

COMMUNITY COLLEGE OF PHILADELPHIA
1700 Spring Garden Street
Philadelphia, PA 19130

ACADEMIC TRANSCRIPT INFORMATION

ACCREDITATION

Since May 3, 1968, Community College of Philadelphia has been accredited by the Middle States Association of Colleges and Schools, The Council of Higher Education and the Department of Education, Commonwealth of Pennsylvania.

CALENDAR

Community College of Philadelphia operates under a semester (15-week) calendar. Effective Summer 2011, the College implemented summer as one term. All academic credits are semester hours.

HISTORY

Community College of Philadelphia, created April 28, 1964, by legislation in Harrisburg and Philadelphia, is a public two-year institution. Associate degrees, certificates, and proficiency certificates are awarded.

EXPLANATION OF GRADES AND GRADE POINT AVERAGE (GPA)

The grading system of Community College of Philadelphia is a letter system with associated quality points, which are used to compute cumulative grade point averages.

“Semester” GPA may be computed by multiplying the quality points associated with each grade earned by the credit hours for each course completed during the semester. This total is then divided by the total credit hours attempted. The “cumulative” GPA is determined by dividing all quality points received by the total of all credit hours for courses in which a grade is given.

Grade	Description	Quality Points Earned
A	Outstanding	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
FS	Failure Stopped Attending	0
M	Military Leave	0
AU	Audit	0
NR	No Report from Instructor	0
P	Pass	0
MP	Making Progress	0
TR	Transfer Credit	0
Y	Attended, non-credit	0
N	Did not attend, non-credit	0
IN	In progress	0
CE	Credit by Exam	0
CL	Credit for Life Experience	0

Repeated course grades that are included or excluded, in grade point average calculations, are indicated in the column entitled “R”. The codes are: “E” Excluded in GPA calculation and “I” Included in GPA calculation.

EXPLANATION OF GRADING/ATTENDANCE SYSTEM
LEGACY SYSTEM GRADING SCHEME

Legacy system action codes to count or not count grades in calculation of grade point averages were in effect until the Summer II 2005 term that ended on August 24, 2005.

BANNER SYSTEM GRADING SCHEME

On September 6, 2005, beginning with the Fall semester, the College implemented a new student administrative software system resulting in the change of some terminology to grades in the legacy system. Repeated course grades that are included or excluded, in grade point average calculations, are indicated in the column entitled “R”. The codes are:

E	Excluded in GPA calculation
I	Included in GPA calculation

Grades followed by the codes below **are not counted** in calculation of grade point average:

- 01 “W” Grade – **not counted** in calculation of GPA but is counted for academic progress.
- 02 Community Service Courses – Number less than 100 or greater than 399 – **no college credit**.
- 03 Developmental Course – Number less than 100 – No College Credit – **not counted**. *Exception:* ENGL 090 is counted toward graduation (See Code 20).
- 10 1st Course of a repeated course series with grade of “D” or “F.”
- 14 2nd Course of a repeated course series with first course grade of “C” or better.
- 16 3rd Course of a repeated course series when 2nd course was “D” or better.
- 17 4th Course repeat.
- 18 Series of repeats.
- 20 ENGL 090 – Taken prior to Spring 1971.
- 22 MATH 050 **course not counted** because MATH 100 completed successfully.
- 23 MATH 050 **course not counted** because other requirements not met.
- 25 ENGL 100 **course not counted** because ENGL 101 grade is present (for ENGL 100 taken prior to September 1993).
- 26 ENGL 100 **course not counted** because latest curriculum does not accept ENGL 100 (for ENGL 100 taken prior to September 1993).
- MATH 116 **course not counted** because latest curriculum does not accept MATH 116 (for MATH 116 taken prior to September 1995).
- 61 Excused Withdrawal – **course not counted** in calculation of GPA or in calculation of academic progress.
- 62 Withdrawal within first three weeks of semester – **not counted** in calculation of GPA but is counted for academic progress.
- 66 Academic Amnesty due to curriculum change – **not counted** in GPA but is counted toward academic progress – Previously Code 84.
- 67 Time Amnesty due to interruption of continuous academic study – **not counted** in GPA or toward academic progress – Previously Code 84.
- 84 **Not counted** in calculation of GPA.

Grades followed by the codes below **are counted** in calculation of grade point average:

- 13 2nd Course of repeated course series with 1st Course “D” or “F.”
- 15 3rd Course of a repeated course with 1st Course “D” or “F” and 2nd Course “F.”

- 24 MATH 050 included for two credits.
- 94 Given when 1st Course was Code 84 or to count grade received for courses that offered special topics or themes (e.g., ENGL 208).

COURSE SUFFIXES

Letters may be used following a course number.
The letter **H** identifies Honors courses.

TRANSFER CREDITS

Courses with an earned grade of “C-” or better at another regionally accredited institution may be accepted for credit and fulfill degree requirements at the College. Neither grade points nor grade point averages earned at other institutions are used in the computation of the Community College of Philadelphia’s grade point average.

To meet the College's residency requirements for the associate degree, at least 30 credits must be completed through regular course work at the College or prior learning assessment awarded by the College. For a certificate, at least one-half of the credits must be taken through regular coursework.

HONORS AT GRADUATION

Honors at graduation shall be determined in accordance with the policy stated in the current catalogue and the cumulative GPA at the time of graduation in the following manner:

With Honor	GPA of 3.2 - 3.49
With High Honor	GPA of 3.5 - 3.79
With Highest Honor	GPA of 3.8 - 4.0

AUTHENTICATION OF THE RECORD

A transcript is official when each page bears the official seal of the College and indicates the facsimile signature of the Director of Student Records and Registration, title and date of issue.

The transcript form will be in blue and will incorporate a background design of the Community College of Philadelphia emblem. Further verification can be obtained by contacting the Office of Student Records and Registration.

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

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