

**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

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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."