

# Community College *of* Philadelphia

**AGENDA**  
**Institution-Wide Committee**  
**Monday, October 26, 2015**  
**2:30 p.m.**  
**I.A.S. Boardroom, M2-1**

- I. Call to Order**
- II. Attendance**
- III. Review & Approval of Minutes**
  - a. October 12, 2015**
- IV. From the Academic Support Subcommittee - Proposed Revision of Policy on Attendance, Withdrawals, & Grade Reporting (P&P #5)**
- V. From the Academic Support Subcommittee - Proposed Revision of Policy on Credit by Examination (P&P #7)**
- VI. New Business**

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Institution-Wide Committee**  
**Monday, October 12, 2015**  
**2:30 p.m.**  
**Isadore A. Shrager Boardroom**

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**I. Call to Order**

The meeting was called to order by Samuel Hirsch.

**II. Attendance**

Delegates

Faculty: Ed Baker, Sue Ellen Liebman, Eric Massenburg, Bridget McFadden, Pascal Scoles  
Administration: Mary Anne Celenza, Jacob Eapen, Judith Gay, Samuel Hirsch  
Students: Nadia Mendez

Alternates

Administration: Jody Bauer

Guests Present

Osvil Acosta-Morales

**III. Selection of Officers**

Samuel Hirsch and Pascal Scoles were nominated as co-chairs. Both accepted the appointment and the vote was unanimous to approve them as co-chairs.

Mary Anne Celenza was nominated as secretary. After accepting the role the committee voted unanimously to approve her for this position.

**IV. Approval of Minutes**

The minutes of April 27, 2015 were approved unanimously.

**V. Policies and Procedures Memorandum No 8: Academic Standards and Progress**

Osvil Acosta-Morales highlighted the changes to P and P #8 which consisted of the following:

1. Changes related to grading, which were approved for P and P #5, were moved to P and P #8 since the former policy is more about issues related to attendance whereas the grading system is more in keeping with P and P #8 focus on academic standards and progress.
2. The addition of information pertaining to the "FS" grade.
3. The addition of information pertaining to compliance with the new Pennsylvania regulations related to military services. Students or spouses who cannot complete a course because of service requirements will receive a grade of "M."

Judith Gay raised the question as to whether or not the College should include the children of military parents who are deployed. A second question was raised as to whether or not the policy only referred to those individuals in the National Guard and should the College go beyond the letter of the law to be more military friendly. Osval Acosta-Morales clarified that the law does not require the College to include children of military parents and pointed out that the law only refers to the Pennsylvania National Guard or other reserve component of the armed services. Thus the committee decided not to discuss the issue of going beyond the current statement in P and P #8 at this time.

The committee discussed additional questions that arose regarding the policy as follows:

- 1) Reminder that the revisions to P and P 5 was presented before but not approved by IWC so the policy needs to be put on the IWC agenda given the changes approved for P and P 8.
- 2) Clarification of what the grade of “MP” meant.
- 3) Clarification of the grade of “FS” and how it impacts dropping students from class.
- 4) The effective date of P and P 8 was changed from September 2015 to November 1, 2015.

Motion: Recommend the proposal to change P and P 8.

Action: The motion was approved: (Yes: 9; No: 0; Abstain: 0)

## **VI. New Business**

The question arose as to whether or not the October 26<sup>th</sup> meeting should still occur. It was decided that the meeting will take place as originally scheduled. At the November 23<sup>rd</sup> meeting it will be determined if there is a need for a meeting in December.

## **VII. Adjournment**

The meeting was adjourned at 3:03 PM.

# Community College *of* Philadelphia

## COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 5

### **Attendance, Withdrawals and Grade Reporting**

Revised: October 26, 2015

Revised: April 8, 2010

Revised: February 25, 2013

This Policies and Procedures memorandum rescinds Memorandum 3, issued on December 20, 1967; Memorandum 90, issued on January 31, 1975; Memorandum 23A, issued on August 2, 1978; Memorandum 95, issued on January 29, 1976; Memorandum 106A, issued May 12, 1982; and Memorandum 121, issued April 12, 1983. It incorporates the intent of these memoranda and is hereby reissued as Policies and Procedures Memorandum No. 5, Attendance, Withdrawals and Grade Reporting.

#### **ARTICLE I Required Attendance Records (Replaces Policies and Procedures 3, 90, & 95)**

In order to satisfy present and anticipated requirements of various governmental offices and agencies which fund our operation and support our students, it will be necessary for the College to maintain and have available accurate attendance records of all students throughout each academic term. Effective February 2, 1976 each full-time and adjunct member of the instructional staff will be held responsible for maintaining such attendance records and, when inquiries are made or audit questions arise, attesting to their accuracy and completeness. Attendance records for a given semester should be kept on file long enough to satisfy the requirement of Section 35.66 of the State Board of Education Regulations which stipulates that:

"Official accounts and supporting data shall be retained for a period of three years after the close of the fiscal year in which the transaction took place, or until notified that a Commonwealth fiscal audit of such accounts has been made, whichever is later not exceeding five years."

At the end of the 20% attendance reporting period and 50% attendance reporting period of classes during regular terms and at the end of the equivalent of the 20% point of classes for summer and accelerated terms, faculty will certify the attendance records, which are mandated for reimbursement purposes by the Commonwealth. The Office of Student Records & Registration will provide faculty access, at the times indicated, to the electronic attendance report forms for this purpose. Each faculty member will complete and submit the appropriate status for each student listed, as follows:

Attendance is satisfactory  
Attendance is not satisfactory  
Never attended (20% attendance report only)

Individual departments of the College may, because of special demands imposed by outside agencies or the requirements of certain courses, establish particular attendance requirements for students enrolled in designated programs and courses providing the department stipulates such in writing and advises students of the requirements at the beginning of the term.

A faculty-initiated withdrawal (W) may be submitted, but only after the 20% attendance reporting period, and before the end of the eleventh (11th) week of a 15-week term, or the equivalent of the eleventh (11th) week of a shorter term.

During this time, and only after a student has been absent from class for an amount of days equal to two (2) weeks or more of a 15-week term, or the equivalent of two (2) weeks or more of a shorter term, may the instructor initiate a withdrawal (W) with the Office of Student Records & Registration.

For Distance Education courses, the minimum standard for a faculty-initiated withdrawal (W) is measured by a student's failure, during the time referenced above, to engage in an academically related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

With this policy, the attendance records may serve a useful secondary purpose in providing information needed by students seeking verification of claims relative to academic records, financial aid, and refunds.

## **ARTICLE II Change in Time Period During Which a Student May Withdraw From a Course Without Academic Penalty (Replaces Policies and Procedures 23A)**

- A student has the privilege of withdrawing from a course or courses without academic penalty up to and including the eleventh (11th) week of a regular term, and up to and including the equivalent of the eleventh (11th) week in a nonstandard term.
- If the official withdrawal form is filed with the Office of Student Records and Registration within the established time limit, the student's grade report will show the grade W (withdrawal).
- If the official withdrawal form is not filed within the established time limit, the student's grade report will show F (failure).
- The appropriate form will be provided by the Office of Student Records & Registration.

## **ARTICLE III Mid-Semester Grade Reporting (Replaces Policies and Procedures 106A)**

In the interest of assuring earlier feedback to students, thus facilitating an earlier student decision, each instructor shall submit 50% attendance along with a letter grade for each student

in his/her classes. This shall be done using the electronic form provided by the Office of Student Records & Registration. Fifty percent attendance and grades need to be reported only for terms in excess of ten weeks.

**ARTICLE IV Final Grade Reporting**

Each instructor shall submit a final grade for each student in his/her class. Each instructor submitting a final grade of FS for a student shall also submit a last date of attendance for that student. This shall all be done using the electronic form provided by the Office of Records and Registration.

**Comment [c1]:** This section is being added to appropriately complement Article III, and to address the matter of reporting the new grade of FS.

**ARTICLE IV Grading System of Community College of Philadelphia (Replaces Policies and Procedures 121)**

~~The grading system at Community College of Philadelphia is a letter system with associated quality points, which are used to compute cumulative grade point averages.~~

**Comment [c2]:** This section is being moved (with some revision) into the start of P&P #8, and that policy will be renamed: Grading Systems, Academic Standards, and Progress. More details are available in the proposed revision to P&P #8.

| Grade | Q.P.* | -                         |
|-------|-------|---------------------------|
| A     | 4     | Outstanding               |
| B     | 3     | Good                      |
| C     | 2     | Satisfactory              |
| D     | 1     | Passing                   |
| F     | 0     | Failure                   |
| FS    | 0     | Failure—stopped attending |

\*Number of quality points earned

**Other Grades**

~~As a result of testing and placement, students may be required to register for certain courses which do not carry credit towards graduation. These courses are numbered below 100. They are graded "Pass," "Making Progress" and "Fail."~~

|    |                 |
|----|-----------------|
| P  | Pass            |
| MP | Making Progress |
| F  | Fail            |
| -  |                 |

**Other Designations**

|    |   |
|----|---|
| W  | Withdrawal  |
| M  | Military Leave of Absence                                   |
| AU | Audit   |
| NR | No report from instructor at the time grades were processed |
| I  | Incomplete  |

The total number of quality points received for the semester may be computed as follows:

- For each course for which a grade was received, multiply the number of credit hours for that course by the number of quality points earned (determined by the grade received for that course, using the chart of equivalents above).
- Total the results.
- The grade point average for the semester may then be computed by dividing the total number of quality points received by the total number of credit hours for all of the courses for which grades were received. (The cumulative grade point average is determined by doing the above figuring for the total number of semesters attended.) Courses from which a student has officially withdrawn are not included in the computation; however, they are counted in calculating academic progress.

# Community College of Philadelphia

## COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 7

### Credit by Examination

Revised: October 26, 2015

Revised: December 16, 2013

Original Numbers: 78 and 98

Original Dates of Issue: December 21, 1972 and November 8, 1976 Respectively

Reissued as New Number 7: April 8, 2010

**This memorandum supersedes College Policies and Procedures Memoranda No. 78 issued on December 21, 1972, and No. 98 issued on November 8, 1976.**

At the discretion of an academic department, students may request a special examination to earn course credit. This form of credit by examination is available for students who have knowledge attained through professional experience, independent study or similar learning experience identical to or comparable with subjects and courses taught at Community College of Philadelphia.

1. A student must be ~~currently enrolled~~ an active student in the College.
2. The student must be eligible to take the course for credit under existing regulations of the College. The course for which credit is requested must be listed in the College Catalog.
3. Credit by Examination is administered by the department offering the course. If the student's performance is deemed satisfactory by the department faculty and approval of the credit is granted by the Vice President for Academic Affairs and Division Dean, the credits for the course but no letter grade will be entered on the student's academic record.  
~~A fee must be paid prior to taking the examination.~~
4. Credit by Examination counts toward the residency requirements.
5. An examination for credit may be taken only once for each course.
6. A fee shall be assessed for each test ~~and paid prior to the time the student takes the examination, and the student shall present a receipt for this fee at the time that he/she takes the examination.~~
7. When a student successfully completes all requirements for credit, the course for which credit by examination is applicable shall be posted on the student's transcript, indicating "credit by exam."
8. The maximum number of credits by examination allowable toward a degree or academic certificate shall not exceed one-half of the total number of credits required.

**Comment [c1]:** This statement should be deleted, it is procedural.

**Comment [c2]:** Keep this part!

**Comment [c3]:** Remove these comments there are procedural.