

COLLEGE POLICIES AND PROCEDURES

MEMORANDUM NO. 5

ATTENDANCE, WITHDRAWALS, AND GRADE REPORTING

XXXXXX, 2013

Revised: April 8, 2010

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.

~~If a student misses the equivalent of two (2) weeks work in any class without an acceptable excuse, the teacher may initiate an official "Drop" form for the student and send it to the Director of Student Records & Registration who will inform the student and change the permanent record accordingly.~~

After a student has been absent from class for two (2) weeks or more of a regular term, or the equivalent of two (2) weeks or more of a nonstandard term, the instructor may initiate a "W" (withdrawal) with the Office of Student Records & Registration.

For Distance Education courses, the minimum standard for a faculty-initiated withdrawal is measured by a student's failure, during the given time, 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.

~~After the end of the eleventh week of classes, in a given semester, no "Drop" form for attendance may be executed. In these cases the teacher must assign a final grade.~~

The "W" (withdrawal) may be initiated anytime after the 20% attendance reporting period, until the end of the eleventh (11th) week of a regular term, or the equivalent of the eleventh (11th) week of a nonstandard term. The instructor must assign a final grade for all students still registered for the course after this time.

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)

1. 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.
2. 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).
3. If the official withdrawal form is not filed within the established time limit, the student's grade report will show F (failure).
4. 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 Grading System of Community College of Philadelphia (Replaces Policies and Procedures 121)

~~Effective September, 1998, with the implementation of P & P 104F, the grading system of the College will be as follows:~~

~~A Outstanding~~

B	Good
C	Satisfactory
D	Passing
F	Failure
I	Incomplete
W	Withdrawal
AU	Audit
NR	No Grade Report From Instructor
P	Pass
MP	Making Progress

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.

Grades	Q.P.*	
A	4	Outstanding
B	3	Good
C	2	Satisfactory
D	1	Passing
F	0	Failure

*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." The "Making Progress" grade may also be used in English 101, English 108 and English 109.

P	Pass
MP	Making Progress
F	Fail

(Not factored into grade point average)

Other Designations

W	Withdrawal
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:

1. 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).

2. Total the results.
3. 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.

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