

# Community College *of* Philadelphia

**AGENDA**  
**Institution-Wide Committee**  
**Monday, June 27, 2011**  
**2:30 p.m.**  
**I.A.S. Boardroom, M2-1**

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
  - (a) May 23, 2011
- IV. Old Business**
- V. New Business**
  - (a) College Policies and Procedures Memorandum No. 12: Policy on Transfer Credit (Submitted by the Academic Support Subcommittee)
  - (b) College Policies and Procedures Memorandum No. 13: Revised Timetable for Completion of Registration and Drop/Add (Submitted by the Academic Support Subcommittee)
- VI. Adjournment**

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Institution-Wide Committee**  
**Monday May 23, 2011**  
**2:30 p.m.**  
**Isadore A. Shrager Boardroom**  
**Community College of Philadelphia**  
**1700 Spring Garden Street**  
**Philadelphia, PA 19130**

## **Committee Delegates Present**

John Braxton, Judith Gay, Tom Hawk, Pascal Scoles, Sharon Thompson, Earl Weeks, Louise Whitaker

## **Committee Alternates Present**

Bea Jones (voting), James Osborne (voting)

## **Guests Present**

Arnold DiBlasi

### **I. Call to Order**

The meeting was called to order by Pascal Scoles.

### **II. Approval of Minutes**

The IWC accepted the minutes of January 24, 2011 with one abstention.

### **III. Old Business**

None

### **IV. New Business**

- (a) **College Policies and Procedures Memorandum No. 8: Academic Standards and Progress** (Information Item)

**Discussion:** Sam Hirsch discussed changes to College Policies and Procedures Memorandum No. 8. The changes are on page 5 and 6 and were prompted by new regulations for financial aid. There was a question about why the changes are being presented as an information item as opposed to an action item. The changes relate to federal requirements and clarify information for students who receive federal student aid. It was agreed that anyone may suggest changes to the wording. There were no suggestions.

(b) **Revision of the Acceptable Use Policy (College Policies and Procedures Memorandum No. 307)**

**Discussion:** Arnold DiBlasi presented proposed changes to the policy. The recommendations were prompted by Jill Weitz's concern that the College policy does not adequately address social networking. The discussion of the recommended changes centered largely on the need to clarify terms. After discussion, members of the IWC:

- Requested clarification of who is included in the policy. The policy refers to employees – is that the only group affected by the policy?
- Asked whether a policy is needed for all members of the College community (e.g., students, student clubs, Board members, Advisory Committee members).
- Asked for clarification of whether there needs to be a statement about enforcement of the policy and whether that should be on the web page.
- Suggested that the term “interactive systems” be revisited because that is an historical term that does not fit the current environment.
- Asked whether there should be a separate policy just for social networking.

**Action Item: Recommend the Technology Coordinating Committee respond to the questions/suggestions from the members of the IWC, speaking with Jill Weitz as necessary for clarification (Osborne/Thompson).**

**Vote: Nine (9) in favor. Motion approved.**

**V. Adjournment**

The meeting was adjourned at 3:25 p.m.

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# COLLEGE POLICIES AND PROCEDURES

## MEMORANDUM NO. 12

### POLICY ON TRANSFER CREDIT

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Revised: May 26, 2011

Original Number: 113

Original Date of Issue: March 26, 1980

Reissued: 113A - May 1, 1987

The widespread practice of awarding quantitative credits for work done at an accredited post-secondary institution is based on the presumption that courses of similar title and content description, and which are taught at the same level of academic progress, are equal and interchangeable. The Community College of Philadelphia, accredited by the Middle States Association of Colleges and Schools, supports and concurs with this common practice. The consideration of transfer credit or recognition of degrees will not be determined exclusively on the basis of the accreditation of the sending institution or the mode of delivery but, rather, will consider course equivalencies, including expected learning outcomes, with those of the receiving institution's curricula and standards<sup>[BEJ1]</sup>.

- I. GENERAL STATEMENT: CCP will accept courses taken at a regionally accredited institution in which the grade earned was a "C-" or better, unless otherwise specified by program requirements. Courses completed at institutions accredited by organizations other than regional accrediting bodies will not be considered for credit or as a prerequisite of a subsequent course at Community College of Philadelphia.

This statement is qualified as follows:

- A. The Office of the Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and implementation of this policy, in collaboration with other affected offices.

The final determination for the acceptance of courses will be made by the Vice President for Academic Affairs or the Vice President's designee in consultation with Academic Divisions as deemed appropriate.

- B. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.

- C. Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the department requires more current studies for certain majors.
- D. Credit may be awarded for courses from a regionally accredited institution, whether or not similar courses are offered at Community College of Philadelphia. These courses must satisfy both general elective and graduation requirements. A student must still complete all academic content and the total quantitative requirements for graduation.

Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours for an academic certificate. Credit by Examination can be counted towards the residency requirement. [CCP2][BEJ3] Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.

- E. There are institutions that offer some courses that are two credit hours, and these are often scheduled in a sequential manner. These two-credit courses will be transferred in as follows:
  1. If one course of a two course sequence is completed, the student will receive two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite. Students must complete the minimum number of credits to graduate from CCP.

F. The College operates under the semester system. If a student seeks transfer credit for work completed under the “quarter” system, credits will be transferred in as follows:

1. A one-year course of nine credits, taken over three quarters will transfer in as six credit hours.
2. Two-quarters of coursework totaling six credits will transfer in as a two-course sequence of two credits each, and will be treated as explained under section E above.
3. One-quarter of coursework totaling three credits equals two semester credits and will be transferred in as explained under section E above.

In general, where a student has completed only six hours of the nine quarter hour system, this is equal to four credit hours under the semester system. Where a student has completed only three hours of the nine quarter hours, this is equal to two semester credit hours.

[CCP4]

Quarter System		Semester System Equivalent
One-year (3 quarters of sequential coursework)	9 credits	6 credit hours
2 quarters of a sequential course	6 credits	4 credit hours
1 quarter of a 2-quarter sequential course	3 credits	2 credit hours [BEJ5]

## II. APPEAL PROCEDURES

Academic transcripts are evaluated based upon the procedures established in this policy and through the guidance provided by the Academic Affairs areas. When transcripts are received for which there appears to be no Community College of Philadelphia equivalent, or for which no equivalency can be established based upon the course name and/or course description, the Academic Affairs areas are contacted to make a determination. It is possible that errors in the articulation of course work, or omission of prior course work can occur. In the event a student believes that this has happened, the appeal procedure is as follows:

[BEJ6]

- A. Students should first contact the Office of Student Records and Registration to discuss the evaluation results with a Placement/Transfer Credit Specialist[CCP7], and provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, or other documentation from the sending institution).
- B. If the issue is not resolved in step A, the student may request a conference with the administrator responsible for Placement/Transfer Credit.[CCP8] After conferring with the student, the administrator will present the student's claim along with any additional documentation to the academic area department head for consideration. Written communication will be sent to the student within ten (10) working days regarding the department head's decision.
- C. If the issue is not resolved in step B, the student may then request a meeting and final review with the Director of Student Records and Registration. The Director will consult with the appropriate academic Dean for further guidance, and will communicate the Dean's decision to the student in writing, within ten (10) working days.
- D. Appeals must be submitted no later than four months after the completion of the initial evaluation.[BEJ9]

# COLLEGE POLICIES AND PROCEDURES

## MEMORANDUM NO. 12

### POLICY ON TRANSFER CREDIT

---

Revised: May 1, 1987

Original Number: 113

Original Date of Issue: March 26, 1980

Reissued: 113A - May 1, 1987

The widespread practice of awarding quantitative credits for work done in another accredited post-secondary institution is based on the presumption that courses of similar title and content description, and which are taught at the same level of academic progress, are equal and interchangeable. In fact, this is rarely true. Nevertheless, there is enough similarity to permit a pragmatic "transfer of credits". Implicit in the practice is the assumption by the receiving institution that the work so credited is a sound basis for further and advanced study in the same discipline, and is adequate to maintain the performance standard postulated for its own degree. The Community College of Philadelphia, accredited by the Middle States Association of Universities, Colleges, and Secondary Schools, supports and concurs in this common practice.

The Community College of Philadelphia, accredited by the Middle States Association of Colleges and Schools, supports and concurs with this common practice. The consideration of transfer credit or recognition of degrees will not be determined exclusively on the basis of the accreditation of the sending institution or the mode of delivery but, rather, will consider course equivalencies, including expected learning outcomes, with those of the receiving institution's curricula and standards[BEJ1].

GENERAL STATEMENT: Transfer credit will be given for courses taken at an accredited college in which the grade earned was a "C" or better.

I. GENERAL STATEMENT: CCP will accept courses taken at a regionally accredited institution in which the grade earned was a "C-" or better, unless otherwise specified by program requirements. Courses completed at institutions accredited by organizations other than regional accrediting bodies will not be considered for credit or as a prerequisite of a subsequent course at Community College of Philadelphia.

This statement is qualified as follows:

1. The Office of Admissions is responsible for the implementation of this policy and for the development, in collaboration with other affected offices, of necessary operating procedures.

Final determination concerning acceptance of courses will be made by the Vice President for Academic Affairs or his designee in consultation with Department Heads or Program Directors if he deems it appropriate.

A. The Office of the Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and implementation of this policy, in collaboration with other affected offices.

The final determination for the acceptance of courses will be made by the Vice President for Academic Affairs or the Vice President's designee in consultation with Academic Divisions as deemed appropriate.

2.B. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.

~~—Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the Department has designated otherwise. In those instances when transfer credit is not awarded, the student may submit his/her previous work as evidence in support of an application for "Credit by Examination or Life Experience" or course waiver providing it is not contrary to existing College Policies and Procedures. In addition, the College reserves the right to require assessment and mandate appropriate placement into courses considered essential for satisfactory academic progress.~~

3.C. Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the department requires more current studies for certain majors.

~~4. If the student has completed a two-semester introductory course in which the material is additive and has received a "D" and "C" (in that order), he/she may be given "course credit" for the first semester, graduation credit for the second semester, and will not have to repeat the sequence. This option will not apply in those disciplines when the course is required by a discipline to be completed at a "C" or better.~~

~~5. Credit will be awarded for religion and philosophy courses given at a sectarian college when the catalogue indicates that the courses were not given as dogma.~~

~~6. Credit will be awarded for courses from an accredited college in which the grade earned was "C" or better, whether or not similar courses are offered at Community College of Philadelphia. These courses may satisfy both distribution and graduation requirements. Grades of "C" or better earned at institutions accredited by organizations other than Regional accrediting bodies will not be considered for credit or as a prerequisite of a subsequent course at Community College of Philadelphia. A student must still complete his or her full complement of credits and the total quantitative requirements for graduation. However,~~

previous work may be submitted as evidence in support of an application for "Credit by Examination or Life Experience" or course waiver providing it is not contrary to existing College Policies and Procedures.

—If a student has completed work in a highly specialized curriculum in which there were courses directly related but not parallel to those offered at Community College of Philadelphia, the appropriate discipline will be consulted in the evaluation process. Should transfer credit not be awarded, the student may submit his/her previous work as evidence in support of an application for "Credit by Examination or Life Experience".

D. Credit may be awarded for courses from a regionally accredited institution, whether or not similar courses are offered at Community College of Philadelphia. These courses must satisfy both general elective and graduation requirements. A student must still complete all academic content and the total quantitative requirements for graduation.

Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours for an academic certificate. Credit by Examination can be counted towards the residency requirement. [CCP2][BE13] Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.

7. —

8. If a student has taken a two-credit course at an accredited college, credit will be awarded as follows:

a. If two semesters of a two-semester course or sequence are completed, the student will receive four (4) transfer credits but must complete the second semester of the Community College of Philadelphia course or sequence for which he/she will be awarded full CGP credit.

b. If a one-semester, or one semester of a two-semester course is taken, the student will receive the two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite, but he/she will have to make up the one (1) credit, quantitatively, in another course.

9. If a student seeks transfer credit for work completed under the quarter system, credit will be awarded as follows:

a. A one-year course of nine (9) quarter hours (normally three (3) quarter hours in each of three successive quarters) equals six (6) semester hours.

b. A two-quarter course of six (6) quarter hours (normally two (2) 3-quarter hours in each of two successive quarters) equals four (4) semester hours and will be treated as two two-credit courses in #8 above.

~~e. A one-quarter course of three (3) quarter hours (or 3-quarter hours in a single quarter) equals two (2) semester hours and will be treated as one two-credit course in #8 above.~~

~~40. The policy will be administered in a non-discriminatory manner.~~

E. There are institutions that offer some courses that are two credit hours, and these are often scheduled in a sequential manner. These two-credit courses will be transferred in as follows:

1. If one course of a two course sequence is completed, the student will receive two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite. Students must complete the minimum number of credits to graduate from CCP.

F. The College operates under the semester system. If a student seeks transfer credit for work completed under the “quarter” system, credits will be transferred in as follows:

1. A one-year course of nine credits, taken over three quarters will transfer in as six credit hours.

2. Two-quarters of coursework totaling six credits will transfer in as a two-course sequence of two credits each, and will be treated as explained under section E above.

3. One-quarter of coursework totaling three credits equals two semester credits and will be transferred in as explained under section E above.

In general, where a student has completed only six hours of the nine quarter hour system, this is equal to four credit hours under the semester system. Where a student has completed only three hours of the nine quarter hours, this is equal to two semester credit hours.

[CCP4]

	<u>Quarter System</u>	<u>Semester System</u>
<u>One-year (3 quarters of sequential</u>	<u>9 credits</u>	<u>6 credit hours</u>
<u>2 quarters of a sequential course</u>	<u>6 credits</u>	<u>4 credit hours</u>
<u>1 quarter of a 2-quarter sequential course</u>	<u>3 credits</u>	<u>2 credit hours</u> [BEJ5]

## II. APPEAL PROCEDURES

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the articulation of course work, or omission of prior course work can occur. In the event a student believes that this has happened, the appeal procedure is as follows:

[BEJ6]

- A. Students should first contact the Office of Student Records and Registration to discuss the evaluation results with a Placement/Transfer Credit Specialist [CCP7], and provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, or other documentation from the sending institution).
- B. If the issue is not resolved in step A, the student may request a conference with the administrator responsible for Placement/Transfer Credit. [CCP8] After conferring with the student, the administrator will present the student's claim along with any additional documentation to the academic area department head for consideration. Written communication will be sent to the student within ten (10) working days regarding the department head's decision.
- C. If the issue is not resolved in step B, the student may then request a meeting and final review with the Director of Student Records and Registration. The Director will consult with the appropriate academic Dean for further guidance, and will communicate the Dean's decision to the student in writing, within ten (10) working days.
- D. Appeals must be submitted no later than four months after the completion of the initial evaluation. [BEJ9]

**COLLEGE POLICIES AND PROCEDURES**  
**MEMORANDUM NO. 13**  
**COMPLETION OF COURSE REGISTRATION**

Revised: April 29, 2011

The College seeks to maintain the integrity of the academic experience. The timetable for Registration provides the structure for students to request entrance to courses, which are in progress at the beginning of each semester, so that there is minimal interference with instructional activities.

The policy for Course Registration is:

For any term at the College (e.g. 7, 10, 12, 15 week terms), if a course has met for one class period, but not two, the written approval of the instructor is required to add a course.

In all cases listed above, if a course has met for two, but not three, class periods, then the written approval of the instructor and the respective department head is required to add a course.

In all cases listed above, if a course has met for three or more class periods, then the written approval of the instructor, the respective department head, and the respective division dean (or designee) is required to add a course.

<b>Number of Times Course Has Met</b>	<b>Approval Required by:</b>
One	Instructor
Two	Instructor, Department Head
Three or more	Instructor, Department Head, Dean

In the case of *hybrids and fully on-line* distance courses, the instructor's written approval is required to add a course on the first two days of the start of the section. The instructor's written approval and the respective department head's approval is required to add a course on the third and fourth days from the start of the section. The written approval of the instructor, the respective department head, and the respective division dean (or designee) is required to add a course from the fifth day from the start of the semester.

4/29/11

# COLLEGE POLICIES AND PROCEDURES

## MEMORANDUM NO. 13

### REVISED TIMETABLE FOR COMPLETION OF REGISTRATION AND DROP/ADD

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Revised: April 5, 1983

Original Number: 120  
Original Date of Issue: April 5, 1983

The College has endeavored to meet, to the fullest extent possible, the needs, interests, and schedule requirements of students, current and potential. In so doing, it has, in recent years, extended the Registration and Drop/Add activities throughout the first week of classes. A regrettable consequence of the attempt to accommodate students has been the disruption of instructional activities.

Registration and Drop/Add must not interfere with instructional activities at the beginning of each term. Therefore, to minimize possible interference, this Policies and Procedures memorandum instructs all offices and individuals involved in Registration and Drop/Add to:

1. Move office schedules forward and develop appropriate procedures and timetables so that Registration and open Drop/Add can be completed prior to the first day of classes.
2. Publicize and stress the firmness of the new timetable and procedures for Registration and Drop/Add by advertising and other internal and external communications to students.
3. Permit exceptions to the general rule that Registration and Drop/Add must be completed prior to the first week of classes only in instances such as the following:
  - a. The College itself is responsible for errors in the student's schedule (e.g., a student is registered into a course without proper consideration for the prerequisite of the course).
  - b. A student, after having registered into a course, fails the prerequisite of the course.
  - c. Classes are cancelled after the payment match.
  - d. Special program placement testing or English placement testing during the first week of classes reveals that a course change is indicated.
  - e. A personal crisis warrants a special review by the Dean of Students or his or her designee.