


**TO:** Sam Hirsch  
Pascal Scoles

**FROM:** Donald Generalis   
President

**DATE:** November 30, 2015

**SUBJECT:** IWC Minutes

---

I have received the minutes of the October 26, 2015 Institution-Wide Committee meeting, and have reviewed and approved the recommendations as follows:

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 Policies and Procedures No. 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.
2. 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.”

Please convey my appreciation to the members of the Institution-Wide Committee for their work on behalf of the College.

c: Judith Gay  
Jacob Eapen  
John Jones  
James Stewart