

Office of Academic and Student Success

Memorandum

TO: Donald Generals

FROM: Samuel Hirsch
Pascal Scoles

DATE: November 23, 2015

SUBJECT: Institution-Wide Committee Meeting – October 26, 2015

The Institution-Wide Committee Meeting met on Monday, October 26, 2015 and the following actions were taken:

The Committee considered the:

(a) Approval of the Minutes of October 12, 2015

1. The minutes were unanimously approved as corrected.

(b) Policies and Procedures No.5: Attendance, Withdrawals and Grade Reporting

Action taken:

1. Approved the revisions to Policies and Procedures No. 5 – Attendance, Withdrawals and Grade Reporting with the additional change of language for Distance Education as follows:
 - a. Article IV: Grading System of Community College of Philadelphia was removed and added to Policies and Procedures Memorandum No 8 where the language was more in keeping with the intent of P & P 8.
 - b. New language for Article IV: Final Grade Reporting was added to appropriately complement Article II and to add the information pertaining to the “FS” grade.

- c. It was recommended that the term "Distance Education" (Article I, Page 2) be changed to On-line courses.

(c) Policies and Procedures Memorandum No. 7 : Credit by Examination

Action taken:

1. Approved the revisions to Policies and Procedures No. 7: Credit by Examination with additional language as follows:
 - a. Deletion of the last sentence in paragraph #3 (*"A fee must be paid prior to taking the examination."*) pertaining to fees since it is procedural in nature.
 - b. Deletion of the last part of the sentence in paragraph #6 (*"...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."*) since it is procedural in nature.
 - c. Change the title Vice President for Academic Affairs to Vice President for Academic and Student Success.
 - d. Change the statement "A student must be an active student in the College" to "A student must have active status at the College."