In an effort to make sure that every faculty member is aware of some basic College information, I am sending you this information as a reminder as you start the semester.

**Calendar:** It is important to know the details of the calendar every semester. Please review the College calendar in the 2015-2016 Catalog at [http://ccp.edu/college-catalog/academic-calendar](http://ccp.edu/college-catalog/academic-calendar) to find out about important dates and deadlines. Please be aware that changes may be made to the calendar for Spring 2016 throughout the semester.

Please note that College closings and alerts are always posted @CCPedu on Twitter and on the College’s homepage.

**Syllabi:** Every student is entitled to a syllabus for each course. Each syllabus must have basic information that will help students understand the expected student learning outcomes, class policies and procedures and how they will be evaluated. Some departments have specific requirements for syllabi. If your department does not have requirements, guidelines are available on the Curriculum Facilitation Team web page, ([http://faculty.ccp.edu/dept/cur_dev](http://faculty.ccp.edu/dept/cur_dev)) under the Syllabus Guidelines link in blue to the left of the screen. A copy of your syllabus must be turned in to the Department Head at the start of the semester. Because we need to move toward electronic storage of syllabi, Academic and Student Success has set a goal of having every syllabus available in Canvas, our Learning Management System. Having syllabi available electronically, among other reasons, means that the institution can produce them for student transfer or for mandated external reviews.

**Classroom Assignments:** Please be aware that there is a procedure in place to change classroom assignments. If you need to request a classroom change, complete the online room change request form that is available at [http://www.ccp.edu/vpacaff/scheduler/index.htm](http://www.ccp.edu/vpacaff/scheduler/index.htm). Please note that we may not be able to accommodate individual preferences, since rooms may be assigned to classes or workshops that start later in the semester. If you need an ADA accommodation, please contact Simon Brown (sbrown@ccp.edu), Director, Office of Diversity and Equity.

**Grade Information – “I” to “F” Deadline Dates:** Incomplete course work – An incomplete grade becomes a failing grade (“F”) if the work is not completed within six weeks from the end of the final exam period in which the “I” grade was assigned.
Spring 2016 “I” to “F” deadline dates are as follows:

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Description</th>
<th>“I” to “F” Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A</td>
<td>15-week – Main Campus, Regional Centers, and Online Learning</td>
<td>6/16/16</td>
</tr>
<tr>
<td>10A</td>
<td>10-week – Main Campus, Regional Centers, and Online Learning</td>
<td>6/16/16</td>
</tr>
<tr>
<td>7A</td>
<td>7-week Accelerated Classes</td>
<td>4/11/16</td>
</tr>
<tr>
<td>7B</td>
<td>7-week Accelerated Classes</td>
<td>6/4/16</td>
</tr>
</tbody>
</table>

Note: Mid-term and final grades will be available to students on the Enrollment Services channel in MyCCP. Students should check MyCCP for dates when mid-term and final grades will be available for view. Paper grade reports are mailed upon request.

**Make-up Exams:** Assessment of student learning is a critical part of teaching, and test-taking is an integral part of that assessment. Faculty have tried, and continue to try, a variety of methods to accommodate students who have a valid reason for missing an exam. Generally, faculty strive to manage the process taking into consideration the equitable and ethical treatment of students and the demands of the students’ schedules.

Some problems have occurred in the past which may impact the validity of test results. Some students have been seated in a corridor to take a make-up exam because there is no classroom available. Thus, the student is exposed to the noise and distraction of other individuals using the passageway. Also, students have been sent to the division offices with the expectation that the staff will monitor the student. This is an unfair expectation of the staff who must also provide service to others contacting the office for assistance. Many times the areas outside the conference rooms are noisy and distracting to a student. If conference rooms are unavailable, then students have been directed to less desirable testing areas (e.g. corridors, entry ways). Students left unmonitored during a test-taking situation have many opportunities to access information unfairly. These situations leave the door open for grade appeals and other potential complaints.

Faculty must take responsibility for monitoring their exams. Consult with your department head and your dean to discuss options.

**Final Exams:** Faculty are required to hold classes during Final Exam Week. The final class meeting may be for activities such as giving an exam, teaching or reviewing additional material, or meeting with students to review their performance. Some departments have policies and procedures related to Final Exam Week that must be observed. Department Heads must approve any request to change the location or time of a final exam.

Final Exam grades must be turned in on time. Failure to follow the timeframe for submission of final grades hurts students trying to complete registration for the following semester.

Students have the right to appeal final grades. In the past, some faculty have destroyed the exams and papers that document student performance, making it difficult to validate the accuracy of the grade. Faculty must maintain student information for at least the following Fall or Spring semester. This includes communications about student work. If you return the materials to the student, the student is responsible for maintaining the documentation. If an appeal is in process, you may need to keep the information longer. Please review the information in the Student Handbook related to grade appeals if you need additional information about the appeal process.
Use of Banner for Class Lists, Attendance and Grades: All faculty will need to use Banner for at least the following tasks:
- printing a class list;
- documenting attendance at the census point (20% report, 50% report); and
- recording student grades.

Financial aid policies and procedures make it imperative that the census attendance reports are completed on time. Failure to do so has a profoundly negative impact on students seeking financial aid. To find information on attendance and grade submission, log on to MyCCP, and follow the link "Information on the Banner Attendance and Grade Submission Process" found in the "Faculty and Advising Services" channel. Click on the appropriate semester for Attendance and Grade submission dates.

Check the Academic Computing website (http://faculty.ccp.edu/dept/Acad_Comp/) for information on Professional Development training workshops. You may also contact Arnold DiBlasi by email at adiblasi@ccp.edu or by phone at (215) 751-8545 to discuss training opportunities for use of the MyCCP portal.

Enrollment Information Guide: The Enrollment Information Guide provides important information such as semester dates, refund periods, withdrawal dates, registration information, payment deadlines and payment plan options. You can access the Spring 2016 Guide here.

Student Handbook: This publication includes many of the policies and procedures that govern student life, including the Student Code of Conduct and Student Appeals Procedure. You can access the 2015-2016 Student Handbook here http://ccp.edu/sites/default/files/PDFs/StudentLife/StudentHandbook/StudentHandbook_2015.pdf.

Canvas LMS: All courses are created in Canvas automatically. Faculty can use Canvas to communicate with students, to post course materials, accept online assignments, post grades and more. Faculty and students access Canvas by going to http://ccp.instructure.com and logging in using their MyCCP username and the password they create. See http://ccp.edu/academic-offerings/online-learning/online-learning-support for instructions on how to create a password.

Starfish Connect: The College introduced a new academic early alert system, Starfish Connect, in fall 2015. Starfish Connect is a communication tool designed to connect faculty, students and staff in a way that supports student academic success. Through Starfish, instructors can provide important feedback to students by raising "flags", such as Attendance Concern or Missing/late assignments. Positive feedback can also be given to students through kudos, such as Keep up the Good Work or Showing Improvement. Students can be more successful when direct faculty-student communication is combined with effective support from advisors, counselors and other staff on campus. Flags raised by faculty are monitored by several student support offices across campus so that timely intervention can be offered to students, helping them resolve any difficulties they are experiencing. Instructors may also use Starfish Connect to direct students to campus services by making referrals to any one of the following campus resources: Counseling, Advising, Financial Aid, Learning Lab and the Library. To access Starfish Connect, simply log into Canvas LMS and click on the link, Starfish Connect.

If you need assistance with Starfish Connect, you can email questions to starfishconnect@ccp.edu or contact Lynne Sutherland at lsutherland@ccp.edu.
Technology Training: Check the Academic Computing website (http://faculty.ccp.edu/dept/Acad_Comps) for information on Professional Development training workshops. You may also contact Arnold DiBlasi by email at adiblasi@ccp.edu or by phone at (215) 751-8545 to discuss training opportunities for many technology tools, including Canvas, Smart classrooms and more.

Update on Smart Classrooms: The College has upgraded 17 additional classrooms for the fall semester, featuring a newly installed computer, projector and SMART Board. There are a few things you should know:

1. You cannot use dry erase, or any other kind of ink marker, on the SMART Boards which are designed for virtual ink only. Additional writing space has been installed next to them.

2. You need to use your MyCCP user name and password to log in to the podium PC.

3. A QuickStart document with instructions for turning on the SMART Board and using SMART Notebook may be found in all classrooms and by visiting: http://faculty.ccp.edu/dept/Acad_Comps/smartboard_quickstart.pdf

Training on all the additional functions of the Smart Boards is available through Academic Computing. A schedule of training sessions may be found on the Professional Development website calendar at http://ecp.mhsoftware.com.

Our goal is for 100% of the classrooms to be technology-enabled. The list of rooms with installed SMART Boards is here: http://faculty.ccp.edu/dept/Acad_Comps/tecccp.htm.

Service Hours: Spring 2016 service hours for student services (e.g. Enrollment Central, Academic Advising, Counseling Center, etc.) at the Main Campus and the Regional Centers are published each semester. Click here to access the spring hours.

Commencement: Community College of Philadelphia’s commencement ceremony will be held on Saturday, May 7, 2016, at the Liacouras Center located at 1776 North Broad Street and will begin promptly at 10:00 a.m. Additional details will be forthcoming in a separate communication.

Emergencies/Fire Drills: The College has implemented an emergency notification system called Send Word Now, which replaced e2Campus. This system enables fast and efficient dissemination of critical information to students, faculty and staff of the College community, including the Regional Centers. Faculty, staff and students at the College are automatically enrolled in Send Word Now. You will only be deleted from the system if your employment terminates or for adjunct faculty, you do not teach at the College for four consecutive terms. To review and/or update your information, log into MyCCP and within the Employee Tab under Administrative Forms and Links channel, click on Update Contact Information.

In order to help you effectively plan around fire drills, the current schedule for Spring 2016 is as follows:

Wednesday, January 27 – West and Pavilion Buildings
Friday, January 29 – Northwest Regional Center
Wednesday, February 3 – Winnet Building
Friday, February 5 – Northeast Regional Center
Wednesday, March 16 – Mint and Bonnell Buildings
Friday, March 18 – West Regional Center
Wednesday, April 6 – Athletics Center
Wednesday, April 13 – CBI

Please contact your Department Head, Division Dean or the Office of Academic and Student Success if you have questions or concerns.