

# Community College *of* Philadelphia

## MEMO

**TO:** Pat Scoles, Chair  
Institution-Wide Committee

**FROM:** Diane Freedman, Co-Chair  
Bettsy McCoubrey, Co-chair  
Sub-Committee on Academic Support

**DATE:** January 15, 2009

**SUBJECT:** Proposed Revision to Existing Timetable for Completion of  
Registration, Add, Drop and Withdrawal

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On Thursday, December 17, 2009 the Sub-Committee on Academic Support voted and approved the Proposed Revision to the Existing Timetable for Completion of Registration, Add, Drop and Withdrawal.

We respectfully submit the Proposed Revision and Policy Rationale to the Institution-Wide Committee for consideration. If you have any questions please do not hesitate to contact either of us.

Thank you.