit. Please note that documentation of the disability is required to obtain transportation. Individuals are assigned an ID number that is to be used every time you make a Paratransit request.

PARKING

Daily parking is available on the Main Campus in the Main Garage, which is located beside the Winnet Student Life Building. The Main Garage has entry/exit ramps on both 17th and 18th Streets. The rates for customers paying with Lion Card funds are \$5.00 per day Monday - Friday and \$3.00 per day on Saturday; \$3.00 after 5 PM, Monday - Friday. The rates for customers paying with cash or credit card are \$6.00 per day Monday - Friday and \$4.00 on Saturday; \$4.00 after 5 PM Monday - Friday. Rates are subject to change. Parking in the Main Garage is available on a first-come, first-served basis. Street parking, which is managed by the Philadelphia Parking Authority, is available when the Main Garage is full. Students can pay for term parking (\$335 per semester). Term parking is only offered in the CBI Building Garage. Limited spots are available. Community College of Philadelphia is not responsible for damage and/or loss of the parker's vehicle or the contents therein due to fire, theft, natural disaster or other causes. For hours of operation, visit myccp.online/auxiliary-services/parking.

Fall and Spring Terms	Summer Terms
Monday - Thursday: 6:30 AM - 11:00 PM Friday: 6:30 AM - 7:00 PM Saturday: 7:30 AM - 6:00 PM / Sunday: Closed	Monday - Thursday: 6:30 AM - 11:00 PM Friday, Saturday, and Sunday: Closed

During intersession when College offices are open, the Main Garage hours are 6:30 AM - 8:30 PM. The Main Garage is closed during College observed holidays and breaks. For questions or assistance, contact the Main Garage Office at (215) 972-6211. The Regional Centers offer daily parking with no fees. All regional locations have parking lots; when the lots are full, street parking is also available.

COLLEGE HOURS OF OPERATION

While classes are in session during the spring and fall, the College is open 7:00 AM - 10:00 PM, Monday - Thursday; 7:00 AM - 6:00 PM on Friday; and 7:00 AM - 5:00 PM on Saturday. During the summer (mid-May to mid-August), the College is open 7:00 AM - 10:00 PM, Monday - Thursday, and closed Friday - Sunday.

COLLEGE CALENDAR 2024-2025

The academic year begins in September and ends in August of the following year. The major semesters, fall and spring, are 15 weeks in length. The fall semester begins in September, and the spring semester begins in January. Summer terms are held between May and August. This calendar reflects major term dates and activities scheduled primarily at the Main Campus and the Regional Centers. [Term start and end dates](#), [refund periods](#), the [final day to drop course\(s\)](#) without penalty of "F" grade(s), and [deadlines to change "I" grades](#) vary for all terms. The College is closed on Sundays and, additionally, on Fridays and Saturdays during the summer.

September 2024

September 2	Labor Day - College closed
September 3	Fall 2024 15-week and 7-week (term code 7A) terms begins
September 11	Deadline for full payment of tuition and fees for all students registered for classes starting October 1

October 2024

October 1	Fall 2024 (10-week) term begins
October 2	Deadline for full payment of tuition and fees for all students registered for classes starting October 22
October 14	Priority web registration begins for eligible students for Winter/Spring 2025
October 21	Registration begins for all eligible students for Winter/Spring 2025
October 22	Fall 2024 7-week (term code 7B) term begins
October 25	Deadline to submit application for financial aid reinstatement for Spring 2025 Priority deadline to submit application for academic reinstatement for Spring 2025 semester

November 2024

November 5	Election Day of Service — College closed
November 11	Priority deadline to submit application for academic reinstatement for Spring 2024 semester
November 27	Deadline for full payment of tuition and fees for all students registered for Winter 2025 classes
November 28-30	Thanksgiving Holiday — College closed

December 2024

December 3	Professional Development Day (Make-up day for Election Closure)
December 4	Professional Development Day (Potential Emergency Closing make-up day) Deadline for full payment of tuition and fees for all students registered by this date for Spring classes starting January 14, 2025
December 6	Final day to resolve all outstanding financial aid issues for Fall 2024 semester
December 7	Final day of classes for Fall 2024 semester
December 9-14	Final examinations, Fall 2024 semester
December 16	Deadline for faculty submission of grades for Fall 2024 (15-week and 10-week) terms Winter 2025 term begins
Dec. 24 – Jan. 1	Winter Break — College closed

January 2025

January 3	Final deadline to submit application for academic reinstatement for Spring 2025 semester
January 6-8	Professional Development
January 7	Deadline to submit application for financial aid reinstatement for Spring 2025 semester (15 week)
January 10	Winter 2025 term ends
January 12	Deadline for faculty submission of grades for Winter 2025 term
January 13	Spring 2025 15-week (term code 15A) and 7-week (term code 7A) terms begins
January 15	Deadline for full payment of tuition and fees for all students registered for classes starting Feb. 11
January 20	Martin Luther King, Jr. Holiday — College closed
January 29	Deadline to submit application for financial aid reinstatement for Spring 2025 semester (10 week)

February 2025

February 11	Spring 2025 (10-week) term begins
February 12	Deadline for full payment of tuition and fees for all students registered for classes starting March 10

March 2025

March 3-8	Spring Break — College closed
March 10	Spring 2025 7-week (term code 7B) term begins
March 14	Deadline to submit application for financial aid reinstatement for Summer 2025 Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2025 classes
March 17	Priority web registration begins for eligible students for Summer 2025 and Fall 2025
March 24	Registration begins for continuing students for Summer 2025 and Fall 2025

April 2025

April 7	Priority web registration begins for eligible students for Fall 2025
April 14	Deadline to submit loan requests for Spring 2025 Priority deadline for 2025-2026 FAFSA submission
April 16	Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2025 classes with a May/June start
April 21	Final day of classes for Spring 2025 semester
April 22-23	Professional Development Days (Potential Emergency Closing make-up day)
April 24	Professional Development Day/Study Day (Potential Emergency Closing make up day)
April 25	Deadline to submit application for financial aid reinstatement for Summer 2025 semester (May start)
April 25-May 1	Final examinations, Spring 2025 semester
April 30	2025-2026 PHEAA grant filing deadline for all renewal applicants Final day to resolve all outstanding financial aid issues for the Spring 2025 semester

May 2025

May 1	Final examinations, Spring 2025 semester
May 3	Commencement
May 4	Deadline for faculty submission of grades for Spring 2025 (15-week and 10-week) terms
May 5	Summer four-day work week begins — College closed on Fridays
May 12	Early Summer 2025 7-week (term code 7A) and 14-week (term code 14A) terms begin
May 26	Memorial Day Holiday — College closed

June 2025

June 4	Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2025 with a July/August start
June 19	Juneteenth — College closed
June 25	Final day of classes for Early Summer 2025 7-week (term code 7A) term Deadline to submit application for financial aid reinstatement for Summer 2025 semester (July start)
June 26	Final examination day for Early Summer 2025 7-week (term code 7A) term
June 27	Last day to submit 2025-2026 FAFSA application
June 30	Final examination day for Early Summer 2025 7-week (term code 7A) term

July 2025

July 2	Deadline for faculty submission of grades for Early Summer 2025 7-week (term code 7A) term
July 7	Independence Day Holiday — College closed
July 8	Late Summer 2025 7-week (term code 7N) term begins
July 16	Deadline to submit application for financial aid reinstatement for Fall 2025 semester Deadline to submit all financial aid documents and resolve all financial aid issues to hold Fall 2025 classes Priority deadline to submit application for academic reinstatement for Fall 2025 semester
July 31	2024-2025 PHEAA grant filing deadline for all new applicants Final deadline to submit application for academic reinstatement for Fall 2025 semester

August 2025

August 6	Deadline for full payment of tuition and fees for all students registered by this date for Fall 2025 classes starting September 2
August 9	Deadline to submit loan requests for Summer 2025
August 15	Deadline to settle all outstanding financial aid matters for the current year (2024-2025); all aid will be canceled after this date
	End of summer four-day work week — College closed
August 19	Final day of classes for Early Summer 2025 14-week (term code 14A) and Late Summer 2025 7-week (term code 7N) terms
August 20-21	Final examination days, Early Summer 2025 14-week (term code 14A) and Late Summer 2025 7-week (term code 7N) terms
August 23	Deadline for faculty submission of grades for Early Summer 2025 14-week (term code 14A) and Late Summer 2025 7-week (term code 7N) terms
August 25-28	Professional Development

CAMPUS DIRECTORY

Students can access needed services remotely via the [Virtual Student Resource Center](#) - a one-stop hub for remote access to the College's academic, financial, and community resources, and will be frequently updated to provide you with the most current information available. If you are not able to find what you need here, you can contact the College directly through [CCP Cares](#).

Department	Telephone	Email	Location
Main Number	(215) 751-8000		
Academic Advising	(215) 751-8777	advising@ccp.edu	BG-12
Admissions Information	(215) 751-8010	admissions@ccp.edu	P1-05
Admissions/Welcome Center	(215) 751-8010	admissions@ccp.edu	P1-05 (BG-38 Spring 2025)
Assessment Center	(215) 751-8006	assessmentcenter@ccp.edu	BG-14
Athletics Center (Gym - Lion's Den)	(215) 751-8965	cfelton@ccp.edu	G1-12
Bookstore	(215) 751-8152	2198mgr@follett.com	WB-02
Career Connections	(215) 496-6176	careerconnections@ccp.edu	C1-34/BG-24 (S1-21 Spring 2025)
Catto Scholarship Office	(267) 414-2111	cattoscholarship@ccp.edu	B2-32 thru B2-35
Center for Male Engagement/I Am More	(215) 751-8817	cme@ccp.edu	S1-05/S2-21 (S1-12 Spring 2025)
Center for Student Leadership Development/ Office of Student Engagement	(215) 751-6203	studentdevelopment@ccp.edu	S1-12
	(215) 751-8224		(S1-04, -05 Spring 2025)
Center on Disability	(215) 751-8050	cod@ccp.edu	BG-39
Collegiate Recovery	(215) 751-8595	karnold@ccp.edu or recovery@ccp.edu	S1-11A (BG-38 Spring 2025)
Counseling Center	(215) 751-8169	counseling@ccp.edu	BG-07
Transfer Services	(215) 751-8169		BG-07
Diversity, Equity, and Inclusion Office	(215) 751-8036	llawrence@ccp.edu	M2-7
File a Title IX Complaint		titleix@ccp.edu	
Division of Academic and Student Success	(215) 751-8160	nturnerfleming@ccp.edu	M2-37
Div. of Business & Technology	(215) 751-8414	shsimpson@ccp.edu	B2-22
Div. of Online Learning and Media Services	(215) 751-8898	krege@ccp.edu	B2-26
Div. of Liberal Studies	(215) 751-8450	rerobinson@ccp.edu	BR-21
Div. of Math, Science & Health Careers	(215) 751-8430	mshc@ccp.edu	W2-05
Div. of Student Success and Engagement/Dean of Students	(215) 751-8161	deanofstudents@ccp.edu	S1-10 (S2-08, Spring 2025)
Educational Support Services	(215) 751-8551	AssociateDeanSSE@ccp.edu	L1-08K
Division of Enrollment Management	(215) 751-8141		M2-33
Division of Strategic Initiatives and Community Engagement	(215) 751-8350	strategicinitiatives@ccp.edu	M2-34
Div. of Access and Community Engagement	(215) 751-8381	dace@ccp.edu	S3-03
English Language Learner (ELL) Student Services	215-751-8479		BG-39C
Enrollment Central			
Records and Registration			
Enrollment Certification	(215) 751-8263	records@ccp.edu	
Graduation	(215) 751-8252 or 8244	grads@ccp.edu	Bonnell Building
Registration	(215) 751-8251 or 8253	osrrhelp@ccp.edu	Ground Level
Transcript Requests	(215) 751-8263 or 8105	transcripts@ccp.edu	
Veteran Certification	(215) 751-8258	records@ccp.edu	
Financial Aid	(215) 751-8270	financialaid@ccp.edu	
Human Resources	(215) 751-8035	hr@ccp.edu	A7-142 (M1 Spring 2025)
Institutional Advancement	(215) 751-8042	nprice@ccp.edu	A7-127 (P1 Spring 2025)
International Student Services	(215) 751-8863	international@ccp.edu	BG-42
KEYS Program	215-751-8025	Keys@ccp.edu	M1-24

Department	Telephone	Email	Location
Learning Lab		learninglab@ccp.edu	Library & Learning Commons
Main Desk	(215) 751-8480		
Rotunda Desk	(215) 751-8481		
Reception Desk	(215) 751-8482		
Library & Learning Commons			
Main Campus Library Circulation	(215) 751-8383	askalibrarian@ccp.edu	Library & Learning Commons
Main Campus Library Reference Desk	(215) 751-8394	askalibrarian@ccp.edu	Library & Learning Commons
Library Department Head	(215) 751-8397	mkrasulski@ccp.edu	L1-16
Northeast Regional Center Learning Commons Reference Desk	(215) 972-6270	askalibrarian@ccp.edu	NERC
West Regional Center Learning Commons Reference Desk	(215) 516-3648	askalibrarian@ccp.edu	WERC
Lost & Found	(215) 751-8111	publicsafety@ccp.edu	MG-12
MarcDavid LGBTQ Center	(215) 972-6232	lgbtq@ccp.edu	S1-11A (S1-19 Spring 2025)
Online Learning	(215) 496-6000, Option 1	4ITSupport@ccp.edu	B2-26
Parking Garage, Main Campus	(215) 972-6211	parking@ccp.edu	434 N. 17th Street
Phi Theta Kappa	(215) 751-8100	ptk@ccp.edu	S1-12 (S1-04, -05 Spring 2025)
Power Up Your Business	(215) 496-6151	powerup@ccp.edu	C1-09
President's Office	(215) 751-8028	jdigregorio@ccp.edu	M2-02
Public Safety			
Main Campus	(215) 751-8111	publicsafety@ccp.edu	MG-12
Northeast Regional Center	(215) 972-6219	afrison@ccp.edu	Lobby
Career and Advanced Technology Center / West Regional	(215) 516-3663	swybranski@ccp.edu	Lobby
Regional Centers			
Northeast Regional Center	(215) 972-6372		12901 Townsend Road
Career and Advanced Technology Center	(215) 516-3650		4750 Market Street
West Regional Center	(215) 516-3650		4725 Chestnut Street
Roary's Café/Catering (Main Campus)	(215) 751-8315	rudolph.gontowski@compass-usa.com	P1-04
Single Stop	(215) 516-3710	singletop@ccp.edu	M1-21 (S1-09 Spring 2025)
Student Academic Computer Center	(215) 751-8810	sacc@ccp.edu	Library & Learning Commons
Student Academic Computer Center	(215) 496-6166	sacc@ccp.edu	C3-17
Student Academic Computer Center (ART, ADC, GIS)	(215) 751-8094		M2-27
Student Government Association (SGA)	(215) 751-8209	sga@ccp.edu	S1-12 (S1-04/05, Spring 2025)
Student Newspaper (The Vanguard)	(215) 751-8200	vanguard@ccp.edu	S1-12 (S1-04, -05 Spring 2025)
Student Success Initiatives	(215) 751-8136	studentsuccess@ccp.edu	S3-09
Student Technical Support (Help Desk)	(215) 496-6000	4ITSupport@ccp.edu	B2-41
Student Tuition Services	(215) 751-8130	studenttuitionservices@ccp.edu	BG-38
TRiO Student Support Services	(215) 751-8532	sobrien@ccp.edu	B1-27
Transfer Credit and Placement Office			MG-17
Transcript Evaluations and Prior Learning Assessment	(215) 751-8866	traneval@ccp.edu	
Veterans Resource Center	(215) 751-8462	vets@ccp.edu	BG-43
Women's Outreach and Advocacy Center	(215) 751-2092	womencenter@ccp.edu	S3-09 (S1-19 Spring 2025)
Workforce Development	(215) 496-6158	csinquiry@ccp.edu	C1-09
Continuing Education	(215) 496-6158	csinquiry@ccp.edu	C1-09
Corporate Solutions	(215) 496-6158	csinquiry@ccp.edu	C1-09
Workforce Testing Center	(215) 496-6158	csinquiry@ccp.edu	C1-28

MY PATH TO GRADUATION

One of the unique advantages of attending a community college is the individualized attention you receive. Classes tend to be smaller than those at four-year institutions, and support is always available if you need it.

ACADEMIC ADVISING

The Department of Academic Advising is here to help students stay on their educational path and achieve their academic goals.

Students who participate in academic advising will be able to:

- Create an academic plan for success
- Select and register for appropriate classes
- Use My Degree Path to identify their degree requirements
- Determine academic, transfer, and career goals
- Identify and utilize campus resources to facilitate academic success
- Utilize MyCCP email for official correspondence on a regular basis
- Contact an advisor or the Advising Office via email, phone, or in person

Roles and Responsibilities

Academic Advising is a shared responsibility between student and advisor that includes certain student learning outcomes as well as expectations for both student and advisor.

What your advisor can expect from you:

- Maintain a professional relationship with your academic advisor by arriving on time; being prepared for your appointments, and notifying your advisor if you need to reschedule
- Come prepared for each meeting and participate actively in advising discussions
- Communicate openly and honestly regarding issues that affect your educational goals and academic performance
- Develop and follow an academic plan based on realistic self-assessment
- Take responsibility for your academic success by utilizing the tools provided. Examples include the College Catalog, My Degree Path, the academic calendar, and college websites
- Maintain your own personal file with relevant academic materials
- Research internships and extracurricular opportunities that support career goals or personal growth

What you can expect from your Academic Advisor:

- Create and maintain an interactive environment encouraging mutual trust and open communication
- Empower you to take responsibility for your academic success
- Help you develop an educational plan and monitor your progress toward its completion
- Respond to your emails and other correspondence in a timely manner
- Provide accurate information regarding curriculum and academic policies and procedures
- Refer you to academic resources and student services when appropriate
- Maintain confidentiality regarding interactions with you

For information related to all aspects of academic advising, students may visit our Main Campus office in the Bonnell Building, Room BG-12, or any location listed below; call (215) 751-8777; email advising@ccp.edu; or view our website at myccp.online/academic-advising.

Locations

Northeast Regional Center (NERC)	Career and Advanced Technology Center (CATC)
12901 Townsend Road Room 102 Philadelphia, PA 19154 215-972-6277 (Please choose option 9)	4750 Market Street Philadelphia, PA 19141 (215) 516-3653

CAREER CONNECTIONS

The Career Connections department at the College is committed to supporting your career journey from day one. Whether you're crafting a standout resume, honing your interview skills, or navigating the job market, we offer comprehensive assistance tailored to your needs. Our suite of advanced AI-powered tools empowers you to practice interviews, refine your resume, and explore career paths effectively. Additionally, our innovative platforms, including Job Shadowing Experiences and the Handshake employment portal, connect you with diverse opportunities in Philadelphia and nationwide. Take advantage of recruitment events, workshops, and personalized appointments to enhance your career readiness throughout your college experience. Partner with Career Connections to embark on a successful professional future.

Below is a guide to the following services and software tools that we offer to help you with your current and future career development needs:

Our Services

- Individual appointments to assist you with your career exploration, career development and goals and employment needs, just to name a few
- Appointments available Monday through Friday from 9:00 AM – 4:00 PM.
- Virtual Walk-In Hours Monday through Thursday, 11:00 AM – 2:00 PM via ZOOM. NO APPOINTMENT NEEDED
- Drop-In Hours 10:00 AM through 2:00 PM at the Bonnell Building, Room BG-24. NO APPOINTMENT NEEDED
- Assistance with writing and generating résumé and cover letter from our staff and our AI tool Big Interview.
- Workshops, career fairs, employer spotlights, career exploration assessments, job shadowing and so much more!
- Employer Engagement activities each semester with over 100 local employers throughout the year with companies in the city and surrounding counties
- Assistance searching for internship and externship opportunities with our employer partners

Career Connection's Online Software Tools

Career Connections invested in three new online software tools to enhance your customer service experience with our department! These software tools can be accessed via your MyCCP account. Once you are logged into your **MyCCP account**, you will click on the **STUDENT** tab at the top of the page and then click on the **CAREER CONNECTIONS** tab on the left-hand side of the page to access our career-readiness software tools:

- **Handshake** is our new employment platform that will help you post your résumé, look for local and national job opportunities, and conduct job searches based on your major and career interest. You will also be able to register for our career-readiness workshops, career fairs, and employer-led events.
- **Big Interview** is your secret weapon to win any job interview! Interactive mock interviews and example answers for 100+ industries. This software is also accessible on your mobile devices and tablets to record mock interviews and send to the Career Connection's department to receive feedback in real-time on your mock interviews. In addition to preparing, you for your interviews, Big Interview allows helps you to write your resume using the latest AI tools. You can even scan a job description and match your resume with the job so that you are creating best possible resume.
- **Focus2Career** is a FOCUS 2 guides users through a reliable, intuitive career and education decision making model to help them choose a college, select a major, explore occupations, make informed career decisions, and take action in their career development. It provides valid and reliable assessments including Work Interests-Holland Code, Personality, Values, Skills, Leisure Interests and Career Planning Readiness. Assessment results are matched to supporting majors and career options with over 1000 occupations and up-to-date career information.

Event and additional career resources information can be accessed on our webpage at myccp.online/career-connections.

Locations

Appointments	In Person Drop-Ins FRIDAYS ONLY
Bonnell Building, Room BG-24 1700 Spring Garden St. 215-496-6176	Bonnell Building, Room BG-24 10:00 AM - 12:00 PM 1:00 PM - 3:00 PM

CENTER FOR MALE ENGAGEMENT

The Center for Male Engagement (CME) is a cohort-based program that is designed to increase the retention rates and academic outcomes of Black males and other male students of color at the College through intentional, holistic, and culturally responsive programming that respects and understands its members' unique cultural backgrounds. College can be a challenging experience without proper support, particularly for first-generation students. To that end, the CME provides its participants with the following core services throughout the academic year:

- One-on-one coaching
- Academic support, including in writing, math and CIS
- Career exploration
- Leadership and personal development
- Life skills training
- Mentorship
- Community service and,
- Culturally relevant social enrichment activities

Summer Enrichment Program:

It is a free, four-week program designed to enhance the orientation of first-time incoming male students of color to the rigors of College and its resources. This program specifically promotes academic, career, financial, and personal preparedness, ensuring our incoming participants feel better prepared and confident for their college journey.

Eligibility:

Membership in the program is limited and subject to specific eligibility criteria. Interested students must either complete the four-week summer enrichment program for first-time incoming students to the College or be currently enrolled with less than 48 credits. All prospective members must undergo an interview to determine fit and must sign a Member's agreement of participation outlining program expectations.

Connect with us:

The Center for Male Engagement is located in the Winnet Student Life Building in S1-05, S2-07, or S3-09. For more information regarding the program, please stop by one of the offices, call (215) 751-8817, or email cme@ccp.edu.

I AM MORE: REENTRY ENGAGEMENT PROGRAM

The I Am More Reentry Engagement Program is a college-wide initiative that provides comprehensive support to students impacted by the justice system. The program addresses their academic, career, and psycho-social needs as they pursue a certificate or associate's degree, offering a safety net for their college journey. Our goal is to ensure that our students feel secure and well-cared for as they navigate their college experience despite their circumstances.

Program Services:

1. Coaching: An assigned Support Coach to help balance the demands of college life on and off campus.
2. Program Support: Academic support, including tutoring in writing, math, and computer literacy, as well as career exposure, leadership development, life skills, and mentorship.
3. Social Support: Assistance with basic needs and social services, including mental health and wellness resources.

Eligibility:

To be eligible for the program, students must be enrolled in a certificate or degree program and impacted by the justice system. This includes individuals who have been arrested, were formerly incarcerated, or have been impacted by the criminal justice system due to a guardian or close family member's incarceration.

All prospective participants must attend an orientation and sign a participation agreement. This agreement outlines the program's expectations, available support and resources, and the commitment required from the participant. It emphasizes the seriousness and importance of the commitment to ensure everyone is fully committed to the process.

Connect with us:

I Am More Program is located in the Winnet Student Life Building in room S2-21.

For more information, please contact:

Luis Gonzalez, Support Coach, lgonzalez@ccp.edu, 215-778-6024

Chelsea Barrett, Support Coach, cbarrett@ccp.edu, 267-495-4085 or iammore@ccp.edu.

CENTER ON DISABILITY

The Center on Disability (COD) can assist you with your health, mental health, physical, learning, attention, or sensory disability by:

- Determining appropriate academic accommodations for your classes
- Connecting you to campus and community resources that support your educational goals
- Introducing you to assistive technology that helps you manage your course work
- Facilitating your communication with faculty about your learning needs
- Developing activities that support your goals

If you seek support from the COD, you should provide information that establishes eligibility for the requested accommodations. Appropriate documentation includes:

- Information that is current and relevant to the College setting
- A typed report or letter that has been prepared and signed by a professional licensed to diagnose or treat the condition for which you are seeking service
- Diagnosis, nature, and impact of the disability in an educational environment
- Suggested accommodations, with rationale, that might benefit you

To ensure timely services, you should [complete the online Student Information Form](#) and upload your documentation at least six weeks before you require accommodations. We invite you to visit our webpage (myccp.online/cod), email us at COD@ccp.edu, or call us at (215) 751-8050 for more information.

COLLEGE CATALOG

The College Catalog is used as the road map on the journey through your academic program and college experiences. In the Catalog, you will find detailed descriptions of each of our associate degrees and academic and proficiency certificate programs.

We recommend you use the Catalog to:

- Learn about our academic program offerings
- Explore course offerings
- Help you plan for transfer to a four-year college or university
- Help you prepare for entry into your selected career
- Help you become a successful student
- Learn where and how to get things done
- Explore co-curricular and extracurricular activities offered through the Office of Student Engagement

Community College of Philadelphia's Catalog is published online annually. Information about courses and programs may be modified throughout the year. Students should always consult with an academic advisor or counselor to ensure that the most current information is available when making academic decisions.

COUNSELING CENTER

Staffed by professionals, the College's Counseling Center, located in BG-07, offers a variety of counseling services to students relating to their academic, career, personal, and transfer needs. Students can schedule phone, Zoom or in-person appointments to meet with a counselor. Students without an appointment can attend a virtual drop-in event to see a counselor on a first come, first served basis for a 15-minute session. Students who need additional time will be scheduled for an appointment. The following counseling topics can be addressed in free sessions to students:

Academic Counseling

- Educational Planning and Course Selection
- Academic Probation Counseling
- Curriculum Change
- Application to select programs
- Dealing with problems with instructors
- Assistance dropping classes and understanding the consequences
- Withdrawal from College
- Review of Study Skills Strategies
- Techniques for Reducing Test Anxiety
- Support of Academic Excellence

Career Counseling

- Career decision making
- Career assessment instruments and interpretation
- Assistance with integrating educational choices and career plans
- Guidance on career information and resources
- Information about job market trends

Group Counseling

- Student success workshops
- Career and transfer workshops

Personal Counseling

- Decision making and life skills
- Stress and time management skills
- Crisis counseling
- Community resources and referrals

Transfer Counseling

- Assistance in identifying colleges and universities for transfer
- Help planning appropriate course selection for transfer
- Guidance on application process
- Resources for educational funding
- Help in managing transfer timelines
- Information on dual admissions programs
- Advice on how to gain acceptance into select colleges
- Clarification of credit minimums and GPA requirements

Hours of Operation

Main Campus - Monday - Thursday: 9 AM - 7 PM, Friday: 9 AM - 3 PM (please call for summer hours)

Appointments can be made at the reception desk in the Bonnell Building, Room BG-07, by calling (215) 751-8169 or by email to counseling@ccp.edu.

Regional Centers

Hours vary, please call for service hours:

Northeast Regional Center: (215) 516-3780

West Regional Center: (215) 516-3781

ENGLISH AS A SECOND LANGUAGE (ESL)

If English is not your first language, CCP has two ESL (English as a Second Language) programs for you.

ESL Institute (non-credit): English classes for adults who do not speak English as their first language. These courses can help improve your English skills for work, continuing your education, or prepare for citizenship. For more information, please call 215-751-8531 or email adultliteracy@ccp.edu.

Academic ESL (credit): These English courses will prepare you for college/university and succeed in your career. This program has experienced teachers, tutors, and advisors that will help you get ready for college-level courses. Credit-hour tuition fees apply, and may be covered by financial aid, if you are eligible. For more information, please visit the ESL academic course page which can be found on [CCP's English Department's website](#) or contact Juan Suarez Romero, English Language Learner Support Services Coordinator, at jsuarezromero@ccp.edu or call 215-751-8479.

To know which ESL program may be best for you, please click this link to watch a short, helpful video:

https://youtu.be/Cndqj_FtyT8?si=287_NZDnYXEznKX8

GRADUATION

Commencement takes place once a year at the conclusion of spring semester. However, you may fulfill graduation requirements at the end of any semester or summer session. If you intend to meet the requirements for graduation, you should submit an application online electronically via MyCCP. Application deadlines and status updates are also posted on MyCCP. If you do not meet graduation requirements, you must submit a new application for the term in which you anticipate program completion.

Graduation applications must be completed online; please login to MyCCP and look for the application link.

ONLINE LEARNING

Online Learning is a smart choice for convenience and flexibility. You will be fully supported with high quality courses, robust technology and virtual support services. Online courses are just as rigorous as our on-campus courses. You are expected to establish and maintain high levels of involvement and interaction throughout the semester.

Classes will be offered in Asynchronous Online, Synchronous Online, Hybrid, and HyFlex formats. All of these formats use Canvas, the College's Learning Management System.

Asynchronous (or "anytime online" courses) do not have required meeting times, although you must turn in assignments by the required deadlines. These courses are conducted entirely online in Canvas.

Synchronous online courses have required meeting times, meaning the class will have specific days and times when you will be required to meet online. Methods for these virtual meetings include video conferencing (Zoom), live chats and live-streaming lectures. These courses also include lessons in Canvas.

Hybrid courses, combining both classroom and online teaching, meet in the classroom regularly and are supplemented with online lessons in Canvas or via Zoom. Classroom attendance is mandatory for all hybrid courses.

HyFlex courses, allow students to choose how to attend class at any given point. They are offered in all three modalities: face-to-face, asynchronously, and synchronously, at the same time, and the student chooses how to attend class on any given day.

For questions or more information, visit ccp.edu/academic-offerings/online-learning or email onlinelearning@ccp.edu.

TRANSFER OPPORTUNITIES

After successful completion of course work at the College, you can continue your education at a four-year college or university. The success you could enjoy is a reflection of the College's transfer curricula and related support.

Transfer Agreements

The College offers three types of transfer agreements: program-to-program, core-to-core and dual admissions. To participate in these agreements, you must earn an appropriate associate degree before transfer. These agreements are not exclusive of one another. If you transfer to a school with more than one type of agreement, the agreements can complement one another. While it is possible to transfer before you earn your associate degree, research shows that degree holders perform better after transfer than students who transfer without a degree. [Visit the Transfer Opportunities page](#) for detailed information about your transfer options.

Dual enrollment students still in high school and interested in transfer should contact advanceatcollege@ccp.edu.

MY PATH TO ENROLLMENT AND BEYOND

ENROLLMENT CENTRAL

Located on the ground floor of the Bonnell Building, Enrollment Central is where many student services can be found, including Student Records and Registration, Financial Aid and Student Tuition Services.

STUDENT RECORDS AND REGISTRATION

Most Records and Registration forms are accessed and submitted via the Dynamic Forms Portal. To access the forms listed below, follow these steps:

- Login to [MyCCP](#) to access the secure portal.
- Under the 'Student' tab, locate the 'Electronic Forms' section block in the right-hand column.
- Click 'Records and Registration Forms' to show available forms.
- Select the form you wish to fill in. Once all information is correct, 'Submit' the form for review.

CHANGE OF INFORMATION

You may use this form to change or correct student demographic information, such as name, address, phone numbers, birth date, social security number, and email address. Proper documentation is required to change name, and correct a social security number discrepancy. For example, if you are registering a name change, legal documentation (e.g., birth certificate or marriage certificate) is required.

RECORD CHALLENGE FORM

This is the form to use if you believe an error exists on your academic record. It is not to be used to challenge a grade decision made by your instructor. It takes about 30 working days for the College to research your problem. It is a good idea to check your transcript each semester for accuracy.

RESIDENCY STATEMENT/DOCUMENTATION

This form is used to update the residency status on your account. Tuition rates at Community College of Philadelphia are determined by a student's domicile. Domicile is the place where one intends to and does, in fact, permanently reside. Along with this form, documentation from the provided list is required to support your request. Please allow three business days for your request to be reviewed. You will receive notification through your College email account. PLEASE NOTE: There is a deadline to request and update and to submit your documents for each term. For Fall and Spring terms the deadline is the same as the Census date which is the same date as the end of the third week of classes. If your request and documentation are not received by this date, your residency request will be considered for the next term. For Summer terms, the deadline is the equivalent of the end of the third week since these terms are shorter than normal.

SPECIAL REQUEST FORM FOR EXCUSED WITHDRAWAL

If you experience a personal emergency or medical complication that caused you to withdraw from the College, apply for an excused withdrawal. Official documentation supporting your request is required at the time of submission; for example, medical, court documents, death certificate, etc. Requests without documentation will not be considered. The process takes approximately thirty (30) working days for a response. If your request is more than 2 years old; meet with a Counselor to determine if you are eligible for time or academic amnesty.

SPECIAL REQUEST FORM FOR STUDENT FINANCIAL ACCOUNT ADJUSTMENT

This form is used to request an account adjustment for courses that were dropped because of extenuating circumstances reasonably beyond the control of the student that caused the student to be unable to attend classes or complete the semester/term. These circumstances may include: extenuating medical complications, or personal emergency or situation, such as death of a close relative. This request must be accompanied by supporting documentation that provides an appropriate reason, pertinent dates/period of time, and submitted on official letterhead or office stationery. Examples of supporting documentation: letter from physician, court documents, death certificate, etc. Requests will not be considered if incomplete or supporting documentation is not included. Time Frame: Your request must be submitted by July 31st of the academic year in which the incident that initiated your request occurred (e.g. incident occurred on September 20, 2019, request must be submitted no later than July 21, 2020).

ENROLLMENT CERTIFICATION

A certification is an official statement of your current, past and future enrollment. It contains the following information:

- Name
- Anticipated graduation date
- Enrollment status (i.e., full or part-time which is based on semester credits)
- Number of credits and credit totals. Enrollment Certification requests must be made using MyCCP

REGISTRATION

All students must register online using MyCCP. Students on academic probation must consult with a counselor before they can register. New Students must speak with an academic advisor before they can register. For more information regarding 'Adding a Course After the Term Starts,' see the Enrollment Information Guide on MyCCP.

SCHEDULE REVISIONS (DROP/ADD)

All schedule revisions must be processed online using MyCCP.

TRANSCRIPTS

Official transcripts can be ordered online, only, at www.getmytranscript.com. When requesting a transcript, you'll need a:

- Social Security Number
 - Correct email address to where the secure PDF transcript(s) are to be emailed Credit/debit card for payment
- Visit our [webpage](#) or refer to the Enrollment Services section of MyCCP for ordering a transcript and the fee structure.

COMMONWEALTH SECONDARY SCHOOL DIPLOMA (CSSD)

The Commonwealth Secondary School Diploma (CSSD) may be issued to an applicant whom:

- Is a resident of Pennsylvania
- Is at least 18 years of age
- Does not possess a secondary school diploma from the United States
- Is not in a public, licensed private, registered accredited or licensed nonpublic secondary school; and
- Presents evidence of satisfactory completion of a minimum of 30 semester hours of study (in postsecondary level courses) at an accredited institution of postsecondary education.

This form may be completed online with documentation using the 'Electronic Forms' section of MyCCP.

VETERANS RESOURCE CENTER

The College recognized early on that our returning veterans had a desire to enroll in school when getting out of the service. With experience gained from the Vietnam era and the first Gulf War, Community College of Philadelphia was able to begin preparations for our returning Operation Iraqi Freedom/Operation Enduring Freedom veterans. This started with the establishment of the Veterans Resource Center in spring 2008. The office has experienced growth over the years due to the change in the student veteran population with the advent of the GI Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill. The Veterans Resource Center is located in the Bonnell Building, Room BG-43. The Center opened in November 2012, to serve our growing veteran student population and to access information on VA benefits, scholarships and College enrollment. The Center also provides a stress-free, non-judgmental lounge for all branches of the Armed Forces including the National Guard & Reserves. For additional information or questions contact the Veteran's Resource Center at vets@ccp.edu.

VETERANS REGISTRATION CERTIFICATION

Students using military educational benefits must complete a Veterans Registration Certification Form each term they plan to use benefits. To expedite processing, complete and submit this form at least four weeks before the beginning of each term to the School Certifying Official. This form may be obtained from the 'Electronic Forms' section of MyCCP.

COURSE SCHEDULING PREFERENCE FOR VETERAN STUDENTS

Veteran students (as defined below) are granted course scheduling preference (in accordance with Pennsylvania legislation Act 46 of 2014 – (Act of May 14, 2014, P.L. 667, No. 46) during the priority registration period. Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the [Higher Education Student Complaint form](#). Active military members also receive course scheduling preference during the priority registration period. Course scheduling preference means veteran students are able to start registering for courses sooner than students with the same class standing. Dates for priority registration and the procedure for veterans scheduling are published each semester on the College's website. Eligible students must provide documentation confirming their status as an active military member or veteran as defined below. Supporting documentation such as the DD-214 must be received at least five business days before the priority registration period.

A Veteran – Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):

- Has served in the United States Armed Forces, including a reserve component and National Guard; and
- Was discharged or released from such service under conditions other than dishonorable.
- Veterans who completed their obligated service in the Reserves and National Guard but were not deployed to active duty are included in this definition.

A Veteran Student – Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):

- Is a veteran.
- Has been admitted to a public institution of higher education; and
- Resides in Pennsylvania while enrolled in the public institution of higher education.
- Veteran students may or may not be using veteran's educational benefits at the institution.
- Act 46 of 2014 applies to veteran students admitted to all for-credit courses and programs offered at the institution.

FINANCIAL AID

The Financial Aid Office, located in Enrollment Central, is the best source for information about financial aid. To apply for financial aid, please visit www.fafsa.gov and complete the application. For help to get started, please visit myccp.online/financial-aid.

BASIC ELIGIBILITY REQUIREMENTS

To be a Title IV-eligible student under Section 484 of the HEA, the student must:

- Be enrolled or accepted for enrollment in a degree, certificate or other recognized educational credential (including a program of study abroad approved for credit by the eligible institution at which such student is enrolled) – that is, a regular student under [34 CFR 600.2](#));
- Be maintaining satisfactory academic progress (SAP) if the student is a currently enrolled student;
- Not owe an overpayment (refund) on Title IV grants;
- Not be in default on a Title IV loan;
- File with ED “as part of the original financial aid application process” a certification (Statement of Educational Purpose) that includes:
 - A statement of educational purpose, and
 - The student's Social Security Number (SSN);
- Be a U.S citizen or national, a permanent resident, or an eligible noncitizen;
- Have returned any fraudulently obtained Title IV funds, if the student is convicted of or pled guilty or no contest to charges;
- Not have fraudulently received Title IV loans in excess of annual or aggregate limits;
- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- Has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- Has completed homeschooling at the secondary level as defined by state law;
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education;
- Have repaid any Title IV loan overpayment amounts in excess of annual or aggregate limits, if obtained inadvertently; and
- Have a valid SSN, except for residents of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau.

IMPORTANT FINANCIAL AID INFORMATION

Award notifications are estimated amounts based on full-time enrollment. Awards are not finalized until you are enrolled and all eligibility requirements are satisfied. Balance checks are mailed or direct deposited after attendance for classes has been reported. Usually, this is around the middle of the semester.

BOOKSTORE CREDIT

To be eligible for a bookstore credit, you must have excess authorized refundable aid after tuition and fees are assessed. Not all students will qualify for a bookstore credit. Your signature and photo ID will be required at the bookstore for every transaction. If all documents and open items are resolved in a timely manner, students with excess authorized aid will receive a bookstore credit for use at the bookstores located on Main Campus and at the Northeast Regional Center.

PAYMENT DEADLINE

You may be dropped from your classes if your financial aid application is incomplete or could not be authorized four weeks before payment deadline. Authorization means that all required documents have been submitted, reviewed and cleared four weeks prior to the payment deadline. Check your bill in MyCCP to ensure that your financial aid application is complete. The College Tuition Payment Plan is an option that keeps courses from being dropped for non-payment.

You are responsible for any outstanding balance should you lose your financial aid eligibility due to changes in enrollment, 'illegal' repeats, remedial developmental classes, failure to meet satisfactory academic progress or errors.

Please visit MyCCP from time to time for your most up-to-date financial aid status.

FINANCIAL AID, REGISTRATION AND DROP FOR NON-PAYMENT

You can register for your classes before your financial aid is completed. However, please note that your financial aid application and all requested information must be finalized before the payment deadline on your College bill. If your financial aid is not completed by the payment deadline, you may be dropped from your classes. The College Tuition Payment Plan is an option that keeps courses from being dropped for non-payment. It is important that you login to your MyCCP account to confirm that you have no outstanding financial aid requirements before the payment deadline.

Please note that students are responsible for dropping their courses prior to the beginning of the start of the term should they choose not to attend. Students should not rely on the college's drop process to avoid being charged.

For Financial Aid office hours and more information, please visit myccp.online/financial-aid.

RETURN OF AID MONEY

If you withdraw from all classes, or from your last enrolled class, or stopped attending before the 60% point in the semester, federal regulations require that the College calculates the amount of aid you earned and compare that to the amount of aid that has been paid to your student account. As a result, you may owe the College and/or the U.S. Department of Education based on the federal formula.

STUDENT TUITION SERVICES

The act of registering for classes creates a financial obligation between the student and the College. It is the College's policy that students be held accountable for this financial obligation. It is the student's responsibility to meet this financial obligation in a timely manner and to know and understand all College policies relating to registering, withdrawing, and other actions affecting their student account. This responsibility also includes reviewing e-billing statements and making sure that payments are made by the due date. More information is available in the Enrollment Information Guide, which is posted in MyCCP under the 'Student' tab each semester.

Bill notifications are emailed to students at their College email address when an e-bill is available to view online. If the notification is not received, it is the student's responsibility to review their balance and account activity via MyCCP. Financial aid, company billing and other third-party payments received will be reflected on the student's account as those transactions occur. Students can access their recent account activity and billing statements by selecting 'Bill Summary' on the Financial Services channel in the MyCCP portal.

Students are encouraged to make payments online by e-check (checking or savings account) or by credit/debit card (American Express, Discover, MasterCard, or VISA). Payments can be made by logging onto MyCCP and using the 'Pay My Bill' option on the Financial Services channel. There is no service charge for e-check payments. Credit/debit card payments will be assessed a service charge. Consider using your bank information to pay by e-check rather than paying the service charge for a credit or debit card transaction. Failed/returned e-check payments are subject to fees.

Checks and money orders should be made payable to Community College of Philadelphia, and can be mailed to:

**Student Tuition Services Community College of Philadelphia,
1700 Spring Garden Street, Room BG-38
Philadelphia, PA 19130**

Receipts are not issued for mailed payments unless specifically requested. Checks that are returned to the College by the bank for insufficient funds must be repaid within five business days, or you may be administratively withdrawn from the College. Only cash, certified checks, credit/debit cards and money orders will be accepted for repayment of returned checks. If you have not met your full financial obligation, the College reserves the right to withhold its services until the obligations are met. These include, but are not limited to: registration, and release of diplomas. Students with an outstanding balance on their student account at the end of the term may be subject to collection activities including placement with a third-party collection agency and credit bureau reporting. To contact Student Tuition Services for questions or assistance, send an email to studenttuitionservices@ccp.edu or call 215-751-8130.

The Community College of Philadelphia Foundation provides over 150 different scholarships exceeding \$1 million to over 700 students enrolled or planning to enroll at the College each year. Scholarships are awarded based on a wide range of criteria such as financial need, field of study, academic excellence, volunteer service, and more. To apply for scholarships, students must complete our online scholarship application located on the MyCCP student portal. If you have questions or need assistance, please email scholarships@ccp.edu.

THE OCTAVIUS CATTO SCHOLARSHIP

Thanks to the Octavius Catto Scholarship, you may be able to attend Community College of Philadelphia with no cost for tuition and fees. The Octavius Catto Scholarship helps eligible students by offering financial support to cover tuition and fees. If eligible, you will receive funding for food, books, transportation, and other related costs; a support team of success coaches and advisors; and connections to a network of city services like benefits access, quality childcare, and housing supports. If you are an incoming first-time or transfer student at Community College of Philadelphia, you may qualify to receive this scholarship. To learn more and to find out if you are eligible, visit us online at ccp.edu/catto or contact us at cattoscholarship@ccp.edu.

INTERNATIONAL STUDENT SERVICES

International students are an important part of the student population at Community College of Philadelphia. With a diverse and culturally-rich student population, including representation from more than 60 countries, as well as students representing many ethnic backgrounds, we understand the questions and needs that are unique to students from different countries. The staff in International Student Services can assist you with maintaining legal student status while providing additional support services to assist in making cultural adjustments while achieving academic success. A variety of informational and social events are sponsored throughout the year. Visit International Student Services in BG-42 or contact them by phone (Country code: 001) (215) 751-8863, or via email at international@ccp.edu. The International Student Services Seminar Canvas page is our home for documents, reminders, and announcements. Please check this page frequently for updates and information.

MY PATH TO BEING A GOOD STUDENT

STUDENT SUCCESS INITIATIVES

Student Success Initiatives (SSI) offers programs and services designed to ensure students' academic success at the College. SSI is constantly expanding their program offerings as specific needs among the College's student body are identified. SSI offers student support through Student Success Support Coaches available for phone, on-line, or face-to-face appointments. SSI also manages Starfish Connect, the College's academic early alert system, which provides students with timely and effective communication regarding academic performance. Staff work with students after receiving alerts to provide guidance about helpful resources available at the College. In addition, the office manages the Complete with 15 Scholarship which is designed to help students complete their degree program faster while saving money.

ACADEMIC EARLY ALERT (STARFISH CONNECT)

Starfish Connect, the College's academic early alert system, is a communication tool for students, faculty and staff at the College, designed to provide students with feedback about academic performance. The goals of the system are to help students successfully complete courses, connect students with campus resources, engage students in their academic success and increase student persistence from semester to semester. The Starfish Connect software allows faculty to easily communicate their concerns to students while at the same time communicating these concerns to student support staff on campus. Starfish provides a way for faculty and students to directly communicate with one another about student issues that need to be resolved. Students can be more successful when direct faculty-student communication is combined with effective support from advisors, counselors and other staff on campus. Using Starfish Connect, faculty can raise flags when they have a concern about student performance, give kudos to provide positive feedback to students and make referrals to campus resources. Students receiving an email from an instructor(s) with the subject, 'Important Information about your (Name of Course)' should follow up with the instructor(s) and take any other suggested action steps as soon as possible.

To create a student profile in Starfish Connect, click this link <https://ccp.starfishsolutions.com/starfish-ops/dl/profile/show.html>. For more information about Starfish, visit <myccp.online/starfish-connect>.

COMPLETE WITH 15 SCHOLARSHIP

Complete with 15 provides eligible students, who enroll in four courses (a minimum of 12 credits) each semester with a scholarship that will fund an additional three-credit course. By enrolling in five courses per semester for a minimum of 15 credits, students can complete an associate degree in less time while saving money. Students are eligible to apply for this scholarship once they have earned at least 24 credits and have a GPA of 2.5 (See 'Paying for College' on the College's homepage for additional eligibility criteria). The scholarship is renewable for two semesters, following initial award, providing eligibility criteria continue to be met.

For more information, including eligibility requirements, visit the [Complete with 15 Scholarship](#). Students can also [submit an application electronically here](#).

SUPPORT FOR 50TH ANNIVERSARY PROMISE SCHOLARS AND JOSEPH AND MARIE FIELD SCHOLARS

SSI can help students who are awarded the 50th Anniversary Promise Scholarship or the Joseph and Marie Field Scholarships maintain their eligibility throughout the academic year. SSI staff help these scholars navigate College processes and resources. They help students meet their goals by reminding students of important deadlines, identifying academic support workshops offered on campus and extracurricular activities on campus or in the community.

LEARNING LAB

The Learning Lab provides students with free academic support services such as individual and small group tutoring sessions, study groups, and workshops in most of the courses offered at the College. The Learning Lab can also help with fine-tuning your study strategies and essay writing skills. We provide our academic support services both in person and online!

The Learning Lab is comprised of both peer tutors and subject specialists with expertise in a broad range of subjects. Our peer tutors are accomplished students of high academic standing, who have excelled in the courses they tutor and are also familiar with the rigors of courses offered by the College. Our subject specialists are faculty members with expertise in reading, writing, ESL, mathematics, computer information systems, computer technologies, accounting, economics, science, statistics, and

learning disabilities. Both the Learning Lab peer tutors and specialists are trained in the art of tutoring and are mentored to provide the individualized attention students need to achieve their personal best.

Scheduling a tutoring appointment has never been easier! You can now schedule appointments at your convenience, online! To access the Learning Lab's scheduling site, you will first need to log into the [MyCCP portal](#). Next click on the Student Services Link, found on the left side of your MyCCP home page. Click on the "Schedule Tutoring" link, and lastly the "Access Online Tutoring Support" link.

For more information detailing services and hours of operation, please visit our webpage at myccp.online/learning-labs-student-academic-computer-center or stop by any Learning Lab location.

LIBRARY

Our library faculty are available to help you with research questions and provide you with the knowledge and skills to locate, evaluate, and use a wide range of resources to support your college coursework.

Library services are available at Main Campus, Northeast Regional Center, and West Regional Center. Your college ID is all you need to borrow library materials.

The Main Campus includes more than 40,000 books, journals, magazines, and newspapers. Course reserve materials are available for use in the library, including some textbooks. You can access the library databases on campus or off-campus through MyCCP.

For more information about the services and resources available at the Main Campus and Regional Center Libraries, visit our webpage at myccp.online/library.

STUDENT ACADEMIC COMPUTER CENTER

The Student Academic Computer Centers (SACC) offers you access to computer workstations with various software applications utilized at the College, including email, Web, and laser printing. Our friendly and knowledgeable faculty and student workers are here to provide you with technical support and answer your general questions about how to use academic technology, as well as providing you with beneficial navigation assistance.

Student computer access is available on the Main Campus in the new Learning Commons and the Center for Business and Industry (CBI) building (C3-17), as well as in the Northeast Regional Center Learning Commons (NE-123) and in the West Regional Center's Career and Advanced Technology Center Learning Commons (CATC-359). For more information detailing services and hours, visit our webpage at myccp.online/learning-labs-student-academic-computer-center or stop by any SACC location.

OFFICE OF COLLEGIATE RECOVERY

Connecting Education to Your Recovery

The Office of Collegiate Recovery (OCR) is focused on coordinating efforts to help you fulfill recovery goals related to alcohol and/or other substances (i.e. harm reduction, abstinence) while simultaneously pursuing a college education.

Through the collaboration of on-campus student support services and community resources, the OCR will help you transition into and succeed in a college environment as you work on your recovery process. You will learn self-advocacy skills and coping mechanisms necessary to achieve your goals.

The OCR offers you several resources, including:

- On-going peer-led and academic mentoring based on individual student needs
- Weekly recovery fellowship support meetings
- Structured activities within the CCP community and recovery community in Philadelphia
- Access to the College's student support services, including career counseling and tutoring
- Connections with community resources throughout the City of Philadelphia

The Office of Collegiate Recovery Services is dedicated to reaffirming the reality of recovery maintenance by celebrating and enhancing the variety, availability and quality of local and regional recovery support.

For more information, please contact recovery@ccp.edu.

TRiO STUDENT SUPPORT SERVICES

TRiO Student Support Services is a U.S. Department of Education grant funded program. College students eligible for the program are low-income, first-generation college and/or disabled. Services provided include: orientations, an English 98/101 writing intensive summer bridge program, and intercession detailing college services, personal and career development, specialized academic advising, college transfer options visits, culture activities, study abroad, and grant aid for PELL Grant recipients. The goal is for the student to graduate from the College and/or transfer to a four-year college or university and to receive a four-year baccalaureate degree.

For further information on TRiO SSS and eligibility requirements, please contact us in B1-27 or call (215) 751-8532.

KEYSTONE EDUCATION YIELDS SUCCESS (KEYS)

Keystone Education Yields Success (KEYS) Program supports recipients of Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Programs (SNAP) attending one of Pennsylvania's 14 community colleges. To be eligible, you must be pursuing both a career-specific, short-term certificate and/or associate degree. You can utilize class, study, and other academic and career-related activities to meet state mandated work participation hours to maintain family sustaining benefits. Through the support of these benefits, you are able to attend school and receive added allowances to help sustain your activities. Those allowances include assistance with:

- Child care (co-pays may apply)
- Transportation (can be applied anywhere from 7-14 days from the first of the month)
- Books and supplies (may cover cost of uniforms)
- Professional clothing (for employment and training)
- Criminal background requests (for employment and career-related community service placement)
- Career-specific testing and licenses

The KEYS Program blends education, employment and enrichment to facilitate student success and sustainability. Our aim is to promote increased self-sufficiency in your life. Therefore, students enrolled in the program are required to participate in an active job search while pursuing short-term credentials to enhance employability. The program offers employment placement through career development services provided by the KEYS Job Developer and employment partners. Additionally, if you are enrolled in the program, you are connected with a KEYS Student Facilitator who provides you with academic guidance, professional coaching and individual enrichment. Student Facilitators monitor your academic performance and will work with you to address diverse academic and personal challenges, linking you with educational, employment and social resources both on and off campus. KEYS staff operates as a liaison to assist you in accessing benefits and services through the County Assistance Office and other community agencies.

The KEYS Program is funded by the Pennsylvania Department of Public Welfare, Bureau of Education and Training and is a supportive project under the state's welfare-to-workforce initiatives. If you are eligible and interested in enrolling in KEYS, you should contact your assigned Career Development Unit (CDU) worker for a direct referral or visit the KEYS office.

For more details, contact us in M1-24 or call (215) 751-8025.

INSTITUTE FOR COMMUNITY ENGAGEMENT AND CIVIC LEADERSHIP

The Institute for Community Engagement and Civic Leadership is the College's home for volunteerism, community-engaged learning, outreach and partnerships.

The Institute connects the College community to volunteer and civic engagement opportunities on campus and throughout the city. College-wide volunteer events and service days hosted by the Institute provide meaningful engagements for the College community to give back and experience something fulfilling, while positively impacting various diverse communities within Philadelphia. Institute service projects include: donation drives, mentoring, tutoring, community gardening and more! Students who engage with the Institute learn new skills and develop their leadership abilities through service experiences.

The Institute awards two students each year with the Maggie Hawkins-Powell Community Leadership Transfer Scholarship and is always looking for students to serve on the College Volunteer Council. Students can also earn Volunteer Service Awards, Letters of Recommendations and other incentives when they serve with us.

- **Service programs include:** The Adopt-A-School program, Next Steps AmeriCorps program, #CCPVotes, Martin Luther King Day of Service and the Semester of Service program.
- **If you are a student who has experience in foster care,** we're here to support you on your college journey through our Fostering Caring Connections program, email institute@ccp.edu to learn more.
- **To volunteer,** visit ccp.edu/volunteer and sign up for an upcoming opportunity today!
- For questions about Institute events, volunteer opportunities and more, please contact the Institute at institute@ccp.edu or visit the Institute offices in S3-03 and M2-34.

Mission

The Mission of the Institute for Community Engagement and Civic Leadership is to foster a culture of engagement and collaboration that promotes experiential learning and capitalizes on the strengths of students, faculty, staff and partners to make a positive difference on social justice issues.

Vision

That the College's institutional profile and reputation be elevated to the status of one recognized for excellence and embraced by the community and beyond for having a positive impact on social issues at local, regional and national levels.

SINGLE STOP

Community College of Philadelphia helps you connect with state and federal financial services, as well as social and community resources. We want to support you to prevent and overcome economic barriers so that you can continue with your education and ultimately accomplish your goals. For that, we have Single Stop! An office where you can get individualized attention to help you identify and apply for additional financial resources like public benefits, get guidance to manage life barriers, and much more! These services are only offered to registered Community College of Philadelphia students and include:

Basic Needs and Benefits Screening

Through a quick screening you can learn if you could qualify for additional financial resources and obtain help pursuing them. From food to health insurance, utility and cash assistance; textbooks, transportation, childcare, and other subsidies, staff can help you identify and apply without leaving campus.

Tax Preparation and Filing

Following the IRS standards, Single Stop staff assist you in preparing your documents and submit your documents for filing your tax return and/or amendment so that you can maximize your tax credits including the Earned Income, American Opportunity or Child Tax Credits. This service is available from January through April at the Main Campus.

Legal Aid

Single Stop staff refer students to attorneys and advocates who provide free assistance and advice to address issues with public benefit denials and suspensions, housing, utilities, employment, record expungement, fraud, identity theft, and more.

Immigration Consultations

Pro-bono attorneys provide guidance about immigration law, status adjustment, DACA, sponsorship, and the citizenship process are available on campus at no cost.

Financial Fitness

Work with a certified financial instructor to establish and achieve your financial goals. From credit counseling to debt management, understanding student loans, and planning for your independence, Single Stop can help you get financially fit while you are in school.

Healthcare Enrollment Assistance

Single Stop staff can assess and help you connect with the most suitable health insurance option. Whether you qualify for a plan through the state or through the Marketplace, assistance to apply is available on campus AT NO COST!

Referral Services

After completing the intake process, or submitting your profile using the self-screening online tool available on your MyCCP portal, staff will review your results and reach out to make a plan to connect you with internal and external services and resources.

Contact Single Stop

[Click here to connect with staff using the online self-screening tool.](#)

Visit their office located at Main Campus, room M1-21 in the Mint Building, phone (215) 516-3710, or email singlestop@ccp.edu. Northeast Regional Center, room 102i, phone (215) 972-6268. Email the Regional Centers Coordinator at singlestopRC@ccp.edu.

Learn more about Single Stop on MyCCP and follow on Twitter [@singlestopCCP](https://twitter.com/singlestopCCP).

Did you know that...

- Students who use Single Stop services have higher graduation rates and higher GPAs than students who do not.
- All Single Stop services are free of charge to currently enrolled students.
- Since 2013, Single Stop helped more than 17,000 students connect with more than \$30.1 million dollars.

ENGLISH LANGUAGE LEARNER (ELL) STUDENT SERVICES

ELL Student Services helps English Language Learners have the best student experience at the Community College of Philadelphia and increase their retention. ELLs are current and former students in the ESL program. They are a very diverse and remarkable group, coming from more than 80 countries, speaking more than 30 languages, and bringing a wealth of cultures and experiences to the College. When ELLs need assistance, we connect them to appropriate resources both inside and outside of CCP. These supports include tutoring, financial aid, health care, legal and immigration questions, children's resources, food, housing and much more. For more details, email us at ell@ccp.edu, call (215) 751-8479, or visit us in BG-39C.

WOMEN'S OUTREACH AND ADVOCACY CENTER

The Women's Outreach and Advocacy Center (WOAC) is committed to providing a comprehensive set of services that respond to the academic, social, emotional, and personal development needs, as well as health and safety concerns of students. These services include:

- Individual consultations for gender-related, family, and caregiver supports
- Crisis intervention, advocacy, and support
- Referral to women's agencies and social service organizations
- Educational and issue awareness seminars, skill building workshops, and special conferences and presentations
- General advocacy to the administration and faculty on behalf of students
- A safe space
- Support groups

For more information, contact the Women's Outreach and Advocacy Center at (215) 751-2092, or visit S3-09. The Center is open from Monday - Friday, 9:00 AM - 5:00 PM and from Monday - Thursday, 8:00 AM - 5:30 PM during the summer.

Lactation Rooms/Pods

The Women's Outreach and Advocacy Center, under the Division of Student Development, continues to support a lactation room on Main Campus. The lactation room is a soothing, private space for students, faculty, and staff to use who need to chest-feed or pump and is located on the First Floor of the Winnet Student Life Building in Room S1-09A. Students or guests with appropriate ID may access the space using keypad code 2001# or reaching out to the Winnet Security Desk, Human Resources, or Women's Outreach and Advocacy Center.

Additionally, Mamava Lactation Pods are available on the Main Campus and Regional Centers in the following locations:

- **Main Campus** - located on the Bonnell Ground Floor near the Counseling Center. For faculty, staff, and students who don't have cell phone access, please see the Counseling Center Reception Desk (BG-07) or the Bonnell Security Desk for assistance. For more info, contact womencenter@ccp.edu or Melissa Fogg (mfogg@ccp.edu) and Kelly Lake (klake@ccp.edu).
- **Northeast Regional Center** - located near the Bookstore on the First Floor. If you don't have cell phone access and need access to the pod, please see the Security Desk for assistance. For more info, contact Christina Dixon at cdixon@ccp.edu.
- **West Regional Center** – located in the West Regional Center, use the Ludlow Street Entrance and Security will direct you to the pod location near the Chestnut Street Lobby. If you don't have cell phone access and need access to the pod, please see the Security Desk for assistance. For more info, contact Corrine Miller at cnmiller@ccp.edu.

MARCDavid LGBTQ CENTER

The MarcDavid LGBTQ Center offers support services, programming activities, and educational opportunities to members of the LGBTQ community and to the entire College community. Student outreach and support efforts consist of working with LGBTQ student groups, faculty and staff LGBTQ competency trainings, working with campus partners and student groups on inclusion and support initiatives, and connecting students with City and College resources. Find out more about the Center, or request a training for your department or class by visiting our section of the [website](#).

Contact the Center at (215) 972-6232, email lgbtq@ccp.edu, or visit us in S3-09 (moving to S1-19 in Spring 2025).

MY PATH TO SCHOOL SPIRIT

ROARY, COLLEGE MASCOT

On September 17, 2019, we welcomed Roary to the #CCPLions community. Roary is a uniting force to bring fellowship, joy and hope to our community and they inject a spirit of enthusiasm and excitement into our #CCPpride of lions. We are a collection of many and a tapestry made into one. To learn more about Roary and to see photos from the Mascot Launch Party, follow the roar at myccp.online/Roary and on TikTok [@RoaryAtCCP](https://www.tiktok.com/@RoaryAtCCP).

To request a Roary appearance at your next event, send the following details to roary@ccp.edu: event name, date, time, location, contact person, contact email/phone, and what you want Roary to do (i.e. pictures, meet and greet, etc). Please note that Roary can only stay for 30-45 minutes maximum per event, so please list the peak timeframe you want them to appear for maximum impact and crowd participation. Roary will do their very best to accommodate each request.

Students interested in trying out for a spot on the Mascot Team can send the following to roary@ccp.edu:

- Full Name, Start Date, Academic Program, Student ID Number (J#), and a current Class/Work Schedule
- Please include any relevant experience you may have and why you would be a great addition to our team!

ATHLETICS

The Department of Athletics at the Community College of Philadelphia seeks to foster an environment that will provide student athletes and the College community with the opportunity to develop their full potential athletically, holistically, and academically. The Department of Athletics acts as a partner with the College in helping to prepare students for transfer to four-year institutions, for future employment, and for life-long experiences. Through athletics, the department strives to teach such lifelong skills as discipline, teamwork, sportsmanship, self-control, cooperation, hard work, playing by the rules and respect for authority through athletic competition and recreational activity. The intercollegiate, intramural and recreational programs offered by the Department of Athletics acts as a vehicle to bridge the gap and promote understanding and cooperation among students from diverse ethnic and cultural backgrounds.

The Department of Athletics also provides support for students in their support of higher levels of achievement by:

- Recognizing the academic needs of the student as primary and athletic achievement as secondary
- Broadening the horizons of students by creating a diverse program of activities that serve to enhance their overall experience at the College
- Providing students with the tools to become well-rounded individuals and to achieve their goals; and
- Sponsoring seminars that enhance the students' understanding of college life, academic experience, and college resources.

The Athletics Center has a lot of activities, so come visit us! We offer intercollegiate sports, intramural sports, extramural activities and wellness events. Fit two or three or more workouts into your week; you'll feel better. We look forward to seeing you in the Athletics Center. Your health will thank you.

INTERCOLLEGIATE SPORTS

Intercollegiate athletics provides competitive varsity sports for all full-time students. Intercollegiate sports offered at Community College of Philadelphia include:

- Fall: Men's Cross Country, Women's Cross Country, Women's Volleyball
- Winter: Men's Basketball, Women's Basketball
- Spring: Men's Track and Field, Women's Track and Field

Team meetings are held during the first week of each semester. Try-outs for fall sports begin August 1, winter sports October 1 and spring sports January 10. A pre-participation NJCAA physical is required. Official copies of high school and your previous college transcripts need to be submitted to the Athletics Department. The NJCAA eligibility affidavit is available in the Athletics Center.

INTRAMURAL SPORTS

We encourage you, as an individual or as part of a group, to join our intramural teams in: Basketball, Flag Football, Indoor Soccer, Table Tennis, Volleyball, Badminton and Squash.

PHYSICAL FITNESS

The Fitness Center features a weight training room with Hammer Strength equipment. A cardio room is equipped with bikes, treadmills and elliptical machines. The exercise room has a wooden floor designed for aerobics and other types of exercise. You are welcome to use these facilities to increase your flexibility, strength and endurance as well as for cardiovascular conditioning. A demonstration is required in order to use the facility to ensure the proper use of the equipment. Demonstration times are posted outside of the Fitness Center. There is a mandatory Athletics Center dress code for working out.

RECREATION

There are two full-sized basketball and two regulation-size racquetball courts available for you to use for recreation and competition.

ATHLETICS CENTER

The College's Athletics Center is located between the Pavilion and Winnet Buildings on 17th Street. Sign-up sheets are available at the equipment service area for other activities. Lockers (you must provide a lock) and register with our equipment manager. Showers are also available for usage. Use of the Athletics Center is restricted to students, faculty and staff with a valid College photo ID card. You are required to follow the Athletics Department's recommendations to prevent accidents and injuries. A copy of the recommendations is available through the Athletics Department, G1-12, or through the Division of Academic and Student Success, M2-37.

For more information, call the Athletics Department, (215) 751-8005. During the fall and spring semesters, the Athletics Center is open from Monday - Thursday, 9:00 AM - 7:00 PM and Friday, 9:00 AM - 6:00 PM.

TITLE IX

The College fully complies with Title IX of the Educational Amendments Act of 1972 ('Title IX'). Title IX prohibits discrimination on the basis of sex in federally funded education programs or activities including athletic programs. Title IX also requires that women and men be provided equitable opportunities to participate in sports. The College's Diversity Compliance Officer has been appointed as the College's Title IX Coordinator. If you have been denied an opportunity to participate in sports or have a complaint of sex discrimination, it should be reported to the College's Diversity Compliance Officer as set forth in the College's Anti-Discrimination and Harassment Policy.

MY PATH TO BEING A WELL-ROUNDED STUDENT

OFFICE OF STUDENT ENGAGEMENT

The mission of the Office of Student Engagement is to increase student engagement and retention by creating an environment that fosters student success. The Office of Student Engagement and The Center for Student Leadership Development (S1-12) is responsible for programs such as New Student Orientation, Welcome Week, Leadership Development, Spring Fling, off-campus trips, sporting events, monthly themed affinity programs such as Latine and Black History programs and many other ways to help you get involved! The Office of Student Engagement also actively collaborates with faculty in numerous courses and curricula by sponsoring out-of-class experiences with a direct relationship to material being studied. Students who are involved are more connected to the campus and tend to have higher grades and graduate and transfer on time. Don't wait, there is more to college than going to class; let us help you to succeed!

LION LEADERS – STUDENT LEADERSHIP TEAM

The Lion Leaders are the Division of Student Development's student leadership team. These students serve the Main Campus and Regional Center's as College programmers, information desk, customer service specialists and school spirit squad. Students interested in joining the team can get more information by visiting the staff in the Winnet Student Life Building, Suite S1-12 or emailing studentdevelopment@ccp.edu.

CENTER FOR STUDENT LEADERSHIP DEVELOPMENT

The Center for Student Leadership Development (S1-12) is the hub for student leadership development, civic engagement and our many student clubs and organizations. Stop in today to discover new ways to lead, find ways to be involved and to grow as a member of the College community. Student leadership development programs, retreats, conferences, workshops and the College's award ceremonies are also housed in the Center for Student Leadership Development.

Philadelphia L.E.A.D.S (Leadership + Education + Achievement + Diversity = Success) – The Student Leadership Society

Whether you're a first-time, college-level student, a student who has completed your first college-level course work or a seasoned student with leadership experience, L.E.A.D.S. has something for you. Our unique three-tier leadership program is designed to instill leadership qualities in those students who have a desire to lead. This will be followed by five monthly sessions. There are 3 In the Fall and 2 In the Spring semester.

L.I.F.E. Student Leadership Certificate program for students

L-- Lead - Discover various leadership styles through the nationally recognized CliftonStrengths Program.
I-- Innovate
F-- Flourish
E-- Educate

Attend all 5 sessions - achieve the Black, Gold and Blue Certificate.

Attend at least 3 sessions – achieve the Gold Certificate,

Attend at least 1 session – achieve the Blue Certificate.

Tier I - Emerging Leaders

Those entering the College as first-time, college-level freshmen have an opportunity to join Emerging Leaders.

Tier II - The Gold Leaders – Student Leadership Challenge

When you have at least 15 credit hours and a GPA of 2.7 or better, you have the opportunity to join as a Gold Leader.

Tier III - The Pathway Leaders in Service

The third tier of leadership is our Leaders in Service. This program focuses on service as the pinnacle of true leadership. When you have completed one of the previous tiers and have maintained a minimum GPA of 2.7, you will be invited to become a part of the program. Leaders in Service will identify various opportunities for service along with serving as mentors to Emerging Leaders.

STUDENT CLUBS AND ORGANIZATIONS

Joining a student club or organization is one way to become involved in the extracurricular life at the College. Whether you wish to continue an interest, develop one, explore new and different ideas or just to socialize, a student club is a great opportunity! More than 30 registered student clubs are on file with the Center for Student Leadership Development and with Student Government Association (SGA). Many clubs have a curriculum or academic department focus. Other clubs have an artistic focus. Still, other clubs are based on a particular religion, ethnicity or social focus. Students who wish to become executive officers for a student club must be registered in at least one credit-bearing course, maintain a cumulative grade point average of at least 2.5, and be in good standing at the College. There is no grade point average required for new students to hold an executive officer position. There is also no grade point average for students to be general members of a student club. Clubs must register and reactivate each year. For the most current list of clubs and organizations, visit [Pride Portal](#), or visit the Center for Student Leadership Development (S1-12).

HOW TO START A CLUB

Do you have a great idea for a student club at Community College of Philadelphia? Will it serve a student need and be a service to the community? If you feel that your idea for a new club will do the above as well as be a lot of fun, then you may have what it takes to start a new club (or re-activate an existing club) at the College. How do you go about organizing? How can SGA recognize you, so you can use the College facilities and obtain a club budget? Once the club or organization is recognized and registered, how much funding is available?

Follow These Five Steps To Start A New Club:

1. Survey other students you know to see if you can find a reasonable amount of interest in your proposed group.
2. If it is curriculum-related, be sure to contact everyone in that program.
3. Contact a faculty or staff member who has expressed an interest. An advisor can help you with the details of organizing your club and carrying out your objectives. All clubs and organizations are required to have an advisor.
4. Visit [Pride Portal](#) and attend one of the weekly or bi-weekly Pride Portal Zoom Training Sessions. Join the Center for Student Leadership Development (S1-12) to discuss your proposal and get information on how to proceed to start the club.
5. After identifying an advisor and prospective members, visit the Pride Portal for the schedule for the DO MORE @ CCP! How to Get Involved Outside the Classroom. Pride Portal and Student Club Training Sessions.

Be sure to check with the Center for Student Leadership Development for materials that you will need to carry out your group's mission (guidelines, requisition forms, etc.). You can now carry the name of the College and represent the student body. This is a serious responsibility and should be considered often as you plan your activities. Official student groups and organizations must be open for membership to all Community College of Philadelphia students in good standing. Official student organizations shall not deny membership or participation on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or expression or any other status protected under federal, state, or local law unless otherwise permitted under applicable Federal law. Certain performance-based requirements may be imposed on a view-point neutral/belief-neutral and status-neutral basis. For example, honor societies may require a minimum GPA or matriculation into an academic program and singing groups may require students to audition.

STUDENT MEDIA/PUBLICATIONS

The Vanguard is the student-run campus newspaper that offers news, sports, features and editorials of interest to the student body. Students are responsible for the publication's policies and content. A limited number of staff positions are available and articles are welcome from any member of the College community for publication consideration.

HONOR SOCIETIES

Community College of Philadelphia's honor societies recognize and encourage scholarship by providing an opportunity to develop leadership and service, an intellectual climate for scholarship, and the stimulation of interest in continuing academic excellence.

The College recognizes the following honor societies:

- Alpha Eta Society (health professions)
- Alpha Beta Gamma (business)
- Delta Psi Omega (theatre)
- Phi Theta Kappa, Rho Upsilon Chapter (general scholastic excellence), is the College's main academic honor society and is recognized nationally as the honor society for students in community and junior colleges.
- Psi Beta (Psychology majors)

NOTE: Membership in honor societies is by invitation only.

MY PATH TO CAMPUS SERVICES

BOOKSTORE

Follett Higher Education operates full-service bookstores on the Main Campus and at the Northeast. The Main Campus bookstore is located in the Pavilion Building. Textbooks and course materials are sold at all bookstore locations specific to the location, with the exception of distance courses (online) and West Campus, which are available at the Main Campus. New, used, and digital textbooks (for purchase and rent) are available at all bookstore locations. The Main and Northeast Regional bookstores also carry a large selection of school supplies, computers and computer supplies, printers, trade books, school spirit apparel and giftware, backpacks, gift cards, and snacks and beverages. More information including bookstore hours, contact information, store promotions, online ordering options, etc., are posted on the bookstore link on MyCCP and the bookstore website at ccpbookstore.com.

DINING SERVICES

Canteen, a division of Compass International, provides dining options on the Main Campus. Roary's Café, located in the Pavilion Building, offers a made-to-order grill, deli, and pizza station as well as grab 'n selections and premium beverages. Café details including contact information and menus are located on the Dining Services link on MyCCP. The CBI Cyber Café, Pavilion, Bonnell, Northeast Regional Center & CATC Center feature high-end vending options which include 'grab 'n go' selections, premium beverages, and microwaveable items. Vending machines are located throughout all campus buildings.

SAXBYS

The Saxbys at the Community College of Philadelphia is an Experiential Learning Platform cafe helmed by a Student Cafe Executive Officer that oversees a team of peers and all cafe operations while earning an undergraduate degree. Everything at this cafe is crafted for students, by students! The impressive breadth of this cafe also extends to its food menu. All-day breakfast highlights include Breakfast Grilled Cheese, pastries, egg sandwiches, Breakfast Burritos and a suite of unique toasts. Beyond all-day breakfast, a range of seriously melty grilled cheeses are offered as well. The cafe's carefully curated beverage menu features a range of options from its signature Cold Brew Collection, to all-natural smoothies, Harney & Sons teas, and seasonal sippers. For current hours of operation, [click here](#). For more info about the program, contact the Experiential Learning & Impact Team, at experientiallearning@saxbyscoffee.com.

LION CARD - YOUR STUDENT ID

A student ID card, also known as the Lion Card, is issued to all new students and is your official college identification. Lion Cards are used for admission to the campus and access to its facilities. Effective January 2017, your Lion Card must be worn visibly at all times while on campus and must be presented and swiped at all building entrances each and every time. You also may be asked for other identification. You must show the ID card if it is requested. Abuse of an ID card could result in disciplinary action by the College. If the card is lost or stolen, contact the Department of Public Safety in MG-12 at Main Campus or the main Public Safety desk at each Regional Center for information about replacing it. Each replacement ID card is \$10. Funds may be loaded onto your Lion Card by the card holder and can be used in Roary's Café, the Bookstore, to purchase tickets for events and activities, and for the discounted parking rate at the Main Campus Garage and discounted copies in Business Services (MG-25). Card holders can make cash deposits to their Lion Card using a Value Port; one Value Port is located in the Pavilion Building and one is located at the Northeast Regional Center. Deposits using a credit card can be processed through the cardholder's Lion Card account which is accessed through the [Lion Card link located on MyCCP](#) under the Campus Life tab.

More information including FAQ's and Terms and Conditions can be found on the [Lion Card link](#). Funds can also be loaded using the CBORD GET App available for smartphone users.

PUBLIC SAFETY

The Department of Public Safety operates 24 hours a day, seven days a week. The Main Campus and the Regional Centers are staffed with Public Safety Specialist, plus stationary and roving patrol officers. Campus Patrol Officers patrol the interior and exterior of the campuses. The roving patrols include the parking lots and other parking areas located on campus. In addition to our roving patrols, we are equipped with state-of-the-art Closed-Circuit TV (CCTV) cameras located throughout our campuses. The CCTV cameras are monitored by Public Safety Specialists 24 hours daily. The Public Safety Communications Center is located in MG-12. Dial extension 5555 from campus phones for an emergency situation. Otherwise, this facility can be reached at any time by dialing (215) 751-8111. All campus accidents and injuries, or any hazardous situations, should be reported at once to the department office (MG- 12) or to the nearest Public Safety/Security station. The Public Safety stations are located at each main entrance to the College. Public Safety will be summoned quickly in an emergency by dialing extension 5555 from any College telephone. Special red 'house phones' are located in hallways throughout campus for internal use. Lost or found items should be reported to the Department of Public Safety, MG-12.

CAMPUS EMERGENCY COMMUNICATIONS

The College has a number of mass emergency communication streams to advise, warn and give information in the event of a college emergency. These include:

- Text messaging, email blast, voice: Our Send Word Now® system will notify all students of closing, delayed openings or an emergency situation on campus.
- On Campus mass communication system: Alertus® communications is a visible box located at strategic areas throughout the campuses. It sends and audio as well as visual message of an emergency to the entire campus or targeted areas.
- Classroom Public Announcement (PA): Our VOiP system is featured with the ability to send messages to classroom phones to alert faculty and students of any emergencies on campus.

Telephone - Primary Number and Cell Number

The primary and cell phone numbers will be used for all College business, including emergency communications. Updates to these numbers will overwrite any previously supplied information to the College. The Cell Phone 2 will be used ONLY for emergency communications. Please note that in order to receive a text message, at least ONE cell phone number must be filled in. If you do not want to receive text messages to a number, simply do not choose the option receive emergency communications for that number.

Email - Community College of Philadelphia Email and Other Email

The Community College of Philadelphia email and other email will be used for all College business, including emergency communications. You will have the ability to enter one additional non-Community College of Philadelphia email which will ONLY be used for emergency communications.

The information you provide will determine the resources by which you receive urgent notifications. Keep these things in mind:

- Provide enough information to reach you instantly regardless of the time of day. If, for example, you usually turn your cell phone off at work, it should not be provided as the only way of reaching you.
- Do not enter a phone number more than once. Please provide unique direct-dial numbers and email/text addresses that go directly to you.

When in doubt, please provide more points of contact rather than less. The information you provide will remain private. Send Word Now has signed a confidentiality agreement with the College. They will not use this information for any other purpose except notifications initiated by the College. Also, Send Word Now will never ask for sensitive information, such as credit card information or your Social Security Number, which might be used for identity theft. If you receive an invitation from Send Word Now that does not conform to these guidelines, please do not accept the invitation - report it. To update your contact information, please log into MyCCP and within the Student Tab under the Enrollment Services channel, click on Update Contact Information. If you have any questions, please contact 4ITSupport at (215) 496-6000 or 4ITSupport@ccp.edu for assistance. Please remember to include your Student ID # (also, your J#) in all requests to 4ITSupport@ccp.edu. Please note that your enrollment in this service will be in effect for two consecutive terms after the last date of enrollment.

INFORMATION TECHNOLOGY

EMAIL

As a registered student, a College-issued email account is given to you as part of MyCCP. You may continue to use an alternate email account; however, it is not recommended that you auto forward your MyCCP email to this alternate account. Official College communications are sent via email, and you do not want to miss reading any important information.

Communication sent by email is considered to be valid and official, and you will be held accountable for any information, deadline, or requirement contained within the email. Please make it a priority to check your College-issued email regularly. If using email, please leave an alternate email address other than your Community College of Philadelphia email.

Contact 4ITSupport@ccp.edu or call (215) 496-6000, with questions or problems with your College email account. Please remember to include your Student ID # (also, your J#) in all requests to 4ITSupport@ccp.edu.

MYCCP

MyCCP provides students the ability to interact with the College in numerous ways. While there will be times when you must take care of business in person, many activities including forms submissions, payments, etc., can be accomplished online. You will receive official College correspondence, notices and announcements in MyCCP. In addition, some faculty may use this service to augment in-class discussion and assignments with online resources. Once you have registered for your first semester of classes, be sure to monitor your MyCCP account regularly.

INFORMATION TECHNOLOGY SUPPORT

As a student using the College's computer networks, either for course-related activity or to manage your student records, help is available should you need assistance. Contact Information Technology at (215) 496-6000 (off campus) or extension 6000 (on campus).

For Student Support, press OPTION #2. Under OPTION #2 press one of the following:

#1- Log In – Navigating MyCCP Support

#2 - Student ID Information or to report a problem with your student ID #3 - Financial Aid Questions

#4 - Payment or Billing Related Questions #5 - Records and Registration Questions #6 - Admissions Questions

#7 - Speak to a Student Technical Support Representative

WI-FI

Wireless Availability

The Community College of Philadelphia Wireless Network is available to all staff, faculty, students and authorized visitors with laptops or mobile devices capable of wireless connectivity. Those connected to the Community College of Philadelphia Wireless Network will be able to access Internet and email; however; SHARED NETWORK RESOURCES ARE NOT ACCESSIBLE.

Wi-Fi Hot Spots For All Campus Locations

Building	Notes:
Bonnell Building	The Bonnell 1st floor has Complete Coverage The Bonnell Rotunda Floor has Complete Coverage The Bonnell 2nd floor has Complete Coverage Coverage is 802.11n for the entire building
Pavilion Building	Entire building has coverage – 802.11n
Mint Building	Main Campus Library 3rd Floor, hallway & Honors classrooms
West Building	Entire building has coverage (Floors 1,2,3 & 4) – 802.11n

Building	Notes:
Winnet Building	Entire building has coverage by 802.11n with concentration areas of: The Coffeehouse (S1-22), 1st floor lobby, S1-09, S2-3, The Great Hall (S2-19), 2nd floor Student Lounge (S2-08), Phi Theta Kappa (S1-12), and the Athletics Center Courtyard
Center for Business & Industry (CBI)	Entire building has coverage – 802.11n
Northeast Regional Center	Entire campus has coverage – 802.11n
West Philadelphia Regional Center	Partial coverage: Registration waiting area, Learning Commons and Student Lounge – All 802.11n

System Requirements

Any device with Wi-Fi capability. This includes any mobile device.

Connection Information

The Wi-Fi within the College is a non-broadcasting network. We do this to limit non-college resources from accessing the network. To set your device connection, go to your device's Network and/or Wi-Fi connection settings location. Manually 'Add' a network using the SSID of **CCP WLAN** with Open Security. The 'CCP WLAN' SSID must be entered as shown here. If asked, check Obtain an IP address automatically.

For additional information, contact the ITS Support Desk at (215) 496-6000.

LOCKERS

Lockers are assigned on a first-come, first-served basis each fall by the Facilities Management Department, MG-14. Assignments are for both the fall and spring semesters. Lockers are not available during summer sessions. Check bulletin boards for when and where to pick up your locker assignment. Locker problems are handled by the Facilities Management Office, MG-14.

MY PATH TO COLLEGE POLICIES AND PROCEDURES

COLLEGE POLICIES AND PROCEDURES

ACADEMIC STANDARDS AND PROGRESS

The [College's Satisfactory Academic Progress policy](#) for purposes of financial aid eligibility, P&P. No. 8a is [available here](#).

Policy on Inclusion on Digital Course Materials

For more detailed information about [Policy #220, click here](#).

STUDENT LEARNING OUTCOMES

Assessment of student learning outcomes is important for improving teaching and learning at Community College of Philadelphia and for expanding access to an excellent education. Beyond being an external requirement by accreditors and others, assessment of student learning is consistent with the mission of providing a quality education. Students will be, on occasion, invited to participate in assessment activities. Doing so helps the College understand ways to improve educational experiences.

NOTICE OF NON-DISCRIMINATION

Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual orientation or preference, religion, sex/gender, gender identity, individuals with disabilities, protected veterans, marital status, genetic information, or any other protected category under the applicable Local, State, or Federal law. Community College of Philadelphia is committed to achieving a diverse work force reflective of the communities it serves. This diversity will be accomplished through the College's Equal Employment Opportunity policies, the Office of Diversity, Equity, and Inclusion practices which encourage employees to develop their capabilities as part of careers at the College. The College is committed to an outreach program designed to

make information about employment opportunities known to diverse communities and to a welcoming environment where diversity is a source of institutional strength and advancement. This statement is founded on the firm belief that fulfillment of employment and educational objectives must be a function of each individual's abilities. Successful attainment of affirmative action goals and support plans are considered essential to the fundamental mission of Community College of Philadelphia. In making this statement, the College recognizes both a moral and legal responsibility.

Inquiries concerning application of non-discrimination policies should be directed to: Leila E. Lawrence, Director of Diversity, Equity & Inclusion and Title IX Coordinator Community College of Philadelphia
1700 Spring Garden Street, Room M2-7 Philadelphia, PA 19130
Email: llawrence@ccp.edu
Telephone number: (215) 751-8036

DRUG-FREE WORKPLACE, ALCOHOL, AND OTHER DRUG ABUSE PREVENTION PROGRAMS

It is the policy of the Community College of Philadelphia to maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. This institution is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use its services. Recognizing that alcohol and drug abuse pose a direct threat to this goal, this institution is committed to assuring a drug-free environment for all of its employees and students.

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace, as defined in the Drug-Free Workplace Act of 1988. Additionally, while the College respects the privacy of its employees, it also recognizes that it has an obligation to maintain a drug/alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Therefore, employees are expected to report for work physically and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy, or conviction, may result in disciplinary action up to and including termination.

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to alcohol and/or substance abuse. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

As a condition of employment, all employees must abide by the above policy statement. Any employee who is convicted of any drug violation in the workplace must inform the Associate Vice President for Human Resources within five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise employees that convictions or violations of these laws can lead to fines and/or imprisonment.

This policy statement does not alter any rights of employees which exist under applicable collective bargaining agreements.

Drug and Alcohol: Student Standard

Community College of Philadelphia is dedicated to providing a quality comprehensive educational program designed to meet and balance the diverse and changing educational, social, economic, and cultural needs of the community while providing a safe and healthful environment. The College is committed not only to learning and to the advancement of knowledge but also to the education of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and through rules and regulations governing student life that encourage responsibility and respect for the rights and viewpoints of others.

Therefore, the use, sale, distribution, possession of alcohol or any drug, including prescription medication used in an unauthorized manner, is strictly prohibited and may result in disciplinary action up to, and including, expulsion.

The College believes that students are adults who are responsible for their own actions, and who should be free to pursue their educational objectives in an environment that promotes learning, protects the integrity of the academic process, and protects the learning community.

The College's rules and regulations concerning student conduct may be found within the Student Code of Conduct (see below). These rules and regulations are in effect when attending or participating in any class or activity sponsored by the College either on campus or at an off-campus event.

Drug and Alcohol Abuse Prevention Program

Community College of Philadelphia is committed to providing its students and employees a drug and alcohol free workplace and learning environment to promote the reputation of the College and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students.

The College shall provide a safe, responsive environment for all students and employees. Employees and students are informed of the program and policy by means of the website, student handbook, and electronic mail. Annually, employees and students are made aware of the College's Drug and Alcohol Abuse Prevention Program and Policy which provides access to the following information: The College has established a Drug and Alcohol Prevention Program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse, penalties that may be imposed for drug and alcohol abuse violations, and available resources to combat drug and alcohol related issues.

Biennial Review

The College will review this policy on a biennial basis. A biennial review shall be conducted:

1. To determine the effectiveness of the policy; and
2. To ensure that the policy has been implemented consistently

Should the College Administration deem it necessary to review or revise the policy at that time or any time prior to a scheduled biennial review, the Administration shall prepare revisions consistent with College policy development practices. All biennial review documents shall remain on file for compliance purposes.

Distribution to Students

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email and pamphlets from the Office of Student Engagement to enrolled credit students each semester and online announcements. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College's Counseling Center, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

In subsequent years during a student's enrollment in the school, they will be reminded of the policy by email and on the College's internal web page. To the extent there are changes to the policy at any time, students will be sent a notification via email.

Preventing Drug and Alcohol Abuse: Health Risk

The use and abuse of alcohol and drugs pose significant physical and mental health risks. Preventing drug abuse and excessive alcohol use increases people's chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions. [The National Institution of Drug Abuse](#) provides an overview of various drugs and their effects on individuals.

Below is a list of commonly abused substances:

- **Alcohol:** Although legal, alcohol is a toxic substance, particularly to a developing fetus when a mother consumes this drug during pregnancy.
- **Amphetamines:** This group of drugs comes in many forms, from prescription medications like methylphenidate (Ritalin, Concerta) and dextroamphetamine and amphetamine (Adderall) to illegally manufactured drugs like methamphetamine (meth). Overdose of any of these substances can result in seizure and death.
- **Anabolic steroids:** A group of substances abused by bodybuilders and other athletes, this group of drugs can lead to significant psychological effects like aggression and paranoia, as well as other long-term physical effects like infertility and organ failure.
- **Caffeine:** While it is consumed by many, coffee, tea and soda drinkers, when consumed in excess this substance can produce palpitations, insomnia, tremors and significant anxiety.
- **Cannabis:** More commonly called “marijuana,” the scientific name for cannabis is tetrahydrocannabinol (THC). In addition to the negative effects the drug itself can produce (for example, infertility, paranoia, lack of motivation), the fact that it is commonly mixed (cut) with other substances so drug dealers can make more money selling the diluted substance or expose the user to more addictive drugs exposes the marijuana user to the dangers associated with those added substances. Examples of ingredients that marijuana is commonly cut with include baby powder, oregano, embalming fluid, PCP, opiates, and cocaine.
- **Cocaine:** A drug that tends to stimulate the nervous system, cocaine can be snorted in powder form, smoked when in the form of rocks (crack cocaine), or injected when made into a liquid.
- **Ecstasy:** Also called MDMA to denote its chemical composition (methylenedioxymethamphetamine), this drug tends to **create** a sense of euphoria and an expansive love or desire to nurture others. In overdose, it can increase body temperature to the point of being fatal.
- **Hallucinogens:** Examples include LSD and mescaline, as well as so-called naturally occurring hallucinogens like certain mushrooms, these drugs can be dangerous in their ability to alter the perceptions of the user. For example, a person who is intoxicated with a hallucinogen may perceive danger where there is none and to think that situations that are truly dangerous are not. Those misperceptions can result in dangerous behaviors (like jumping out of a window because the individual thinks they are riding on an elephant that can fly).
- **Inhalants:** One of the most commonly abused group of substances due to its accessibility, inhalants are usually contained in household cleaners, like ammonia, bleach, and other substances that emit fumes. Brain damage, even to the point of death, can result from using an inhalant just once or over the course of time, depending on the individual.
- **Nicotine:** The addictive substance found in cigarettes, nicotine is actually one of the most habit-forming substances that exist. In fact, nicotine addiction is often compared to the intense addictiveness associated with opiates like heroin.
- **Opiates:** This group is also called narcotics and includes drugs like heroin, codeine, Vicodin, Percocet, and Percodan. This group of substances sharply decreases the functioning of the nervous system. The lethality of opiates is often the result of the abuser having to use increasingly higher amounts to achieve the same level of intoxication, ultimately to the point that the dose needed to get high is the same as the dose that is lethal for that individual by halting the person’s breathing (respiratory arrest).
- **Phencyclidine:** Commonly referred to as PCP, this drug can cause the user to feel extremely paranoid, become quite aggressive and to have an unusual amount of physical strength. This can make the individual quite dangerous to others.
- **Sedative, hypnotic, or anti-anxiety drugs:** As these substances quell or depress the nervous system, they can cause death by respiratory arrest of the person who either uses these drugs in overdose or who mixes one or more of these drugs with another nervous system depressant drug (like alcohol or an opiate).

For more information, please visit: drugabuse.gov/drugs-abuse/alcohol.

DRUG AND ALCOHOL COUNSELING: SUPPORTS AVAILABLE TO STUDENTS

Counselors are available for students at the College’s campuses, on a confidential basis, to respond to student needs and concerns related to drug and alcohol use.

For information about counseling services at the College, contact (215) 751-8169 or visit the Counseling Center in the Bonnell Building, Room BG-7.

In addition to on-campus support programs and resources, below are available treatment centers that may be helpful in addressing issues of mental health and substance abuse:

Saint Jude Retreats 1 (888) 424-2626 marie@saintjuderetreats.com www.saintjuderetreats.com	Psychological Research Center 1509 Cecil B. Moore Avenue Philadelphia, PA 19121 (215) 204-7100 psc@temple.edu	Addiction Medicine and Health Advocates, Inc. 928 Market Street Philadelphia, PA 19107 (215) 923-4202	Belmont Center for Comprehensive Treatment - Drummond Road 10360 Drummond Road Philadelphia, PA 19154 (215) 632-6400
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RELEVANT ALCOHOL AND DRUG LAWS AND SANCTIONS

In addition to College disciplinary actions and applicable sanctions, any student who violates this policy may be subject to criminal prosecution and penalties under applicable local, state, and federal laws. Where appropriate or necessary, College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession manufacture, distribution or sale of illicit drugs or alcohol and will advise employees and students that convictions or violations of these laws can lead to fines and/or imprisonment.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

Alcohol

The Pennsylvania Liquor Control Board website explains alcohol and the law in the state of Pennsylvania, programs and resources available, as well as provides information for parents. (Source: University of Pennsylvania, 2012)

The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code, as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provides the following:

1. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
2. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
3. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (1) above.
4. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
5. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
6. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
7. It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations.
10. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.

The College will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

DRUGS & CONTROLLED SUBSTANCES

The United States Department of Education in Section 484(r) of the Higher Education Reconciliation Act explains the circumstances related to convictions of controlled substances that may affect or suspend a student's eligibility for financial aid and assistance. The suspension of eligibility for federal student aid ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions.

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both, for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a college is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found, it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. According to state law, the distribution of 30 grams or less of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of 30 days imprisonment, a \$500 fine, or both, with the penalties for the second offense possibly doubling. Conditional release with conviction is possible for first offenders. Distribution to minors may carry double penalty.
5. Distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college may result in imprisonment of between two and four years.

Students who have been convicted under state or federal law involving the possession or sale of a controlled substance are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

SMOKE-FREE CAMPUS POLICY

Effective January 1, 2017, smoking, including the use of nicotine-delivery systems, is, without exception, prohibited within 25 feet of any College building.

EQUAL EMPLOYMENT OPPORTUNITY

The Community College of Philadelphia is committed to and reaffirms its policy of equal employment opportunity to all applicants, employees, and students without regard to race, color, religion, sex (except where sex is a bona fide occupational qualification), sexual orientation, age, national or ethnic origin, disability, genetic information, gender identification, or status as a disabled or Vietnam era veteran status and to provide each and every individual with the ability to work in a safe, productive and professional work environment that is free from discriminatory practices. Under the direction of the President, the Director of Diversity, Equity & Inclusion and Title IX Coordinator shall ensure compliance with this policy.

COLLEGE CLOSING POLICY

If the College must be closed because of inclement weather, radio stations KYW-AM 1060 will announce the College's closing number. The number for the cancellation of day classes is 238 and for evening or weekend classes is 2238. All students will also be notified by Send Word Now, our emergency notification system.

Students who attend sites other than the Main Campus should call the following phone numbers:

Northeast Regional Center (215) 972-NERC (6372)
Career and Advanced Technology Center (215) 516-3650
West Regional Center (215) 516-3650

EMERGENCIES

An emergency may arise that requires that you be contacted while you are on campus. To prepare for this possibility, the College suggests that you make a copy of your class schedule and note any places you might be other than the classroom indicated. Leave this information with the people who might need to get in touch with you in an emergency. Also, make sure those who may need to reach you know your student ID #.

If you are in a classroom, a call should be made to Academic Records and Registration, (215) 751-8258, so that a message can be delivered to you. If you are in a room or office other than a classroom, that office should be called directly. The College switchboard, (215) 751-8000, can connect the caller with the appropriate office.

Please keep in mind that an emergency is considered to be a crisis situation, such as severe illness or death. Family members, employers or neighbors should be instructed to handle other unexpected situations, such as lost keys or a flat tire, on their own.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Community College of Philadelphia accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. The College collects, maintains, secures and destroys student records for the educational welfare and advancement of students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the director of Student Records and Registration, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with a "legitimate educational interest." A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide services instead of using College employees or officials (such as an attorney, auditor, certain contractors or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Community College of Philadelphia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

The College, at its discretion, may disclose directory information upon request without consent. The College has identified the following as directory information: student's name; program of study; dates of attendance; and degrees, honors and awards received along with dates.

Currently enrolled students may, under the provisions of FERPA, withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

The College will honor each request to withhold the information listed above but cannot assume responsibility to contact a student for subsequent permission to release them. Decisions about withholding information should be made very carefully. Should a student decide to inform the College not to release information, any future requests for such information from non-institutional persons or organizations will be refused.

Community College of Philadelphia assumes that failure to request the withholding of "directory information" indicates approval for disclosure.

SOCIAL SECURITY NUMBER

In order to access MyCCP for online services, a system-generated student identification number must be used with a personal identification number (PIN) provided by the College. In addition, the College requires the Social Security Number (SSN) as a condition of enrollment. Although it is not used as the primary student identification number, the SSN is required for tax reporting, financial aid processing and educational tracking purposes. Community College of Philadelphia will not disclose the SSN without student consent unless required to do so by federal, state or local law.

FIRE EVACUATION

A fire emergency is announced by the continuous ringing of bells. The alarm is accompanied by flashing red lights for the benefit of deaf persons. Use the stairs — not the escalators or elevators — during a fire emergency. The escalators will stop automatically, and any elevators in operation will stop on the first floor.

Blind persons should quickly find someone to escort them out of the building. Students who cannot use stairs should go to the nearest stairwell that is marked with a red exit sign and wait inside that stairwell for help. Public Safety Officers will check these areas, and fire department personnel will evacuate them.

When leaving these buildings, use only those exits identified as fire exits. These are the exits with red exit signs above the doors. Once outside, keep a safe distance from the buildings.

INFECTIOUS AGENT AND BLOODBORNE PATHOGEN EXPOSURE POLICY

The purpose of the Infectious Agent and Bloodborne Pathogen Exposure Policy is to describe the management of incidents of exposure to bloodborne pathogens that involve Community College of Philadelphia faculty and staff while performing their work activities and students when they are participating in the College's activities related to their educational course work. For the full policy, please refer to [Policy #308, available here](#).

JURY DUTY

Community College of Philadelphia encourages students to accept their responsibilities as citizens and serve on juries when called. In the event that serving on a jury would seriously interfere with academic progress, the student can go immediately with the summons to the Enrollment Central to request that a postponement letter be submitted.

RELIGIOUS ACCOMMODATIONS POLICY

The Community College of Philadelphia prohibits discrimination based upon religion. The College will provide reasonable religious accommodations when necessary for individuals to participate in employment and educational opportunities, as well as other college programs and activities, unless the accommodation poses an undue hardship on the College or requires the College to fundamentally alter the nature of a College course, program, or activity.

Process for Student Accommodation

A student who requires a reasonable religious accommodation should make the request directly to his/her course instructor. It is expected that the student will provide sufficient notice of the need for an accommodation to course instructors in order for the accommodation to be implemented. In the event that a student's request for religious accommodation involves an alternative examination time or date, any make-up examinations given for purposes of test security must be comparable, in terms of format and difficulty, to the examinations given to the entire class. If there are concerns about the requested accommodation, the instructor should consult his/her department chair, dean or the Director of Diversity, Equity, & Inclusion. An instructor may not unilaterally deny a request for a reasonable religious accommodation without first consulting the Director of Diversity, Equity, & Inclusion. All religious accommodations for other College programs and activities outside of the classroom must be submitted to the Director of Diversity Equity, & Inclusion.

Complaints

Individuals who believe that there is a violation of this policy, disagree with a determination regarding a request for a reasonable religious accommodation, believe they have been treated in a discriminatory manner, or are experiencing harassment should contact the Director of Diversity, Equity & Inclusion. Complaints will be investigated in accordance with the procedure contained in the Colleges' Anti-Discrimination and Harassment Compliant Policy. An individual who files a complaint or participates in an investigation will be protected against retaliation. Complaints will be kept confidential to the extent possible.

Appeal

A student who disagrees with the Director of Diversity Equity, & Inclusion's determination may appeal by providing a written appeal to the college President. The President or his designee will make a decision regarding the appeal within 14 business days and render a written decision to the student, and to the Director of Diversity, Equity & Inclusion concerning the accommodation request. The decision of the President or his/her designee is final.

The full version of the College's Religious Accommodations Policy is located online at myccp.online/college-policies-and-procedures/religious-accommodation-policy.

REFUND POLICY

Details around refunds available to students who withdraw from classes after the start of term are available via the full version of the College's Registration Policy, which is located online at myccp.online/college-policies/course-registration.

IMPORTANT: A student who drops a 15-week course during the 15-week refund period will not be permitted to apply full tuition to a later-starting course. The difference between the partial tuition refund for the 15-week course and the full tuition for the later-starting course must be paid by the student. This does not apply if the 15-week course is dropped prior to the start of the 15-week semester and is replaced by a later-starting course. Refund policies are in keeping with the regulations of the State Board of Education of the Commonwealth of Pennsylvania (Section 35.30).

PROHIBITION ON SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

In accordance with the College's Policy Against Non-Title IX Sexual Misconduct, Relationship Violence, and Stalking and the College's Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment, the Community College of Philadelphia (College) prohibits sexual misconduct, relationship violence, and stalking by or against any student, faculty, administrator, staff, employee, vendor, contractor, volunteer, or visitor to the College. Conduct prohibited under these policies includes sexual assault, sexual harassment, sexual exploitation, sexual violence, dating violence, domestic violence, and stalking. The College also prohibits retaliation against any person for filing a report or participating in the investigation or disciplinary process related to a report filed pursuant to these policies.

Full Policy

The full versions of the Policy Against Non-Title IX Sexual Misconduct, Relationship Violence, and Stalking and the Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment, including detailed definitions of the prohibited conduct, and information regarding the investigation/disciplinary process, interim measures, and other resources available to the College community, are available on the MyCCP website under College Policies and Procedures, [Policy #358](#) and [Policy #361](#). Hard copies are also available in the Office of Diversity and Equity, the Office of the Dean of Students, and the Department of Public Safety. Individuals who file a report under the Policy will be provided with a copy or a link to this policy on the College's website.

Administration and Training

The College's Title IX Coordinator is responsible for overseeing the administration of the College's Policy Against Non-Title IX Sexual Misconduct, Relationship Violence, and Stalking and its Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment. Training regarding both policies, and the College's response to reports made pursuant to these policies. Allegations of sexual misconduct, relationship violence, and stalking will also be reported to the Director of Public Safety when required.

Where to Report Prohibited Conduct

Individuals may report conduct prohibited by the Policy to the following offices or departments:

Students, Employees, and Third Parties May File Reports With:

Leila E. Lawrence

Director of Diversity, Equity & Inclusion and Title IX Coordinator

Mint Building, Room M2-7 1700 Spring Garden Street Philadelphia, PA 19130

(215) 751-8036

titleix@ccp.edu OR

Department of Public Safety Mint Building, Room MG-12 1700 Spring Garden Street Philadelphia, PA 19130

(215) 751-8111 or X5555

Students May Also File Reports With:

Office of the Dean of Students Winnet Student Life Building, Room S1-10

1700 Spring Garden Street Philadelphia, PA 19130

(215) 751-8161

judicialaffairs@ccp.edu

Note: In the event of an emergency, individuals should contact the Department of Public Safety at (215) 751-8111 or X5555 (for on-campus emergencies only) or dial 911.

Responsible Employees

All College employees are designated as Responsible Employees who are required to report to the Title IX Coordinator when they become aware of any alleged violation of the Policy affecting the College community.

Anonymous Reporting

Filing a report with one of the offices or departments designated above is strongly encouraged, however, anonymous reports may be made using the College's EthicsPoint System (ethicspoint.com) or with the Department of Public Safety's Online Reporting System, which may be accessed via the Department of Public Safety webpage on MyCCP (myccp.online/safety-and-security/contact-safety-and-security). The College's ability to investigate and resolve anonymous reports may be limited depending upon the amount of information provided.

Investigation/Disciplinary Procedures

The College will take prompt and appropriate steps to investigate and remedy reports. The offices responsible for investigating reports are as follows:

- **Alleged Student Perpetrators:** The Judicial Affairs Officer (within the Office of the Dean of Students) will administer the investigation/disciplinary process for reports involving alleged student perpetrators, which will be in accordance with the procedures set forth in the Student Code of Conduct, the Policy Against Non-Title IX Sexual Misconduct, Relationship Violence and Stalking and the Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment.
- **Alleged Employee or Third Party Perpetrators:** The Title IX Coordinator will administer the investigation/ disciplinary process for reports involving alleged employee or third party perpetrators which will be in accordance with the procedures set forth in the Anti-Discrimination and Harassment Complaint Policy, the Policy Against Non- Title IX Sexual Misconduct, Relationship Violence and Stalking, the Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment, the Employee Handbook, and/or the relevant Collective Bargaining Agreement, as applicable.

Confidentiality

The College will protect the privacy of all parties involved in a report made under the Policy to the extent permitted by applicable law and subject to the College's reporting obligations. Information regarding reports and the investigation or disciplinary process will be kept as confidential as possible, and shared only on a need to know basis.

Interim or Supportive Measures

The College will implement reasonable interim or supportive measures as appropriate pending the final outcome of any investigation/disciplinary proceeding to ensure continued adequate access to educational and/or work opportunities.

WITHDRAWING FROM COLLEGE

WITHDRAWAL

A withdrawal form is used when you submit for withdrawal (drop all classes or drop your last class) from the College. You may want to see a counselor who will review your academic standing and how this action affects your satisfactory academic progress before submitting this form. The date when Enrollment Central accepts the withdrawal form is the official date of withdrawal. If a student cannot appear in person to fill out a withdrawal form due to extenuating circumstances, he/she must send an email from their Community College of Philadelphia email account to osrrhelp@ccp.edu stating the date and reason for the withdrawal. Absence from class or merely notifying the instructor does not constitute a withdrawal. If necessary, the student can contact the Counseling Center by phone. Financial Aid recipients should consult the Office of Financial Aid before withdrawing.

APPLICATION FOR REINSTATEMENT

After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. The student must meet with a counselor to be reinstated for a first time. Students applying for reinstatement to the College must submit an Application for Reinstatement Form which may be obtained in the Educational Support Services Office or at the Counseling Center.

Once completed, forms can be dropped off at the Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College Catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Once a decision has been made about reinstatement, students will be notified in writing.

BEHAVIORAL REPORTING FORM

Students, faculty, and staff are encouraged to submit an incident report through the [Behavioral Reporting Form](#) when they encounter situations that could result in a violation of the Student Code of Conduct. In case of an emergency, students should immediately contact Public Safety at (215) 751-8111.

HEARING WAIVER/HEARING REQUEST FORM

When the incident report is filed, through the [Behavioral Reporting Form](#), depending on the alleged violation, a Hold* may be placed on the alleged student record, and a Notice of Charge and Hearing Waiver/Hearing Request Form will be issued to the student. Failure to return the Hearing Waiver/Hearing Request Form within five (5) school week days, may result in a decision being made through a Judicial Hearing in the student's absence.

A Dean of Students Hold may prohibit the following: registering for classes, accessing the College's facilities, and receiving an official transcript.

ABOUT THE STUDENT CODE OF CONDUCT

Embedded in the mission, vision, and core values of Community College of Philadelphia is the desire to create a caring environment that is intellectually and culturally dynamic and values integrity, academic excellence, diversity, commitment to teaching and learning, communication, and respect. Such an environment encourages all students to achieve greater insight, increased awareness, critical thinking skills, and self-fulfillment in preparation of becoming global citizens.

Accomplishing these ideals requires a commitment from faculty, staff, and students to adhere to standards of behavior that assure a safe, healthy, and caring atmosphere. It is essential that each member of the College community participate freely in the pursuit of the ideals of the College's mission statement.

As responsible citizens, students are expected to demonstrate an awareness of the responsibilities of informed citizenship in a diverse and pluralistic society; self-management in the requirements that come with one's role as a student in the

classroom and at the College; integrity in one's role as a student relative to other students, faculty, staff and administrators; and an effort to understand the perspective of others and to respond to others with well-founded thoughts. The Student Code of Conduct supports the College's mission by outlining students' rights and responsibilities in addition to defining acceptable behaviors.

STUDENTS' RESPONSIBILITIES

Preserve an Environment Conducive to Learning

The College has the inherent authority to maintain good order and discipline in the furtherance of its lawful mission. The Student Code of Conduct clearly and concisely identifies those behaviors that put students at risk of disciplinary action. The Code of Conduct also assures that students enjoy those protected behaviors inherent in their status as students and enumerated under Student Rights below. Students are held accountable to the College's Student Code of Conduct.

Community College of Philadelphia uses [Turnitin.com](https://www.turnitin.com), an online plagiarism detection software. Turnitin.com serves as a teaching tool and promotes academic integrity at the College. Subject to FERPA, student writing assignments may be submitted to Turnitin.com as required by a department or faculty member for the purpose of plagiarism detection and/or prevention. Turnitin.com checks students' writing assignments for originality by comparing them to internet sources, other student submissions, academic databases, and other resources. Written work submitted to Turnitin.com may be stored in the Turnitin.com reference database for the purpose of detecting plagiarism. Use of Turnitin.com is subject to the Usage Policy posted on the Turnitin.com site. More information regarding plagiarism is available below.

Respect the Rights of Others

The strength of the College lies in its diversity. Respect for the differences each student, faculty and staff person brings to the College is essential. Such differences include race, gender, sexual orientation, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, and ability. Students come to campus with unique interests, and while they are on campus, as a result of their interactions in the formal classroom and in the co-curriculum of the campus, they continue to develop and expand their pursuits.

Obey Federal, State and Local Laws and the Policies of the College

Teaching and learning require an atmosphere where dialogue, debate and the exchange of ideas can flourish unfettered. The sanctity of the classroom, academic freedom, and the student's freedom of expression all require a separate set of standards than those provided for by our society. Students must not only adhere to the rules of our society because they are the law, they must also adhere to those College policies which establish the College as a place where teaching and learning require a different set of standards. Cooperate with faculty, staff and administrators to further the mission of the College. Accessing the opportunities offered by the College is dependent upon students' ability to meet their responsibilities to provide accurate information, meet their financial obligations, and advocate for their needs. The freedom to teach and the freedom to learn are inseparable facets of the collegiate experience. Additionally, while enrolled in the College, students are expected to take an active voice in curricular and co-curricular interests, be active participants in the formulation of institutional policies, maintain the standards set for satisfactory academic progress, cultivate their life-long learning skills, and act in a manner on and off campus which reflects positively upon themselves, the College and our community.

STUDENTS' RIGHTS

On June 5, 1968, the Community College of Philadelphia Board of Trustees unanimously adopted a set of principles to guide the College in its development of policies and procedures relating to rights and responsibilities of students. Taken, in part, from the Joint Statement on Rights and Freedoms of Students developed, initially, by the American Association of University Professors, the Association of American Colleges, the United States National Student Association, the National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors, the College put forth, in spirit and content, those basic tenets which protect the rights of students. They include:

Freedom of Access to Higher Education

The admissions policies of the College clearly state the characteristics and expectations of students which are considered relevant to success in the institution's programs. All facilities and services of the College are open to all enrolled students.

Freedom in the Classroom

Students are responsible for learning the content of the courses in which they enroll, though they should be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion. Students are responsible for maintaining those standards of academic performance required by each course in which they are enrolled. Students should have protection against prejudiced or capricious academic evaluation. Students' views, beliefs, and political associations which are acquired by faculty members in the course of their work as instructors, advisors and counselors should be considered confidential.

Freedom of Inquiry and Expression

Students and their organizations are free to examine and discuss all questions and issues of interest and inquiry to them and to express their opinions publicly and privately. Such freedom does not permit student groups to disrupt the orderly processes of the educational environment. The actions of student groups should be clearly delineated from the activities and responsibilities of the College.

Freedom of Association

Students are free to form groups and organizations that appeal to the interests of a variety of students. Official student groups and organizations must be open for membership to all Community College of Philadelphia students in good standing. Official student organizations shall not deny membership or participation on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or expression or any other status protected under federal, state or local law unless otherwise permitted under applicable Federal law. Certain performance-based requirements may be imposed on a view-point neutral/belief-neutral and status-neutral basis. For example, honor societies may require a certain minimum GPA or matriculation into an academic program and singing groups may require students to audition. Official College organizations must be sanctioned by the College by having met all of the requirements established by the Office of Student Engagement.

Expressive Demonstration: Time, Place and Manner Policy

For more detailed information about [Policy #163, click here](#).

Right to Due Process

A student charged with misconduct must be informed of the nature of the charges in writing, be given copies of any documents related to the charges, and be given the opportunity to refute them. The College must not be arbitrary in its decisions to discipline students and must always provide the opportunity for students to appeal any disciplinary sanction. When disciplinary decisions are rendered, students must be provided with procedural guidelines for appeal. Whenever possible, except for reasons related to the mental or physical safety or wellbeing of the student or others on the campus, a student's status, including the right to attend classes, participate in College activities, or use College facilities, should not be altered pending disciplinary action.

STUDENT CODE OF CONDUCT

Article I: Definitions

1. The term "student" includes all persons taking courses at the College, both full-time and part-time, and those who attend post-secondary educational institutions other than the Community College of Philadelphia. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are also considered "students."
2. The term "College" means Community College of Philadelphia.
3. The term "faculty member" means any person hired by the College to conduct instructional activities. The term "faculty member" at Community College of Philadelphia shall include counselors and librarians.
4. The term "College official" includes any person employed by or associated with the College in performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by or associated with the College. A person's status in a particular situation shall be determined by the President of the College.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term "Judicial Body" means any person or persons authorized by the Vice President for Academic and Student Success to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions. A judicial body may consist of the Judicial Affairs Officer or a Judicial Hearing Committee.
9. The term "Judicial Affairs Officer" means a College official authorized on a case-by-case basis by the Vice President for Academic and Student Success to impose sanctions upon students found to have violated the Student Code of Conduct. The Vice President for Academic and Student Success may authorize the Judicial Affairs Officer to serve simultaneously as a Judicial Affairs Officer and one of the members of a Judicial Hearing Committee. Nothing shall prevent the Vice President for Academic and Student Success from authorizing the same Judicial Affairs Officer to impose sanctions in all cases.
10. The "Judicial Affairs Officer" is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.
11. The term "Judicial Hearing Committee" means a College committee which is authorized to hear judicial cases and recommend specific sanctions upon students found to have violated the Student Code of Conduct.
12. The term "mediation" refers to a form of voluntary intervention in which conflicting parties elect to use a neutral third party or mediator to help find a solution to their dispute.
13. The phrase "Informal Disciplinary Procedures" refers to allowing students who allegedly commit minor infractions of the Student Code of Conduct to be subject to less formal procedures in the hearing and adjudicating of their cases.

14. The term "Formal hearing" means a student will be afforded a formal forum to present his/her case. The formal hearing may include testimonies of witnesses and the right to cross examination of witnesses present during the hearing.
15. The term "Student Appeals Committee" means any person or persons authorized by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the Judicial Affairs Officer or the Judicial Hearing Committee.
16. The term "shall" is used in the imperative sense (required).
17. The term "may" is used in the permissive sense (option).
18. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, and College Catalog.
19. The term "school day" shall refer to any day that classes are in session with the exception of weekends and holidays. Weekends and holidays are not considered in calculating response time for notification of sanctions and appeals.
20. The term "Complainant" refers to any person who initiates a report leading to charges.

Article II: Judicial Authority

1. The Judicial Affairs Officer, subject to the approval of the Vice President for Academic and Student Success, shall develop procedures for conducting of hearings. Such procedures shall be consistent with provisions of the Student Code of Conduct.
2. The Judicial Hearing Committee shall be selected from a pool of twelve members. The pool shall have equal representation (four persons each) from faculty, administrators and students. The Faculty and Staff Federation shall recommend faculty representatives. The Vice President for Academic and Student Success shall recommend administrators. The Student Government Association shall recommend student representatives. All members recommended to serve on the Judicial Hearing Committee are subject to final approval of the College President. Four chairpersons of the committees shall be appointed from the pool of twelve by the President of the College and shall serve, case by case, on a rotating basis as one of three members of each hearing committee.
3. The Judicial Hearing Committee shall hear cases at the discretion of the Judicial Affairs Officer. The chair of the Judicial Hearing Committee shall select two other members from the Judicial Hearing Committee pool for the purpose of hearing cases. There shall be three committee members present (one person from each constituent group of faculty, administration, and students) in order to conduct a hearing. As with the chairperson, the other two committee members shall participate, case by case, on a rotating basis.
4. Sanctions recommended by a judicial body are subject to the normal appeals process.
5. Students are expected to abide by College rules and regulations both inside and outside the classroom. Whenever appropriate, minor violations committed in the general College environment may be dealt with through an informal disciplinary process at the discretion of the Judicial Affairs Officer.
6. The pool shall be initially selected on a staggered one, two, and three year term and thereafter shall be appointed for a three year term. Alternates shall be selected to replace persons who rotate off or otherwise leave the pool.

Article III: Proscribed Conduct

1. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives.

2. Conduct – Rules and Regulations

Any student found to have violated the Student Code of Conduct including, but not limited to, the following is subject to the disciplinary sanctions outlined in Article IV:

Abuse of the College's Judicial System

Abuse of the College's Judicial System is prohibited. Abuse includes, but is not limited to, the following:

- i. Failing to obey the summons of a judicial body or College official.
- ii. Falsifying, distorting, or misrepresenting information before a judicial body.
- iii. Disrupting or interfering with the orderly conduct of a judicial proceeding.
- iv. Instituting a judicial proceeding knowingly without cause.
- v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- vii. Harassing (verbally or physically) and/or intimidating a member of a judicial body prior to, during, and/or after a judicial proceeding.

- viii. Failing to comply with the sanction(s) imposed under the Student Code.
- ix. Influencing or attempting to influence another person to commit an abuse of the judicial system

Aiding and Abetting

Aiding and abetting in the violation of College rules is prohibited. Anyone who aids or abets in the violation of College rules or who encourages the violation of rules may be considered just as responsible as the actual violator or offender and may be subject to the same sanctions as the actual offender.

Alcohol

The possession, use, manufacture, or distribution of alcohol while on College property, while participating in any College-sponsored activities or while conducting College business off-campus is prohibited except as expressly permitted by the law and College regulations. Public intoxication is also prohibited.

Arson

Purposely attempting to set fire or burn any College building, furnishings, equipment or personal property is prohibited.

Assembly

Free and open assembly is permitted subject to reasonable time, place, and manner restrictions. For the purposes of this code, assembly is defined as an individual or group organizing for the purpose of communication. Use of College space should be requested through established facility reservation procedures. Student groups and organizations should request such use through the Office of Student Engagement. Failure to adhere to the College's procedure regarding Assembly is prohibited.

Bomb/Bomb Threat

Placing an explosive device or intentional imitation of such a device or threatening the placement of explosive devices on any College property, including surrounding areas, is prohibited.

Contracts

Students are prohibited from entering into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Damage or Destruction of Property

Intentionally destroying or damaging College property or property of others on College premises or at College-sponsored activities is prohibited.

Discrimination/Harassment

Discrimination or disparate treatment based on protected statuses or characteristics including race, color, ethnic or national origin, sex, sexual orientation, gender, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. No student shall engage in discrimination/harassment of another student, faculty, or staff member based on any protected status or characteristics. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy, whether or not discrimination or harassment occurred.

Dishonesty

Acts of dishonesty are prohibited. Dishonesty refers to, but is not limited to, fabrication, obtaining an unfair advantage, furnishing false information to any College official, faculty member or office, unauthorized access to computerized systems, and tampering with the election of any College-recognized student organization.

Disorderly Conduct

Disorderly conduct is prohibited. Disorderly conduct includes behavior that is disruptive, lewd, or indecent; involves a breach of the peace; or aids, abets, or procures another person to breach the peace on College premises or at functions participated in or sponsored by the College. Disorderly conduct includes:

- i. College activities, on or off-campus, in all locations.
- ii. Authorized non-College activities, occurring on College property.

Domestic and Dating Violence

Domestic and Dating Violence include sexual and/or physical abuse or threat of such abuse or other violence committed by someone who is a current or former spouse, current or former intimate or romantic partner, or someone who shares a child in common, or as otherwise defined under the laws of the Commonwealth of Pennsylvania.

Failure to Comply

Failing to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested is prohibited.

False Alarms or Falsely Reported Fire Alarms

Setting, reporting or causing a false fire alarm is prohibited.

Fire-Protection Equipment

Tampering with or possessing College fire-protection equipment, including fire extinguishers, hoses, exit lights, smoke detectors, and alarm systems is prohibited.

Forgery

Forging, altering, or misusing any College document, record, or instrument of identification is prohibited.

Fraud

Acts of fraud are prohibited. Fraud is intentionally using deceit, trickery, or some dishonest means for profit or to gain some unfair or dishonest advantage. Fraud includes, but is not limited to:

- i. Falsifying timesheets to improperly receive compensation or credit for hours not worked.
- ii. Using, possessing, manufacturing, or distributing an access device, such as a credit/debit card or declining balance card, to obtain or attempt to obtain property or services with knowledge that the access device is counterfeit, altered or incomplete; the access device was issued to another person who has not authorized its use; the access device has been revoked or canceled; or for any other reason the use of the access device is unauthorized by the issuer or the device holder.

Gambling

Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval is prohibited.

Hazing

Hazing, defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a College-sponsored group or organization is prohibited.

Illegal Drugs and Substance Abuse

The unlawful possession, use, or distribution of drugs and substances, illegal or unauthorized prescription drugs, or drug paraphernalia is prohibited on College premises. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. In addition to College sanctions, students may be subject to federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, the College will fully cooperate with law enforcement agencies.

Obstruction of Pedestrian or Vehicular Traffic

Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions is prohibited.

Obstruction of Teaching

Disrupting or obstructing class is prohibited. Classroom disruptions are defined as behaviors that continue after a warning and which a reasonable faculty member would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples may include, but are not limited to: unauthorized use of cell phones, pagers, portable CDs, electronic games, and all other electronic devices in the classroom; persistent speaking without being recognized; talking with classmates while the faculty member (or another student who has the floor) is talking; entering class late; leaving class early; or leaving and returning to class while class is in session without permission.

Physical/Verbal Abuse

Physically abusing, assaulting, or verbally abusing any person is prohibited.

Posting Policy

Failure to follow the College's Posting Policy is prohibited. All postings must conform to all applicable College policies. Specifically, postings must adhere to the College's Statement of Mission and Affirmative Action Statement. To that end, both Public and College cork boards will be provided throughout the College.

- i. Posting of fliers, leaflets, promotional materials, etc., is prohibited in College buildings except at designated cork boards and kiosks.
- ii. Postings that advertise goods or services, events, sales or activities not sponsored by the College may only be posted on the cork board or kiosk identified as a "Public Board."
- iii. Postings that advertise College events or activities and postings that are intended to make students and/or faculty and staff aware of College-related issues are to be posted on the cork board or kiosk identified as a "College Board." All postings on the College Boards must include sponsoring College office or department name and contact information, e.g., phone, email, web address.
- iv. No more than one event notice or posting is permitted per location. Multiple copies of the same flier are not permitted at a single location.
- v. All postings on the Public Boards will be removed on the 15th and 30th of each month.
- vi. All postings on College Boards will be removed on the 30th of each month.
- vii. The size of postings on the Public Board cannot exceed 8 1/2" x 11" inches unless prior approval is received from the Office of Student Engagement.
- viii. The size of postings on the College Board cannot exceed 22" x 28" inches.
- ix. Postings in non-authorized areas of College Buildings will be taken down immediately. Disciplinary and/or legal actions may be pursued against individuals in violation of this policy.

Retaliation

Retaliation against any individual for filing a complaint in good faith, or for assisting in the investigation of such complaint is prohibited

Sexual Assault

Sexual assault includes any of the following:

- i. Any intentional, unconsented touching, or threat or attempt thereof, of:
 - a. An intimate bodily part of another person, such as a sexual organ, buttocks or breast;
 - b. Any bodily part of another person with a sexual organ; or
 - c. Any part of another person's body with the intent of accomplishing a sexual act.
- ii. Disrobing of another person without the other's consent or purposeful exposure of one's genitals to another without the other's consent.
- iii. Forcing or attempting to force, another person to engage in sexual activity of any kind without their consent. Consent in sexual activity is defined in Pennsylvania in accordance with its plain and common meaning. Consent means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent must be ongoing through sexual activity and can be revoked at any time. Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their intoxication, unconsciousness, youth, mental deficiency or incapacity, or if the assent is the product of threat or coercion. Consent to prior sexual activities does not constitute consent to future acts. See also sexual assault as defined under the Policy Against Non- Title IX Sexual Misconduct, Relationship Violence and Stalking and the Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment.

Sexual Harassment

Sexual harassment is prohibited. Unwelcome verbal or physical conduct based on sex or gender that which is severe or pervasive enough to a reasonable person that it substantially interferes with a student's academic (or work) performance, or creates an intimidating, hostile, or offensive environment is considered sexual harassment. This form of harassment may include acts of intimidation, aggression or hostility based on sex or sex-stereotyping, even if the acts do not involve conduct of a sexual nature. Sexual harassment as defined under the Policy Against Non-Title IX Sexual Misconduct, Relationship Violence and Stalking and the Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment is also prohibited.

Smoking

Smoking is prohibited in any building including classrooms, gymnasium, restrooms, laboratories, or other internal spaces on campus.

Solicitation

No individual or company may solicit or sell on campus for personal gain. Use of campus property to solicit donations, make sales, or recruit is restricted to the College, College-recognized organizations, departments, and College-sponsored programs and activities. Prior approval must be obtained from the office under whose jurisdiction the organization or the department operates. Failure to follow these rules is prohibited.

Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer severe emotional distress; or as "stalking" is otherwise defined by the Commonwealth of Pennsylvania. One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, or device or means, follows, monitors, observes, surveils, threatens, or communicates about a person in a way prohibited as described above, or interferes with a person's property.

Technology

Abuse of the College's technology is prohibited. Violations consist of theft and/or other abuse of computer time, including but not limited to:

- i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- ii. Unauthorized transfer of a file.
- iii. Unauthorized use of another individual's identification and/or password.
- iv. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
- v. Use of computing facilities to send obscene, abusive, or threatening messages.
- vi. Use of College computers to visit lewd and indecent web sites except for educational purposes.
- vii. Use of computing facilities to interfere with normal operation of the College computing system.

Theft and/or Possession of Stolen Property

Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or removing or using College property for personal, political, or social purposes without authorization or permission is prohibited.

Threatening Behavior/Harassment/Bullying

Threatening, intimidating, harassing, bullying, coercing and/or engaging in other conduct which is threatening or endangering to the health or safety of any person is prohibited.

Trash

No student shall deposit, dump, litter, or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

Unauthorized Entry

Unauthorized entry to or use of College premises or unauthorized possession, duplication, or use of keys to any College premises is prohibited.

Vandalism

All acts of vandalism are strictly prohibited and will not be tolerated on College property.

Violation of College Rules and Regulations

Violating published College policies, rules or regulations is prohibited. Students are expected to promptly report conduct or activity which poses a danger to the community or its members.

Violation of Federal, State, or Local Law

Violating federal, state, or local law on College premises or at College-sponsored or supervised activities is prohibited. All students are subject to the laws of the Commonwealth of Pennsylvania and the City of Philadelphia. Any violations while on campus or on College-sponsored activities will result in disciplinary procedures, which may include the involvement of local authorities.

Weapons/Dangerous Chemicals

Possession of firearms, explosives, knives, other weapons, or dangerous chemicals on College premises or College-sponsored or supervised activities is prohibited. However, authorization may be granted or denied by the College.

3. Conduct – Academic Integrity Policy ([Memorandum #3](#))

Academic integrity emphasizes fairness and honesty in academic study and communication and is a shared commitment and responsibility of students, faculty, and administrators.

The faculty and staff of Community College of Philadelphia are dedicated to helping students learn about academic integrity and to develop their abilities to engage in academic study fairly and honestly. These abilities include respecting others' work through correct citations, learning to quote, paraphrase, and summarize accurately and appropriately, and taking responsibility for doing your own work rather than cheating on a test or assignment or deceiving a professor to get more time on an assignment. For academic support, students are encouraged to use the [Learning Lab](#) and [Library Services](#) to their advantage. These services are free and very helpful resources. Please visit the [Virtual Student Resource Center website](#) for more information.

Rights and Responsibilities

Faculty

- i. It is the responsibility of faculty to know and execute College policies regarding academic integrity in a fair, timely, and diligent manner.
- ii. It is the responsibility of faculty to inform students of class expectations and assessment guidelines in a timely manner and to include these expectations and assessment guidelines on their class syllabi.
- iii. It is the right and responsibility of faculty to participate in a fair and equitable process concerning any allegations of violations of academic integrity.
- iv. It is the responsibility of faculty to include a link to the academic integrity policy and a statement clarifying the application of academic integrity criteria to the course in the syllabi. Faculty should help students understand the importance of academic honesty in the learning process relevant to course content. Faculty are encouraged to review the policy at the beginning of the course and reiterate the policy throughout assignments within the course.

Students

- i. The student has the responsibility to familiarize themselves with and comply with College and class policies on academic integrity, and to seek clarification if needed.
- ii. The student has the right to be informed of any alleged violations and possible sanctions concerning academic integrity and to receive due process (fair treatment) concerning those allegations.
- iii. The student has the right to appeal a grade at any point during the semester.

Violations of Academic Integrity

Violations of academic integrity can include, but are not limited to, cheating and plagiarism. Cheating is an intentional effort to deceive or gain an unfair advantage in completing academic work. Plagiarism is the act of using the work of another person and passing it off as your own. Any violation may lead to disciplinary action. Here are common examples of academic integrity violations, including but not limited to:

- i. copying original ideas, images, words or design elements and using them without proper citation or permission of the author.
- ii. unauthorized collaboration on an assignment.
- iii. deceiving the instructor to get more time for an assignment or examination.
- iv. using unauthorized electronic devices or software during an examination.
- v. allowing other students to copy exam responses or homework assignment answers so that they can pass it off as their own work.
- vi. stealing an exam and selling it to fellow students.
- vii. substantial and deliberate plagiarism on a project or paper.
- viii. having a substitute take an exam.

- ix. [self-plagiarism](#) (the presentation of your own previously published work as original; like plagiarism, self-plagiarism is unethical; [learn more here](#)).

Reporting

When a faculty member believes that a student is deliberately violating the academic integrity policy, it is their responsibility to do the following:

- i. document evidence of suspected wrongdoing and keep records of relevant communications with the student.
- ii. contact the student concerning the suspected violation. Remind student about the consequences of violations with the student as outlined in the course syllabus. Allow the student time to respond.
- iii. seek to resolve the matter informally with the student (if appropriate). Faculty may choose to notify their department head and/or the Dean of Students or their designee about any academic integrity violation, with no sanctions requested.
- iv. if there is no informal resolution, [submit documented evidence](#) to the Dean of Students office (via the Behavioral Reporting Form). Severe academic integrity violations should always be submitted. Examples of severe violations include stealing an exam, extensive and deliberate plagiarism or repeated acts of plagiarism, or unauthorized use of a device during a test or exam.
- v. inform the student that the alleged violation has been reported to the College.

Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student's confidential disciplinary record five (5) years from graduation or last date of attendance. The sanctions above may also be imposed upon student groups or organizations. In addition, student groups or organizations may be deactivated and lose all privileges for academic integrity violations, including College recognition for a specified period of time and/or have their charter revoked.

Judicial Procedures

The judicial process for issues involving academic integrity follows the standard judicial process detailed in Article IV of the Student Code of Conduct.

Academic Penalties/Disciplinary Sanctions

Academic penalties and disciplinary sanctions are progressive. In other words, students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, whether or not the violations are similar in nature. Any one or more of the following academic penalties or disciplinary sanctions may be imposed upon any student found to have committed an academic integrity violation (*sanctions ii-vi may be imposed by the Dean of Students or their designee):

- i. Academic Sanctions – the faculty member may impose an academic penalty as articulated in the class syllabus. These penalties may vary based on the number or severity of the violation(s). Examples of these penalties include, but are not limited to, receiving no credit for an assignment or failing the class.
- ii. Warning – Judicial Affairs may issue a verbal or written warning to the student that they are violating or have violated institutional regulations.
- iii. Probation – Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- iv. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students or their designee).
- v. College Suspension – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. The College will then decide on the conditions for readmission.
- vi. College Expulsion – Permanent separation of the student from the College. Expulsion requires the approval of the College President.

Appeals Procedures

The appeals procedure for issues involving academic integrity follows the standard appeals process detailed in Article IV of the Student Code of Conduct.

4. Violation of Law and College Discipline

- a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community.
- b. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- c. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

1. Charges and Hearings

- a. Students are expected to abide by College rules and regulations both inside and outside the classroom. The College believes that a strong system of disciplinary procedures that includes both formal and informal approaches will facilitate reporting, and resolution of, complaints.
- b. Any member of the College community may file charges for misconduct against any student. Charges should be submitted as soon as possible after the event takes place, preferably within 24 hours of the occurrence. Unless warranted by exceptional circumstances, the submission of charges shall not exceed 30 days after occurrence.
- c. The Judicial Affairs Officer may conduct an investigation to determine whether the charges have merit and/ or whether they can be disposed of administratively by mutual consent of the parties involved through an informal disciplinary procedure. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Affairs Officer may later submit the case to the Judicial Hearing Committee for a formal hearing.
- d. In the event of a major incident, the Department of Public Safety should be contacted immediately. Public Safety shall investigate the incident to determine the best course of action. Public Safety shall submit an incident report as soon as possible after the event takes place, preferably within 24 hours of notice of the occurrence.
- e. All charges shall be presented to the accused student in writing. A time shall be set for a hearing, normally, not less than five (5) or more than fifteen (15) school weekdays after the student has been notified. The time limits for the scheduling of hearings may be extended at the discretion of the Judicial Affairs Officer. A student may request to waive the minimum time limit of five (5) school weekdays in order to have a hearing sooner, but must do so in writing.

2. Informal Disciplinary Procedures

- a. Informal disciplinary procedures are appropriate when all parties involved voluntarily agree to engage in a conciliation and mediation process.
- b. Informal procedures shall include resolution of the incident, including appropriate sanctions.
- c. When a resolution is reached that is satisfactory to all concerned parties (Complainant, the charged student, and Judicial Affairs Officer), the disciplinary process shall be terminated. However, if a case cannot be resolved satisfactorily through the informal disciplinary procedures, it shall be forwarded to the Judicial Hearing Committee for a formal hearing.
- d. Whenever appropriate, minor violations committed on College property or during off campus college- sanctioned events shall be dealt with through an informal disciplinary process.
- e. Depending on the incident, the Judicial Affairs Officer may either meet with the Complainant and the charged student to resolve the issue or refer the student to a member of the Community College of Philadelphia counseling staff for mediation.

3. Formal Hearings

- a. Formal hearings shall be conducted by the Judicial Hearing Committee according to the following guidelines:
 - i. In hearings involving more than one accused student, the Chairperson of the Judicial Hearing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - ii. The accused student, the Complainant, and any other College witnesses will be informed of the date and time of the

hearing through College email. Hearings shall be conducted in private. The Complainant, the accused students, and their advisors, if any, shall be allowed to attend the Hearing (excluding any deliberations). The Complainant and the accused have the right to be assisted by any advisor they choose, including designated advisors from the College. The advisor may be an attorney; in such cases, the individuals engaging such advice are responsible for any expenses that they incur. Whenever the Complainant and/or the accused decide to have representation at the hearing, he/she must inform the Judicial Affairs Officer at least seventy-two (72) hours prior to the scheduled hearing. The Complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. If the advisor attempts to directly participate in the hearing, the advisor shall be directed to leave. If he/she refuses, the hearing shall be discontinued and adjudication left to the discretion of the Judicial Hearing Committee, as applicable. (In the event an alleged victim of sexual assault, dating or domestic violence, or stalking, is not also the Complainant in the case, the victim will be afforded the same procedural rights as a Complainant).

- iii. The Complainant and the accused shall have the privilege of presenting witnesses and engaging in reasonable examination by directing questions to the Chairperson at the judicial hearing. Members of the Judicial Hearing Committee may also engage in the questioning of the parties and witnesses and may also consider evidence from other witnesses and interested parties.
 - iv. The accused student will not be compelled to answer questions, and no inference may be drawn from the accused student's failure to answer questions. No person will be compelled to answer questions that could incriminate themselves.
 - v. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Hearing Committee at the discretion of the Chairperson.
 - vi. All procedural questions are subject to the final decision of the Chairperson of the Judicial Hearing Committee.
 - vii. The Judicial Hearing Committee may accommodate concerns for the personal safety, well-being, and/ or fears of confrontation of the accused student, Complainant, alleged victim, or other witnesses during the hearing by providing separate facilities, permitting participation by telephone, video conferencing or other means.
 - viii. After the hearing, the Judicial Hearing Committee shall determine whether the student has violated each section of the Student Code which the student is charged with violating.
 - ix. The Judicial Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- b. Except in the case of a student charged with failing to obey the summons of the Judicial Affairs Officer or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

4. Sanctions

- a. Any one or more of the following sanctions may be imposed upon any student found to have violated the Student Code:
 - i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - ii. Probation – A written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - iii. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - iv. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - v. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Affairs Officer).
 - vi. Academic sanctions assigned by faculty.
 - vii. College Suspension – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified. College Expulsion – Permanent separation of the student from the College. Expulsion requires the approval of the College President.
- b. More than one of the sanctions listed above may be imposed for any single violation.
- c. Progressive Discipline – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, whether or not the violations may be similar in nature.
- d. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student's confidential disciplinary record five (5) years from graduation or last date of attendance.
- e. The following sanctions may be imposed upon groups or organizations:

- i. Those sanctions listed above in Section 4a.) i. through v.
- ii. Deactivation and loss of all privileges, including College recognition, for a specified period of time.
- f. In each case in which a Judicial Hearing Committee determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer.
- g. In cases in which persons other than, or in addition to, the Judicial Affairs Officer have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. However, the Judicial Affairs Officer is not limited to imposing the sanctions recommended by the judicial body.
- h. Following the hearing, the Judicial Affairs Officer shall advise the accused in writing of his or her determination and of the sanction(s) imposed, if any, within five (5) school weekdays. At the same time, the student shall be informed of his/her right to appeal and provided with: (1) Appeals Form A; (2) written information about the appeals procedures; (3) and the names and College locations and telephone numbers of the Student Appeals Advisors.
- i. Where the conduct involved a charge of a crime of violence, as defined by FERPA, the Judicial Affairs Officer will also provide written notice to the accuser of the final outcome and any sanctions (after any appeals). (Crimes of Violence include arson, assault offenses, burglary, criminal homicide, destruction/damage/vandalism of property, kidnapping/abduction, and sexual offenses.)
- j. Where the conduct matter involved a charge of sexual assault, domestic violence, dating violence, or stalking, the alleged victim will be notified in writing at the same time as the accused student of: (a) the outcome of any disciplinary proceedings arising from the accusation(s) and the rationale for the decision; (b) the procedures to appeal the outcome, if so desired; any changes to the outcome prior to the outcome becoming final; and the final determination and sanction, if any, following any appeal or when the appeal period elapses.
- k. Complainants who are College Officials, including Faculty, and are determined to have a legitimate educational interest in learning the final outcome of a disciplinary matter may be advised of the final outcome. A legitimate educational interest arises where the College Official has a need to know information in order to fulfill his/her/ their professional responsibilities.

5. Interim Suspension

In certain circumstances, the Vice President for Academic and Student Success, or a designee, may impose a College suspension prior to the hearing before a Judicial Hearing Committee.

- a. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
- b. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the Vice President for Academic and Student Success or the Judicial Affairs Officer may determine to be appropriate.

6. Informal Procedures for Handling Disruptive Behavior and Obstruction of Teaching in the Classroom

Any behavior that threatens or disrupts the normal academic process must be discouraged and stopped. Interference with faculty of the College in the performance of their duties must be regarded as unacceptable and a disregard for the rights of other students in the class. When such behavior occurs in the classroom, it will be managed promptly following these procedures:

- a. The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately. This may include asking the responsible student to step outside the classroom for a brief, private conversation to explain that such disruptive behavior will not be tolerated.
- b. If the disruptive behavior persists, the instructor may ask the responsible student to leave class for that class period. When necessary, the College's Public Safety personnel will be called to escort the student out of the classroom. Faculty may also consult with the respective Department Head for assistance in managing the behavior.
- c. If upon return to the subsequent class session the student continues to exhibit disruptive behavior, the instructor may for a second time ask the responsible student to leave the class. When necessary, the College's Public Safety personnel will be called to escort the student out of the classroom.
- d. Following a second removal from class, the instructor shall immediately complete a Behavioral Reporting Form, which will be forwarded to the Judicial Affairs Officer. In the report, the instructor may request an interim period of removal from class.
- e. When the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, as determined by the Judicial Affairs Officer, the student may be subject to an interim period of removal from class pending the outcome of formal hearing.

7. Disciplinary Records

All records of disciplinary action shall remain confidential and separate from academic records. Such records shall be maintained in the Office of the Dean of Students and shall not be available to unauthorized persons on campus or to any person off campus, without the student's expressed written permission. Exceptions shall be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, by the Clery Act, Title IX, the Violence Against Women Act, under a court order or subpoena, or as otherwise required by law.

All records of case decisions shall be maintained by the Office of the Dean of Students for five (5) years from graduation or last date of attendance.

8. Student Appeals Procedure ([Memorandum #4](#))

a. Student Appeals Committee

In the interest of due process for students, the College has established and maintains a Student Appeals Committee and an appeals process.

- i. The Student Appeals Committee shall be composed of four students appointed by the recognized Student Government Association or such office or committee as represents the interest of all Community College of Philadelphia students; four faculty members shall be appointed by the Faculty and Staff Federation; and four administrators shall be appointed by the President of the College.
- ii. In appointing representatives to the Appeals Committee, the three appointing bodies named above will consider College-wide balance. The intention is to have a Committee dedicated to the fair administration of the appeals process, and able to grasp collectively a full range of academic and disciplinary appeals issues. The principle of balance may place members on the Committee from a range of disciplines and fields of study.
- iii. The three appointing bodies are encouraged to appoint alternates, as well as members, to the Appeals Committee and draw upon the pool of active alternates in appointing new members. Active alternates are those who have gained perspective and experience by attending hearings and meetings of the Committee.
- iv. Terms of office for Student Appeals Committee members will be as follows: members will serve four-semester terms, staggered so that the term of one of the four delegated members will end each semester and, except in the case of reappointments, a new member will begin each term.

b. Appeals Advisors

In consultation with the Division Deans, Appeals Advisors will be assigned to assist students with the appeals process. Student Appeals Advisors will lend orientation and assistance to students wishing to make use of the College appeals process. It will be the work of an Appeals Advisor to help the student evaluate his or her case, inform the student about preparing his or her supporting materials, and act as an advisor, but not an advocate, during any hearings held for the student. The student may be accompanied to a hearing by a Student Appeals Advisor or another consultant of his/her choice. Appeals Advisors are not permitted to participate in appeals hearings.

c. Appeals Hearings

- i. Appeals hearings will generally be held with at least five (5) business days' advance notice to the parties concerned.
- ii. Appeals Committee members will be given time to read written appeals materials before hearing the student and other witnesses.
- iii. All documents generated in earlier stages of an appeal will be made available to the Committee.
- iv. Hearings will be informal, without sworn testimony or active participation of advisor, legal counsel or other consultant, but with full opportunity for the student and others concerned in the case to present relevant arguments and information.
- v. The Appeals Committee may schedule more than one hearing date and time if it is presented with new evidence for which the student appellant, legal counsel, or the concerned faculty members or administrators may need time to prepare an appropriate response. If necessary, Committee deliberations may be continued on another day.
- vi. Administrative support will be given to the Student Appeals Committee as needed, for correspondence, copying, and controlled distribution of documents and maintenance of records.

d. Appeals Procedure for Disciplinary Matters

- i. When a student has been informed of a disciplinary decision in his/her case, the student may abide by the decision or, within five (5) business days, complete and submit Appeals Form A to the Student Appeals Committee, through the Office of the Dean of Students. Appeals Form A encompasses the student's appeal and the rationale for the appeal, including an attached narrative which describes in detail the circumstances that led to the disciplinary action. In filing

Form A, the student also makes a commitment to attend the interview or other hearings that shall be held on the appeal. In circumstances of sexual assault, domestic violence, dating violence, and/or stalking, the alleged victim has the same right to appeal the Judicial Hearing Officer's decision or respond to the accused student's appeal. An accused student will have five days to respond to the alleged victim's appeal in such cases.

- ii. In cases involving a reprimand or probation, the Student Appeals Committee will arrange and hold a hearing not later than ten (10) business days after receiving the student's (or alleged victim's) written appeal. When the College's disciplinary action involves suspension or expulsion, the Student Appeals Committee will arrange and hold a hearing for the student not later than five (5) school weekdays after receiving the student's written appeal, with the following exceptions:
 - a. If the Vice President for Academic and Student Success chooses to allow a suspended student to attend classes pending the outcome of an appeal, the hearing will be held within ten (10) business days after the Student Appeals Committee receives the student's written appeal.
 - b. If the student intends to submit additional supportive documentation so extensive that Student Appeals Committee members cannot fairly evaluate it during a hearing, the student may expect a hearing to be scheduled as much as three (3) business days later than the day such documentation is received by the Committee.
- iii. The Student Appeals Committee, in conducting a hearing, will consider all information submitted by the student appellant, the College, the Complainant, and the relevant witnesses, and will inform the student and the Judicial Affairs Officer of its decision promptly and informally, as well as in writing within five (5) business days. Where the conduct involved a charge of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the alleged victim will be notified at the same time as the accused student and provide the rationale for its decision.
- iv. If the student disputes the decision of the Student Appeals Committee, the student may, within ten (10) business days after a decision has been rendered, petition the President of the College or his designee for a review of that decision. Where the conduct involved a charge of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the alleged victim may, within ten (10) business days after a decision has been rendered, petition the President of the College or his designee for a review of the decision. The other party may respond to the other's appeal within five (5) business days. The decision of the President shall be final.
- v. Where the conduct involved a charge of a crime of violence, as defined by FERPA, the President or his designee will also provide written notice to the accuser of the final decision and any sanctions.
- vi. Where the conduct matter involved a charge of sexual assault, domestic violence, dating violence, or stalking, the alleged victim will be notified in writing at the same time as the accused student of the final determination and any sanctions (and the rationale for the decision).
- vii. Complainants who are College Officials, including Faculty, and are determined to have a legitimate educational interest in learning the final outcome of a disciplinary matter may be advised of the final outcome. A legitimate educational interest arises where the College Official has a need to know information in order to fulfill his/her/ their professional responsibilities.

e. **Grade Appeals Procedure**

Purpose: In the interest of due process, the College provides an appeal process for a student who believes that a recorded final course grade does not accurately reflect his/her/their academic performance in a course. This policy is applicable to credit bearing offerings. Grades can be appealed in instances where a student believes that an inaccurate final grade has been issued such as arbitrary grade issuance, inconsistent grading practice, or mechanical error. The office of the Dean of Students shall officiate the process for grade appeals. For issues of academic dishonesty, please refer to the College's Student Code of Conduct.

1. Student Appeals Committee

The College has established and maintains the following Student Appeals Committee and appeals process.

- a. The Student Appeals Committee shall be composed of a diverse pool of four students appointed by the recognized Student Government Association or such office or committee as represents the interest of all Community College of Philadelphia students; four faculty members shall be appointed by the Faculty and Staff Federation; and four administrators shall be appointed by the President of the College. A hearing committee will consist of one member from each of the representing groups listed above. The committee will receive training from the Division of Academic and Student Success.
- b. In appointing representatives to the Appeals Committee, the three appointing bodies named above will consider College-wide balance. The intention is to have a Committee dedicated to the fair administration of the appeals process and able to grasp collectively a full range of academic and disciplinary appeals issues. Every attempt will be made to have the appropriate representation on each appeal committee to ensure equity.

- c. The three appointing bodies are encouraged to appoint alternates, as well as members, to the Appeals Committee and draw upon the pool of active alternates in appointing new members. Active alternates are those who have gained perspective and experience by attending hearings and meetings of the Committee.
- d. Terms of office for Student Appeals Committee members will be as follows: members will serve four semester terms, staggered so that the term of one of the four delegated members will end each semester and, except in the case of reappointments (in the case of a vacancy), a new member will begin each term.

2. Appeals Advisors

In order to assist students with the appeals process a team of advisors will be identified by a committee of academic and student deans. The Appeals Advisors will receive the appropriate training and guidelines for appeal petitions. In consultation with the Dean of Students, Appeals Advisors will be assigned to assist students with the appeals process. The names of available Appeal Advisors will be made available to the student once they request an appeal packet from the Office of the Dean of Students. It will be the work of an Appeals Advisor to assist the student, evaluate their case, guide the student in preparing their supporting materials, and act as a facilitator, but not as an advocate, during any hearings. The student may be accompanied to a hearing by a Student Appeals Advisor or another consultant of their choice. The Appeals Advisor or guest is not permitted to participate in appeals hearings.

Policy (82-A, Memorandum 4)

As the initiator of the process, the burden of proof is on the student to demonstrate the grade is inaccurate. It is incumbent upon the student, while attempting to resolve the issue, to strictly adhere to the established appeal procedure.

Procedure (82-A, Memorandum 4)

The following procedures must be completed within the published guidelines and timeframes or the appeal will not be reviewed (by the Dean of Students or the Dean of the corresponding division). In order to support an effective resolution, the student should clearly outline how the appeal meets the aforementioned conditions of a grade appeal as well as the intended outcome being sought. Use of the [Grade Appeal Form](#) is required.

Instructions: The following process must be completed within the published guidelines and timeframe. Use of the [Grade Appeal Form](#) is required.

Step 1: Student and Instructor hold a preliminary meeting.

The student may initiate an appeal of a final course grade or instructor withdrawal no later than one (1) semester (not counting summer sessions) beyond the completion of the course for which a disputed grade was given. The student should complete the Step One section of the Grade Appeal Form and send via official College email and must include an attachment(s) with supportive materials to the course faculty. Supportive materials should include course syllabus, copies of written exchanges and any other additional pertinent materials (graded documents, feedback, etc.). The faculty member must provide the student with the appropriate documents (or allow to review) for their case. The student-course faculty meeting must occur within 10 business* days (or an agreed upon timeframe not to exceed 15 business days) of the initial email contact and can occur through a face-to-face, video conference, or phone exchange.

Step 2: Student, Faculty and Department Chairperson

If unable to resolve the matter with the course faculty or if the course faculty does not reply within 10 business* days, and no later than the 13th day the student must forward the initial email submitted to the course faculty including attachments to the Department Chairperson who oversees the course discipline. The student will then schedule a meeting with the Department Chairperson as soon as possible or within an agreed upon time frame not to exceed 15 business days. The chairperson will hear the student's complaint; investigate the claims and attempt to resolve the matter with the instructor. If unable to resolve the matter at the departmental level, the chairperson will forward the student's materials to include a rationale for the denial of the appeal to the Division Dean.

Step 3: Division Dean receives complaint

The Division Dean will schedule a meeting in an attempt to resolve the matter. The Division Dean will hear the complaint, will seek information from the instructor and department chair, and may arrange a conference with the all parties if necessary. The Division Dean will send a concluding letter to the student outlining their decision, with copies to concerned parties. This step must be completed within fifteen (15) business weekdays. If the appeal remains unresolved, the divisional dean will complete Section Three of the Grade Appeal Form and email it along with the supportive materials from both the student and course faculty to the Dean of Students. The Dean of Students will then appoint a chairperson of the Student Appeals Committee within 10 business* days of receiving the materials.

Step 4: The Dean of Students will convene the Student Appeals Committee to hear the grade appeal.

- a. Through the Office of the Dean of Students, grade appeal hearings will be scheduled once a month or as needed. An alternative date will be identified in instances of campus closure. If agreed upon by all parties, a meeting can be held via remote conferencing medium (such as GoToMeeting or Zoom). Adhering to the established schedule is critical to resolving appeals in a timely fashion.
- b. The Committee will be comprised of a full-time faculty member, a student and an administrator taken from the trained pool from each representative body. The chairperson of the committee will be appointed by the committee membership.
- c. Five (5) business* days prior to the meeting, the Dean of Students will electronically distribute to all involved parties the completed Grade Appeal Form including corresponding attachments including any submitted by both the faculty member and student for review prior to the hearing.
- d. At the hearing, the student and course faculty will, at separate times, have an opportunity to further present their positions and address questions posed by Committee members. The student is permitted to bring one guest to the hearing that will serve in the capacity of supporter. The student may confer with the supporter but the guest may not speak. The department chair or their representative may attend the proceedings. All materials presented and discussion at the hearing and among the Committee is to be kept confidential as per FERPA guidelines. At the request of the chairperson, the student or course faculty may be asked to provide additional supporting documentation or evidence during or after the hearing.
- e. The Committee will have 2 business* days from the conclusion of the hearing to discuss and make a written recommendation to the Vice President for Academic and Student Success for final disposition. The recommendation must include an evidenced-based rationale and be signed by voting Committee members. Electronic and hard copy documents produced in association with the appeal process must be turned over to the Chairperson.
- f. The Vice President for Academic and Student Success will review evidence and take the Committee's recommendation under advisement. Within 5 business* days of receipt of the recommendation, the Vice President for Academic and Student Success will render to the student in writing, with copies to all parties involved in the hearing, the grade appeal decision, which is final.

Step 5: Final Decision

If the final decision results in changes to the student's academic record, the Office of the **Student Records and Registration** must be notified **within 5 business* days**. Changes to the student's record should be made within 5 business* days and official notification must be forwarded by **email, certified letter, and/or transcript** to the student's CCP email and mailing address.

A permanent record of the proceedings including a hard copy of the final written decision of the Vice President for Academic and Student Success is kept in a confidential file in the Office of Academic and Student Success.

***Business day** is defined as a day of College operation with classes in session excluding weekends. Based on extenuating circumstances, the timeline can be modified by the Dean of Students.

Article V: Confidential Complaint Procedure

The purpose of the following procedure is to resolve as fairly, and as quickly as possible, any matter in which a student claims that his/her academic rights in the classroom have been violated or that they have not been treated properly. (Students whose claims might more appropriately be pursued with the Title IX/DEI Officer or other agencies will be so advised.)

The student who wishes to lodge a complaint under this procedure should do so in order to ensure that if the complaint is valid, a practical remedy will be available. In any case, such complaints may be lodged no later than one (1) semester beyond the completion of the course in which the student alleges a violation of his/her academic rights or other issue of complaint has occurred.

1. As a first step, the student must seek to discuss the case with the instructor/staff member to resolve the dispute.
2. If the student is not able to resolve the matter with the instructor/staff member, the student may complete the [Confidential Complaint Form](#), which will be addressed by the Department Head. Within ten (10) business days of receiving the student's Confidential Complaint Form, the Department Head will hear the student's complaint, investigate the claims, attempt to resolve the matter with the instructor/staff member, and Complaint Resolution Form that will be sent to the student with copies to the instructor/staff member and Division Dean/Director.
3. If the matter remains unresolved and the student wishes to further the complaint, he/she must write to the Division Dean/Director within ten (10) business days of the previous decision. The Division Dean/Director will reply in writing to hear the complaint; will seek information from the instructor/staff member, and Department Head; may arrange a conference with the student, the Department Head and the instructor/staff member; and will attempt to resolve the matter. The Division Dean/Director will send a concluding letter to the student, with copies to concerned parties. This should be completed within fifteen (15) business days of the student's request to the Division Dean/Director.
4. If the matter remains unresolved and the student wishes to further the complaint, then, at the student's written request within ten (10) business days of the previous decision, the matter will be forwarded to the Vice President for Academic and Student Success or the Vice President of the area of complaint. In attempting to resolve the matter, the respective Vice President may request the presence of the involved parties and seek information from them about the claim, evidence and proposed solutions generated in previous steps of the process. The Vice President will report his/her resolution of the matter to the student in writing, with copies to concerned parties. This step should be completed within fifteen (15) business days of the student's request to the Vice President.
5. The decision of the Vice President shall be final unless the student appeals. The student may, within ten (10) business days after the decision has been rendered, petition the President for a review of that decision. The ruling of the President shall be final.



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