Front cover photo by Erica Torres, Photography major
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LETTER FROM THE PRESIDENT

Dear Student:

Welcome to Community College of Philadelphia.

We look forward to helping you discover, plan and achieve your educational goals. The College’s goal is to ensure your success. We offer several student and academic support services to assist you in successfully completing your college education. Student clubs, athletic teams and unique learning opportunities will help you expand your knowledge, make connections and explore interests. By fully participating in the College community, you are able to obtain leadership and teamwork skills, meet new people and build your résumé. Your contributions will also make the College a better place to work and study.

The Student Handbook outlines information important to your success at the College, and I encourage you to read it. Our objective is to provide students with a quality, well-rounded education in a dynamic, respectful and exciting learning environment.

Nearly 700,000 individuals have attended Community College of Philadelphia since its doors opened in 1965. Our many alumni have initiated instrumental changes and advancements in the city and beyond, moving Philadelphia forward, and strengthening the vision and legacy of the College. I know that you will carry on this proud tradition.

I wish you the best of luck on your educational journey.

Sincerely,

Donald Generals, Jr., Ed.D.
Community College of Philadelphia President
LETTER FROM THE VICE PRESIDENT

I want to welcome back our continuing students and also welcome our new students who are beginning an exciting new phase of their education. I sincerely hope your experience at Community College of Philadelphia is meaningful, exciting and productive.

The Student Handbook is prepared as a guide to help you to better understand the many opportunities and services that are available to assist you both inside and outside the classroom. This handbook will help you connect with the people, services and programs here to support your academic and personal success.

The Student Handbook also includes many of the policies and procedures that govern student life. As a Community College of Philadelphia student and member of this community, it is important that you have a thorough knowledge and understanding of the policies and procedures that are in place. Please familiarize yourself with the rules, regulations and judicial processes.

We are very proud of our rich array of educational experiences and challenge you to engage in a broad range of academic, social and cultural activities. Participating in student organizations, clubs, athletics and special College activities will help facilitate your leadership skills, academic success, ongoing achievement and goal attainment. Learn more about student involvement at the College using Colonial Community, your online connection to student engagement, involvement opportunities and information. I hope you will become a successful and engaged member of our campus community during your college career.

I wish you the very best for this new academic year.

Dr. Samuel Hirsch
Vice President for Academic and Student Success
COLLEGE MISSION STATEMENT

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

The College seeks to create a caring environment which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs and aspirations, and greater appreciation of their own cultural background and experience
- Increased awareness and appreciation of a diverse world where all are interdependent
- Heightened curiosity and active interest in intellectual questions and social issues
- Improved ability to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments

COLLEGE VISION

To serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.

Vision Ideals

- A college environment that values and supports a culturally diverse and intellectually dynamic community and prepares students for global citizenship
- Respected liberal arts and transfer programs that facilitate student preparation for the baccalaureate experience
- Superior career programs that prepare students to meet current and evolving labor market needs
- Innovative developmental and literacy programs that prepare students for more advanced educational and training opportunities
- Agile programs that meet the needs of employers and emergent workforce development initiatives
- Responsive continuing adult and community education programs that enhance and encourage individual growth and development
- An engaged and excellent faculty, staff and administration that enable students to meet their full potential
- A teaching and learning environment that exemplifies ongoing and productive communication and collaboration across the institution
- Strong and mutually beneficial partnerships with public and parochial schools, community organizations and governmental agencies that model effective community-based educational programs
- State-of-the-art technology employed to enhance teaching and learning
- Accessible and affordable education designed to optimize opportunities for student participation
- A supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs
CORE VALUES

• INTEGRITY
  The College places fairness and honesty at the center of all of its policies and operations. We uphold the highest ethical standards in striving for academic and professional integrity in all that we do. We strive to be both responsible and responsive in utilizing resources to meet student and community needs.

• ACADEMIC EXCELLENCE
  The College sets, expects and maintains high educational standards consistent with the needs of the students, region and changing workforce. Our faculty and staff are committed to providing high-quality, innovative, and flexible educational opportunities and services in an accessible, student-centered environment.

• DIVERSITY
  The College embraces and understands the importance of providing an education and environment that promotes the uniqueness of students, faculty, staff and the communities that we serve. We affirm that diversity is crucial to a democratic society, as it enriches the educational experience and celebrates differences among individuals.

• COMMITMENT TO TEACHING AND LEARNING
  The College functions as a learning organization, continually adapting, improving and evaluating its services to promote lifelong intellectual and personal development. We believe that learning is rooted in both curiosity and inquiry, and is engendered by dedicated, creative and enthusiastic teaching, which utilizes appropriate, optimal modes of delivery. Technology supports and serves the learning process.

• COMMUNICATION
  The College is committed to effective, open and proactive communication. We take responsibility to listen, speak and write clearly to inform others and foster collaboration by using and respecting a matrix of communication channels. Collaborative partnerships are strengthened when communication is ongoing and productive.

• RESPECT
  The College promotes respect, civility and courtesy in our day-to-day interactions with others. We seek to instill respect for and appreciation of members of the College community, our facilities, our environment, our community and the institution in which we work.

COLONIAL PLANNER

The Colonial Planner is your 2016-2017 student handbook. In this book, we have compiled the information you need to know to be successful on your Path to Possibilities at Community College of Philadelphia.

As you read this book—which we recommend doing at least once—you will learn about every aspect of college life: selecting your major, getting involved in student clubs and organizations, finding your way to graduation and beyond, and our rules and policies—which you are responsible for knowing in your role as a student. We have also provided you with a weekly calendar to help you stay organized as you balance your class schedule and other appointments.

The information included in this book derives from the College Catalog and website. Please note that the information in this handbook may change throughout the year, so be sure to check MyCCP and your student email daily for updates!
JOIN THE COLONIAL COMMUNITY!
Your All-Access Pass to Student Involvement

Take ownership of your college experience! Powered by OrgSync, Colonial Community is your online connection to student engagement and involvement opportunities at Community College of Philadelphia. Log in via MyCCP to enhance your profile and connect with student clubs and organizations.

ABOUT THE PATH TO POSSIBILITIES

Since opening in 1965, Community College of Philadelphia has welcomed more than 685,000 students, making it the largest higher education institution in the city. Students come for associate degrees, certificates, to advance current skills or to continue lifelong learning. More than 90% of graduates stay in the area to work and live, making our local economy even stronger.

Many students who come for associate degrees continue their education by transferring to a four-year college or university. Students interested in taking the next step to a four-year school can enroll in dual admission and transfer programs. Counselors and advisors are available to help you explore future options or to provide you with more information about available programs. To take full advantage of these opportunities, it is important to speak with an advisor early in your academic program.

At Community College of Philadelphia, our ultimate goal is to help students find their way to a career that excites and fulfills them. The College offers more than 70 degree and certificate programs including art, science, business, technology, and liberal arts. Flexible schedules can be made with classes during the day, evening and on Saturday at the Main Campus or three Regional Centers located throughout the city—Northeast, Northwest and West. Online and hybrid classes are also available.

Student Life is a great way to meet new people and develop leadership skills. As more than 40 clubs and organizations are continuously evolving at the College, students always have opportunities to learn, socialize and grow their resumes. The Athletics Center is just next door to the Student Life Building, and offers a variety of fall, winter and spring sports—both intercollegiate and intramural. The full-court gym, weight room, aerobics facilities and racquetball courts are open for student use.

Community College of Philadelphia students are diverse and come from dozens of cultural backgrounds across 60 countries with a range of ages and educational goals. As our mission states, the College values the inclusion of all backgrounds and proudly supports our diverse student population.

FIND YOUR WAY AROUND CAMPUS
MAIN CAMPUS

1700 Spring Garden Street, Philadelphia, Pennsylvania 19130

Room numbers are a combination of the letter that represents the building followed by floor number and room number (see list below). For example, S1-10 is the Winnet Student Life Building, first floor, room 10.

B - Bonnell Building
C - Center for Business and Industry
G - Athletics Center (Gym)
L - Library
M - Mint Building
P - Pavilion Building
S - Winnet Student Life Building
W - West Building
A - Annex (1500 Spring Garden Street, 7th floor)
The Mint, Bonnell, West and Pavilion buildings are connected on the second floor, so you can travel to them without going outside. Your Community College of Philadelphia ID must be visibly worn at all times on Main Campus and the Regional Centers.

**REGIONAL CENTERS**

The College has three Regional Centers. Students can complete a large number of general course requirements at Regional Centers, and in some cases, can complete their entire degree. Regional Centers are conveniently located, so students can find an option close to work or home.

<table>
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<th>Northwest Regional Center</th>
<th>West Regional Center</th>
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<tr>
<td>12901 Townsend Road</td>
<td>1300 West Godfrey Avenue Philadelphia, PA 19141</td>
<td>4725 Chestnut Street Philadelphia, PA 19139</td>
</tr>
<tr>
<td>Philadelphia, PA 19154</td>
<td>(215) 751-8773</td>
<td>(267) 299-5850</td>
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<td>(215) 972-NERC (6372)</td>
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**TRANSPORTATION**

*Directions to the College*  
**MAIN CAMPUS**

**DIRECTIONS FROM I-95**  
Take exit 22 toward I-676 West/US-30 West/Central Philadelphia. Merge onto the Vine Street Expressway and continue on I-676 North. Exit on 15th Street and turn right at Vine Street. Make the first right onto 16th Street and then turn left at Spring Garden Street. Take the first left onto 17th Street and the College’s parking garage will be approximately 200 yards on your right (next to the Winnet Student Life Building).

**DIRECTIONS FROM I-76 EASTBOUND**  
Take exit 343 at Spring Garden Street toward Haverford Avenue. Turn left at Spring Garden Street. Make two slight left turns to get onto and continue on Benjamin Franklin Parkway. Turn left onto Art Museum Drive. Continue onto Spring Garden Street and the College will be on your right.

**DIRECTIONS FROM I-76 WESTBOUND**  
Take exit 344 for I-676 East/US-30 East toward Central Philadelphia. Merge onto I-676 South/US-30 East. Exit toward Benjamin Franklin Parkway. Turn left at 22nd Street and then right at Spring Garden Street. The College will be on your right.

**PUBLIC TRANSPORTATION DIRECTIONS**  
**Broad Street Subway:** exit at the Spring Garden stop  
**Bus route 2:** Nicetown to South Philadelphia  
**Bus route 33:** Tioga to Penn’s Landing  
**Bus route 43:** Parkside to Northern Liberties and Kensington

**NORTHEAST REGIONAL CENTER**

**DIRECTIONS FROM I-95**  
Exit onto Woodhaven Road. Turn right at Thornton Road. Make a left onto Southampton/Byberry Road. Take the second right onto Townsend Road. The Center is on the right.

**DIRECTIONS FROM THE PENNSYLVANIA TURNPIKE**  
Take Philadelphia Exit 28 and follow the signs to Route 1 South. Take Route 1 South towards Southampton Road. Turn left onto Southampton Road. Make a left onto Townsend Road and the Center will be on your right.
DIRECTIONS FROM THE ROOSEVELT BOULEVARD
Take Southampton Road east to Townsend Road. Turn left on Townsend Road and proceed to the Center, which will be on your right.

PUBLIC TRANSPORTATION DIRECTIONS
Bus route 20: Franklin Mills Mall to Frankford Transportation Center
Bus route 84: Franklin Mills/Somerton to Frankford Transportation Center via Tacony, Holmesburg, Torresdale and Morrell Park.

NORTHWEST REGIONAL CENTER
DIRECTIONS FROM I-76
Get onto Roosevelt Blvd/US-1 North and proceed to the PA-611/Broad Street exit. Merge onto St. Luke Street and turn left at North Broad Street. Make another left at Godfrey Ave. or Stenton Ave.

PUBLIC TRANSPORTATION DIRECTIONS
To Fern Rock Transportation Center: R2 Warminster, R3 West Trenton, R5 Lansdale, and Broad Street subway
Bus route 22: Warminster and Willow Grove to Olney Transportation Center
Bus route 28: Tacony to Fern Rock Transportation Center

WEST REGIONAL CENTER
DIRECTIONS FROM I-76
Take exit 342 for US-30 West Girard Avenue toward US-13 West/Philadelphia Zoo. Turn right at West Girard Ave/US-30 West. Turn left onto Lancaster Avenue. Make a quick right onto 48th Street. Turn left at Chestnut Street and the Center will be on your left.

PUBLIC TRANSPORTATION DIRECTIONS
Market Street El: Exit at the 46th Street stop
Bus route 21: 69th Street Terminal to Penn’s Landing via Chestnut and Walnut Streets
Bus route 31: Overbrook Park to Center City
Bus route 42: Wycombe/West Philadelphia to Penn’s Landing
Bus route 64: Parkside to Pier 70

PARATRANSIT INFORMATION
Call (215) 580-7280 to obtain an application for Paratransit. Please note that documentation of the disability is required to obtain transportation. Individuals are assigned an ID number that is to be used every time you request transportation from Paratransit.

PARKING
Daily parking is available on the Main Campus in the Main Garage, which is located beside the Winnet Student Life Building. The Main Garage has entry/exit ramps on both 17th and 18th Streets. The rates for customers paying with Colonial Card funds are $5.50 per day Monday-Friday and $3.50 per day on Saturday; $3.50 after 5 p.m., Monday-Friday. The rates for customers paying with cash or credit card are $6.00 per day Monday-Friday and $4.00 on Saturday; $4.00 after 5 p.m. Monday-Friday. Rates are subject to change. Parking in the Main Garage is available on a first-come, first-served basis. Street parking, which is managed by the Philadelphia Parking Authority, is available when the Main Garage is full.
During intersession when College offices are open, the Main Garage hours are 6:30 a.m.-7 p.m. The Main Garage is closed during College observed holidays and breaks.

For questions or assistance, contact the Main Garage Office at (215) 972-6211. The Regional Centers offer daily parking with no fees. All regional locations have parking lots; when the lots are full, street parking is also available.

**COLLEGE CALENDAR 2016-2017**

The academic year begins in September and ends in August of the following year. The major semesters, fall and spring, are 15 weeks in length. The fall semester begins in September, and the spring semester begins in January. Summer terms are held between May and August. This calendar reflects major term dates and activities scheduled primarily at the Main Campus and the Regional Centers. Term start and end dates, refund periods, the final day to drop course(s) without penalty of “F” grade(s), and deadlines to change “I” grades vary for all terms. For complete information, please access the 2016-2017 College Calendar at: [http://ccp.edu/college-catalog/academic-calendar](http://ccp.edu/college-catalog/academic-calendar)

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<td>Labor Day - College Closed</td>
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<td>September 6, Tuesday</td>
<td>Fall 2016 (15-week) term begins</td>
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<td>October 2016</td>
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<td>October 4, Tuesday</td>
<td>Fall 2016 (10-week) term begins</td>
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<td>October 17, Monday</td>
<td>Priority web registration begins for eligible students for Spring 2017</td>
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<td>October 24, Monday</td>
<td>Registration begins for continuing students for Spring 2017</td>
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<td>November 2016</td>
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<td>November 2, Wednesday</td>
<td>Deadline to submit application for financial aid reinstatement for Spring 2017 semester</td>
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<td>Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2017 classes</td>
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<td>November 14, Monday</td>
<td>Priority deadline to submit application for academic reinstatement for Spring 2017 semester</td>
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<td>November 24-26, Thursday-Saturday</td>
<td>Thanksgiving Holiday — College closed</td>
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<td>December 2016</td>
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<td>December 6, Tuesday</td>
<td>Professional Development Day (Potential Emergency Closing make-up day)</td>
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<td>December 7, Wednesday</td>
<td>Deadline for full payment of tuition and fees for all students registered by this date for Spring 2017 semester</td>
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<td>Professional Development Day/Study Day (Potential Emergency Closing make-up day)</td>
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<td>December 10, Saturday</td>
<td>Final day of classes for Fall 2016 semester</td>
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<td>December 12-17, Monday-Saturday</td>
<td>Final examinations, Fall 2016 semester</td>
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<tr>
<td>December 17, Saturday</td>
<td>Final day to resolve all outstanding financial aid issues for Fall 2016 semester</td>
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<td>December 19, Monday</td>
<td>Deadline for faculty submission of grades for Fall 2016 (15-week and 10-week) terms</td>
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<td>December 23, Friday</td>
<td>Winter Break — College closed at noon</td>
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<tr>
<td>December 24-31, Saturday-Saturday</td>
<td>Winter Break — College closed</td>
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<td>January 16, Monday</td>
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<td>August 26, Saturday</td>
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**HOURS OF OPERATION**

While classes are in session during the spring and fall, the College is open 7 a.m.-10 p.m., Monday-Thursday; 7 a.m.-6 p.m. on Friday; and 7 a.m.-5 p.m. on Saturday. During the summer (mid-May to mid-August), the College is open 7 a.m.-10 p.m., Monday-Thursday, and closed Friday-Sunday.
<table>
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<tr>
<th>DEPARTMENT</th>
<th>TELEPHONE</th>
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<tr>
<td>Main Number</td>
<td>(215) 751-8000</td>
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<tr>
<td>Academic Advising</td>
<td>(215) 751-8777</td>
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<td>Admissions Information Center</td>
<td>(215) 751-8010</td>
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<td>Assessment Center</td>
<td>(215) 751-8006</td>
<td>BG-14</td>
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<td>(215) 751-8964</td>
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<tr>
<td>Bookstore</td>
<td>(215) 751-8151</td>
<td>WB-2</td>
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<td>Bursar’s Office (Cashier)</td>
<td>(215) 751-8130</td>
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<tr>
<td>Career Services Center</td>
<td>(215) 496-6169</td>
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<td>Center for Male Engagement</td>
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<td>SI-5</td>
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<td>Center on Disability</td>
<td>(215) 751-8050</td>
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<td>Child Development Center</td>
<td>(215) 751-8765</td>
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<td>(215) 751-8315</td>
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<td>Continuing Education</td>
<td>(215) 496-6158</td>
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<td>Counseling Center</td>
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<tr>
<td>Diversity &amp; Equity Office</td>
<td>(215) 751-8039</td>
<td>M2-3</td>
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<tr>
<td>Division of Academic and Student Success</td>
<td>(215) 751-8160</td>
<td>M2-37</td>
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<tr>
<td>Div. of Business &amp; Technology</td>
<td>(215) 751-8785</td>
<td>B2-22</td>
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<tr>
<td>Div. of Educational Support Services</td>
<td>(215) 751-8551</td>
<td>WI-1</td>
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<td>Div. of Enrollment Management</td>
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<tr>
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<td>(215) 751-8450</td>
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<td>Div. of Math, Science &amp; Health Careers</td>
<td>(215) 751-8438</td>
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<td>Div. of Campus Life/Dean of Students</td>
<td>(215) 751-8161</td>
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<td>Div. of Access and Community Engagement</td>
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<td>Div. of Flexible Learning Options and</td>
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<td><strong>Human Resources</strong></td>
<td>(215) 751-8035</td>
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<td><strong>Institutional Advancement</strong></td>
<td>(215) 751-8042</td>
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<td><strong>International Student Services</strong></td>
<td>(215) 751-8863</td>
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<td>Central (Humanities, Social Science &amp; English)</td>
<td>(215) 751-8480</td>
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<td>(215) 751-8481</td>
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<td>Science, Technology &amp; Allied Health</td>
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<td><strong>Library</strong></td>
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<td>Circulation</td>
<td>(215) 751-8383</td>
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<td>Division Office</td>
<td>(215) 751-8762</td>
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<td><strong>Lost &amp; Found</strong></td>
<td>(215) 751-8111</td>
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<td><strong>Online Learning</strong></td>
<td>(215) 751-8415</td>
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<td><strong>Parking Garage, Main Campus</strong></td>
<td>(215) 972-6211</td>
<td>434 N. 17th Street</td>
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<tr>
<td><strong>Phi Theta Kappa</strong></td>
<td>(215) 751-8100</td>
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<td><strong>Regional Centers</strong></td>
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<td>Northeast Regional Center</td>
<td>(215) 972-6372</td>
<td>12901 Townsend Road</td>
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<td>Northwest Regional Center</td>
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<td>1300 W. Godfrey Avenue</td>
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<td>West Regional Center</td>
<td>(267) 299-5850</td>
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<td><strong>Security</strong></td>
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<td><strong>Student Academic Computer Center</strong></td>
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<tr>
<td><strong>Student Government Association</strong></td>
<td>(215) 751-8209</td>
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MY PATH TO GRADUATION

One of the unique advantages of attending a community college is the individualized attention you receive. Classes tend to be smaller than those at four-year institutions, and support is always available if you need it.

ACADEMIC ADVISING

Academic Advising is provided to students in all programs of study at the College. Advisors are faculty members from various disciplines who work with students in good academic standing to verify educational plans, review program requirements, and select courses; together, they ensure that each student’s chosen program of study integrates and supports personal, academic and career goals. Students are provided information about institutional policies, procedures and programs and referrals to college offices and resources as needed. While the ultimate responsibility for making decisions about personal goals and educational plans rests with each student, the Advisor assists by helping to identify and assess various options and the consequences of a student’s choices. For information related to all aspects of academic advising, students are urged to: visit our office in the Bonnell Building, room BG-12; call (215) 751-8777 or 8778; email advising@ccp.edu; or view our Web page on MyCCP. The web page can be accessed under the Student Support tab and then by clicking on Academic Advising.

CAREER SERVICES CENTER

You should prepare for your career throughout your College experience. You can develop appropriate job search techniques and documents with assistance from our Career Services Center. We offer the following services to guide you on your path to a great career:

- Individual appointments and weekly walk-in hours
- Assistance writing your résumé, cover letter and other career topics
- Workshops, job fairs and special programs on job search topics
- Online services for résumé posting and job search at [http://www.collegecentral.com/ccp](http://www.collegecentral.com/ccp) (click “students” to begin registration)
- Online Mock Interviews at [www.perfectinterview.com](http://www.perfectinterview.com)
- Mock interviews to provide interview practice and critique
- On-campus recruiting with local employers
- Computer lab for work on résumés, cover letters and job search
- Access to online resources for career research: CHOICES, Virtual Career Library, Bureau of Labor Statistics and O’Net
- Regional Center visits for career and job search assistance

Event and resource information is available at [http://www.collegecentral.com/ccp](http://www.collegecentral.com/ccp)
CENTER FOR MALE ENGAGEMENT
Geared towards African-American males, the Center for Male Engagement (CME) is a cohort-based program that provides its members with ongoing academic support, career and leadership development, life skills training as well as culturally relevant and social enrichment activities. These coordinated services are designed to enhance its members' skill sets, cultivate a sense of belonging among like-minded peers and build resolve as they pursue and attain a degree at Community College of Philadelphia and beyond. Interested participants must be a first-time incoming student and successfully complete the summer enrichment program or have less than 12 credits and attend an orientation at the beginning of the Fall or Spring semester. All participants are required to sign an agreement of participation that outlines program expectations. For more information regarding the Center’s programs and services, feel free to stop by S1-5, call (215) 751-8817 or email cme@ccp.edu.

CENTER ON DISABILITY
The Center on Disability (COD) can assist you with your health, mental health, physical, learning, attention, and sensory disability by:

• Determining appropriate academic accommodations for your classes
• Connecting you to campus and community resources that support your educational goals
• Introducing you to assistive technology that helps you manage your course work
• Facilitating your communication with faculty about your learning needs
• Developing activities that support your goals

If you seek support from the COD, you should provide information that establishes eligibility for the requested accommodations. Appropriate documentation includes:

• Information that is current and relevant to the College setting
• A typed report or letter that has been prepared and signed by a professional licensed to diagnose or treat the condition for which you are seeking service
• Diagnosis, nature, and impact of the disability in an educational environment
• Suggested accommodations, with rationale, that might benefit you

To ensure timely services, you should submit your documentation to the Center on Disability (BG-39) at least six weeks before the start of the semester. We invite you to stop into the Center, visit our website, or call us at (215) 751-8050 for more information.

COLLEGE CATALOG
The College Catalog is used as the roadmap on the journey through your academic program and college experiences. In the Catalog, you will find detailed descriptions of each of our associate degrees and academic and proficiency certificate programs. We recommend you use the Catalog to:

• Learn about our academic program offerings
• Explore course offerings
• Help you plan for transfer to a four-year college or university
• Help you prepare for entry into your selected career
• Help you become a successful student
• Learn where and how to get things done
• Explore co-curricular and extracurricular activities offered through Student Life

Community College of Philadelphia’s Catalog is published online annually. Information about courses and programs may be modified throughout the year. Students should always consult with an academic advisor or counselor to ensure that the most current information is available when making academic decisions.
COUNSELING CENTER

Staffed by professionals, the College’s Counseling Center, located in BG-7, offers drop-in counseling services to students who need quick answers or help with immediate concerns. Students without an appointment can see a counselor on a first come, first served basis for a 15-minute session. Students who need more time with a counselor can make an appointment for an individual, private counseling session. The following counseling topics can be addressed in free sessions to students:

ACADEMIC COUNSELING
- Educational Planning and Course Selection
- Academic Probation Counseling
- Curriculum Change
- Application to select programs
- Dealing with problems with instructors
- Assistance dropping classes and understanding the consequences
- Withdrawal from College
- Review of Study Skills Strategies
- Techniques for Reducing Test Anxiety
- Support of Academic Excellence

CAREER COUNSELING
- Career decision making
- Career assessment instruments and interpretation
- Assistance with integrating educational choices and career plans
- Guidance on career information and resources
- Information about job market trends

GROUP COUNSELING
- Student success workshops
- Career and transfer workshops upon faculty request
- Grief Recovery Program

PERSONAL COUNSELING
- Decision making and life skills
- Stress and time management skills
- Crisis counseling
- Community resources and referrals

TRANSFER COUNSELING
- Assistance in identifying colleges and universities for transfer
- Help planning appropriate course selection for transfer
- Guidance on application process
- Resources for educational funding
- Help in managing transfer timelines
- Information on dual admissions programs
- Advice on how to gain acceptance into select colleges
- Clarification of credit minimums and GPA requirements
HOURS OF OPERATION
Main Campus
Monday-Thursday: 8:45 a.m.-7:30 p.m.
Friday: 8:45 a.m.-2:30 p.m. (please call for summer hours)

Appointments can be made at the reception desk in the Bonnell Building, Room BG-7 or by calling (215) 751-8169.

Regional Centers
Hours vary, please call for an appointment:

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<th>Northeast Regional Center</th>
<th>Northwest Regional Center</th>
<th>West Regional Center</th>
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<tr>
<td>(267) 299-5980</td>
<td>(267) 299-5982</td>
<td>(267) 299-5981</td>
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</table>

ENGLISH AS A SECOND LANGUAGE (ESL)
Improving your ability to speak, read and write English will help you with everyday tasks, as well as prepare you for academic opportunities. If your first language is not English, this program will help enhance your language skills through listening and speaking courses. Experienced instructors, tutors and academic advisors will help you achieve your goals. The overall goal is to improve your English language abilities that will lead not only to your success in the College’s academic and career programs, but also to your effective participation in the community at large. For more information, please contact the ESL program at (215) 751-8829.

GRADUATION
Commencement takes place once a year at the conclusion of spring semester. However, you may fulfill graduation requirements at the end of any semester or summer session. If you intend to meet the requirements for graduation, you should submit an application online electronically via MyCCP. Application deadlines and status updates are also posted on MyCCP. If you do not meet graduation requirements, you must submit a new application for the term in which you anticipate program completion.

Graduation applications must be completed online; please login to MyCCP and look for the application link. Share your favorite 2017 Commencement moments with the College using #CCPGrad2017 on Instagram and Twitter.

ONLINE LEARNING
Looking for a more flexible schedule? Then you are like many individuals today who face the challenge of finding the time to achieve your educational goals. Online Learning at Community College of Philadelphia will help you further your education by providing a variety of courses and degree programs in both fully online and hybrid formats. Online courses are delivered through a course management system that allows you 24/7 access to their courses. Online courses do not require you to be online at specific times, but you can login on a regular basis at your convenience to keep up with course requirements, due dates, etc.

Hybrid courses combine both classroom and online teaching and learning. Hybrid courses meet in the classroom on a regular basis and are supplemented with online lessons throughout the week. Classroom attendance is mandatory for all hybrid courses.

Online courses are just as rigorous and demanding as our classroom courses. You are expected to establish and maintain high levels of involvement and interaction throughout the semester. For questions or more information, email onlinelearning@ccp.edu.

TRANSFER AGREEMENTS
After successful completion of course work at the College, you can continue your education at a four-year college or university. The success you could enjoy is a reflection of the College’s transfer curricula and related support. The College offers three types of transfer agreements: program-to-program, core-to-core and dual admissions. To participate in these agreements you must earn an appropriate associate degree before transfer.
These agreements are not exclusive of one another. If you transfer to a school with more than one type of agreement, the agreements can complement one another. While it is possible to transfer before you earn your associate's degree, research shows that degree holders perform better after transfer than students who transfer without a degree.

**PROGRAM-TO-PROGRAM**
These are agreements in which an entire curriculum or program of study is accepted. Graduates of these specific associate degree programs transfer with advanced standing in a specific bachelor’s degree program at the transfer college.

**CORE-TO-CORE**
With these agreements, the general education (core) in the approved associate degree, usually an Associate in Arts or an Associate in Science, satisfies the general education (core) requirements at the transfer college. This agreement does not change the requirements of the intended major and in some cases the requirements that reflect the specific values of the transfer college, for example, religion or foreign language courses.

**DUAL ADMISSIONS**
The College has several Dual Admissions agreements with surrounding four-year institutions. These agreements provide guaranteed admission with junior-level standing plus scholarships, assuming you have the appropriate cumulative GPA. You must earn a degree in an approved college program to qualify. If you are interested in Dual Admissions, you should complete an intent form early in your academic career. Many of the institutions require you to complete the intent form by the time you have earned 30 college-level credits. To explore a detailed webpage and submit an electronic Dual Admissions intent form and, go to the Transfer/Dual Admissions channel on the MyGPS tab of MyCCP. For questions about the dual admissions process, email dualadm@ccp.edu.

For information about all transfer agreements, please visit the Transfer Agreements section of the College's webpage or email transferinfo@ccp.edu.

For assistance about your transfer options and to discuss the classes you should take for the most effective transfer process, please visit a counselor. To schedule an appointment with a counselor, call (215) 751-8169, email counseling@ccp.edu, stop by BG-7 on Main Campus or contact a Regional Center.

**MY PATH TO ENROLLMENT AND BEYOND**
**ENROLLMENT CENTRAL**
Located on the ground floor of the Bonnell Building, Enrollment Central is where many student services can be found, including Student Records & Registration, Financial Aid and Bursar.

**STUDENT RECORDS & REGISTRATION**

**CHANGE OF INFORMATION**
You may use a Change of Information Form to change or correct student demographic information, such as a name, address, phone numbers, birth date, social security number and email address. This form may be obtained via the Electronic Forms section of MyCCP. Proper documentation is required to change a name or to correct a social security number discrepancy. For example, if you are registering a name change, legal documentation (e.g., birth certificate or marriage certificate) is required. The form may be submitted electronically via MyCCP; however, the appropriate documentation must be submitted electronically or in person to Enrollment Central at the Main Campus or the Regional Centers.
ENROLLMENT CERTIFICATION
A certification is an official statement of your current, past and future enrollment. It contains the following information:

• Name
• Anticipated graduation date
• Enrollment status (i.e., full or part-time which is based on semester credits)
• Number of credits and credit totals. Enrollment Certification requests must be made using MyCCP.

EXCUSED WITHDRAWAL
You may apply for an Excused Withdrawal if you experience a personal or medical emergency which causes you to withdraw from the College. Requests for excused withdrawals will not be considered if supporting documentation (medical or court documents, death certificate, etc.) is not included. This form may be completed online with documentation using the Electronic Forms section of MyCCP. Note: The processing time for this transaction is 30 days from the date of submission. Be sure to withdraw from your classes in person or online using MyCCP if the request is for a class that has not yet ended or before the drop deadline. The time frame for submitting a request is within 2 years of the occurrence.

RECORD CHALLENGE
If you believe an error exists on your academic record, you may complete a Record Challenge Form found in the Electronic Forms section of MyCCP. The Academic Records Unit will research and investigate the problem and respond to your request in writing. This form is not to be used to challenge a grade decision made by your instructor. It is a good practice to check your transcript each semester for accuracy.

STUDENT FINANCIAL ACCOUNT ADJUSTMENT
If you believe your financial account should be adjusted because of circumstances beyond your control that prevented you from attending classes or completing the semester/term, submit a Special Request for Student Financial Account Adjustment Form found in the Electronic Forms section of MyCCP. Your circumstances may include: extenuating medical complications, or a personal emergency, such as death of a close relative. This request must be accompanied by supporting documentation that provides an appropriate reason, pertinent dates/period of time, submitted on official letterhead or office stationery. You will receive a written response within 21 business days from the date of your request. The deadline for submitting this request is by July 31st of the academic year in which the incident that initiated your request occurred (e.g., incident occurred on September 20, 2010, request must be submitted no later than July 31, 2011).

CHANGE OF RESIDENCY
Tuition rates are determined by a student’s domicile. Domicile is the place where one intends to and does, in fact, permanently reside. If you have moved to Philadelphia permanently from either another location in Pennsylvania or from outside of Pennsylvania and meet the requirements stated on the “Guidelines for Determination of Residency” you may submit a “Residency Statement/Documentation Form available in the Electronic Forms section of MyCCP. You must provide proof that you legally reside in Philadelphia based on the requirements listed in the guidelines. Residency changes must be requested before the 20% mark and/or census date for the 15-week term.

REGISTRATION
Continuing students in good academic standing in any credit degree or certificate program are encouraged to register online using MyCCP. However, if you are on academic probation and/or in the English as a Second Language program (ESL), you are not permitted to register online. Certain other restrictions (which vary by program of study) may also apply. If you are not permitted to register online you must complete a Drop/Add Form, in person, and submit it to Enrollment Central on the Main Campus or the Regional Centers for processing. Be sure to keep a copy for your records. Upon successful registration, verify your enrollment by viewing your Enrollment Profile within your MyCCP account. For all students, once the academic term begins, signatures from your instructor, department head, and/or division dean may be needed on the Drop/Add Form.
to complete the registration process. For more information regarding, “Adding a Course After the Term Starts,” see the Enrollment Information Guide on MyCCP.

**COURSE SCHEDULING PREFERENCE FOR VETERAN STUDENTS**

Veteran students (as defined below) are granted course scheduling preference (in accordance with Pennsylvania legislation – Act 46 of 2014 - (Act of May 14, 2014, P.L. 667, No. 46) during the priority registration period. Active military members also receive course scheduling preference during the priority registration period. Course scheduling preference means veteran students are able to start registering for courses sooner than students with the same class standing. Dates for priority registration and the procedure for veterans scheduling are published each semester on the College’s website. Eligible students must provide documentation confirming their status as an active military member or veteran as defined below. Supporting documentation such as the DD-214 must be received at least 5 business days before the priority registration period. A Veteran – Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46): 1. Has served in the United States Armed Forces, including a reserve component and National Guard; and 2. Was discharged or released from such service under conditions other than dishonorable. 3. Veterans who completed their obligated service in the Reserves and National Guard but were not deployed to active duty are included in this definition. A Veteran Student – Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46): 1. Is a veteran. 2. Has been admitted to a public institution of higher education; and 3. Resides in Pennsylvania while enrolled in the public institution of higher education. 4. Veteran students may or may not be using veteran’s educational benefits at the institution. 5. Act 46 of 2014 applies to veteran students admitted to all for-credit courses and programs offered at the institution. For additional information or questions regarding course scheduling preference for veteran students, contact the Veteran’s Resource Center at vets@ccp.edu. Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.

**SCHEDULE REVISIONS (DROP/ADD)**

Most schedule revisions may be accomplished online using MyCCP. For all schedule revisions which are unable to be completed online, to register for additional courses, withdraw from courses in which you are currently registered, change to a different section of the same course, or to completely change your schedule, you must use a Drop/Add Form. Be sure to keep a copy for your records. You will be responsible for providing the student copy if there are any questions regarding the legitimacy of schedule changes.

**TRANSCRIPTS**

The College provides three (3) options for ordering transcripts: Online at http://www.ccp.edu/alumni/alumni-association/transcripts, mail or in-person. When requesting a transcript, be prepared to provide the following information:

- Social Security Number
- Complete mailing address to where transcript(s) are to be mailed
- Credit or debit card for payment
- Refer to the Enrollment Services section of MyCCP for procedures on ordering a transcript and the fee structure.

**COMMONWEALTH SECONDARY SCHOOL DIPLOMA (CSSD)**

The Commonwealth Secondary School Diploma (CSSD) may be issued to an applicant who is a resident of Pennsylvania; is at least 18 years of age; does not possess a secondary school diploma from the United States; is not in a public, licensed private, registered accredited or licensed nonpublic secondary school; and presents evidence of satisfactory completion of a minimum of 30 semester hours of study (in postsecondary level courses) at an accredited institution of postsecondary education. The form is available at Enrollment Central Main Campus and Regional Centers for completion.
VETERANS CERTIFICATION
Students using military educational benefits must complete a Veterans Registration Certification Form each term they plan to use benefits. To expedite processing, complete and submit this form at least four weeks before the beginning of each term to the School Certifying Official. This form may be obtained from the Electronic Forms section of MyCCP.

FINANCIAL AID
The Financial Aid Office, located in Enrollment Central, is the best source for information about financial aid. To apply for financial aid, please visit www.fafsa.gov and complete the application. For help to get started, please visit www.ccp.edu/FA and watch our Financial Aid TV. Clicking on Financial Aid Answers will open a library of helpful video clips from our Financial Aid TV.

BASIC ELIGIBILITY REQUIREMENTS:
- U.S. citizen or eligible noncitizen with a valid Social Security number
- Registered with Selective Service if you are a male between the ages of 18 and 25
- Have a high school diploma, GED certificate or have completed a secondary school education in a home school setting that is treated as home school or private school under state law
- Enrolled in an aid-eligible degree or certificate program
- Maintain satisfactory academic progress once in school
- Must not be in default of a student loan
- Must have resolved any drug conviction issues

IMPORTANT – FINANCIAL AID INFORMATION
Award notifications are estimated amounts based on full-time enrollment. Awards are not finalized until you are enrolled and all eligibility requirements are satisfied. Balance checks are mailed or direct deposited after attendance for classes has been reported. Usually, this is around the middle of the semester.

BOOKSTORE CREDIT
To be eligible for a bookstore credit, you must have excess authorized aid after tuition and fees are assessed. Not all students will qualify for a bookstore credit. Your signature and photo ID will be required at the bookstore for every transaction. If all documents and open items are resolved in a timely manner, students with excess authorized aid will receive a bookstore credit for use at the bookstores located on Main Campus, Northeast and Northwest Regional Centers.

PAYMENT DEADLINE
You may be dropped from your classes if your financial aid application is incomplete or could not be authorized four weeks before payment deadline. Authorization means that all required documents have been submitted, reviewed and cleared four weeks prior to the payment deadline. To ensure that your classes are not dropped, make payment arrangements at the Bursar’s Office or check your bill in MyCCP to ensure that your financial aid application is complete. You are responsible for any outstanding balance should you lose your financial aid eligibility due to changes in enrollment, ‘illegal’ repeats, remedial developmental classes, failure to meet satisfactory academic progress or errors. The College Payment Plan is an option that keeps courses from being dropped for non-payment.

Please visit MyCCP from time to time for your most up-to-date financial aid status.

FINANCIAL AID, REGISTRATION AND DROP FOR NON-PAYMENT
You can register for your classes before your financial aid is completed. However, please note that your financial aid application must be finalized before the payment deadline on your College bill. If your financial aid is not completed by the payment deadline, you must make alternate payment arrangements with the Bursar’s Office or you may be dropped from your classes. It is important that you login to your MyCCP account to confirm that you have no outstanding financial aid requirements before the payment deadline.

For Financial Aid office hours and more information, please visit http://www.ccp.edu/FA.
RETURN OF AID MONEY
If you withdraw from all classes or from your last enrolled class or stopped attending before the 60% point in the semester, federal regulations require that the College calculates the amount of aid you earned and compare that to the amount of aid that has been paid to your student account. As a result, you may owe the College and/or the U.S. Department of Education based on the federal formula.

BURSAR
The act of registering for classes creates a financial obligation between the student and the College. It is the College’s policy that students be held accountable for this financial obligation. It is the student’s responsibility to meet this financial obligation in a timely manner and to know and understand all College policies relating to registering, withdrawing, and other actions affecting their student account. This responsibility also includes reviewing billing statements and making sure that payments are made by the due date. More information is available in the Enrollment Information Guide, which is posted in MyCCP under the Student tab each semester.

Financial aid, company billing and other third-party payments received will be reflected on the student’s account as those transactions occur. Students can view, monitor, and access account activity including prior billing statements on the MyCCP portal. Bills are emailed to students at their CCP email address. If the bill is not received, it is the student’s responsibility to obtain the bill from the Bursar’s Office or to check their balance via MyCCP.

Students are encouraged to make payments online by e-check (checking or savings account) or by credit or debit card (American Express, Discover, MasterCard, or VISA). Payments can be made by logging onto MyCCP and using the “Pay My Bill” option on the Financial Services channel. There is no processing fee for e-check payments. Debit and credit card payments will be assessed a $9 processing fee. Consider using your bank information to pay by e-check rather than paying the fee for a debit card transaction.

Students, who wish to pay by cash, may do so in person at the Bursar’s Office on Main Campus, Room BG-38. Payment by paper check or money order may also be made at the Bursar’s Office (BG-38). Checks and money orders must be made payable to Community College of Philadelphia and should include your student ID number (J#) on the memo line. Checks and money orders may be mailed to:

**Community College of Philadelphia**
**Attn: Bursar’s Office**
**1700 Spring Garden Street, Room BG-38**
**Philadelphia, PA 19130**

Payments that are returned to the College by your bank must be repaid to the College within five (5) days or the student may be administratively withdrawn from the College. If you have not met your full financial obligation, the College reserves the right to withhold its services until the obligations are met. These include, but are not limited to: transcripts, library services, letters of recommendation, registration, counseling and additional services. Any student who leaves the College with an outstanding balance on their student account may be subject to collection activities including placement with a third party collection agency and credit bureau reporting.
INTERNATIONAL STUDENT SERVICES

International students are an important part of the student population at Community College of Philadelphia. With a diverse and culturally-rich student population, including representation from more than 60 countries, as well as students representing many ethnic backgrounds, we understand the questions and needs that are unique to students from different countries. The staff in International Student Services can assist you with maintaining legal student status while providing additional support services to assist in making cultural adjustments while achieving academic success. A variety of informational and social events are sponsored throughout the year. Visit International Student Services in BG-42 or contact them by phone (Country code: 001) (215) 751-8863, Monday-Friday, 8:30 a.m.-5 p.m.

KEYSTONE EDUCATION YIELDS SUCCESS (KEYS)

Keystone Education Yields Success (KEYS) Program supports recipients of TANF (Temporary Assistance for Needy Families) attending one of Pennsylvania’s 14 community colleges. To be eligible, you must be pursuing both a career-specific, short-term certificate and associate degree. You can utilize class, study, and other academic and career-related activities to meet state mandated work participation hours to maintain family sustaining benefits. Through the support of these benefits, you are able to attend school and receive added allowances to help sustain your activities. Those allowances include assistance with:

- Child care (co-pays may apply)
- Transportation (can be applied anywhere from 7-14 days from the first of the month)
- Books and supplies (may cover cost of uniforms)
- Professional clothing (for employment and training)
- Criminal background requests (for employment and career-related community service placement)
- Career-specific testing and licenses

The KEYS Program blends education, employment and enrichment to facilitate student success and sustainability. Our aim is to promote increased self-sufficiency in your life. Therefore, students enrolled in the program are required to participate in an active job search while pursuing short-term credentials to enhance employability. The program offers employment placement through career development services provided by the KEYS Job Developer and employment partners. Additionally, if you are enrolled in the program, you are connected with a KEYS Student Facilitator who provides you with academic guidance, professional coaching and individual enrichment. Student Facilitators will work with you to address diverse academic and personal challenges hindering your success.

You are linked to educational, employment and social resources both on and off campus. Academic performance is monitored and you are referred to needed services such as tutoring, mentoring, and career and personal counseling. In addition, KEYS staff operates as a liaison to assist you in accessing benefits and services through the County Assistance Office and other community agencies.

The KEYS Programs are funded by the Pennsylvania Department of Public Welfare, Bureau of Education and Training and is a supportive project under the state’s welfare-to-workforce initiatives. If you are eligible and interested in enrolling in KEYS, you should contact the career development unit worker for a direct referral or visit the KEYS office. For more details, contact us in M1-24 or call (215) 751-8025.

LEARNING LAB

The Learning Lab department provides you with tutoring and learning skills services and is able to assist you with information that is specific to the majority of the courses offered at the College. Peer tutors are accomplished students who have been trained to help you. These tutors have taken the course you need help with, and they are available for one-on-one tutoring. The Lab’s faculty members include specialists in reading, study skills, English as a Second Language (ESL), writing, mathematics, computer information systems (CIS), science and learning disabilities. The Central Learning Lab (Room B1-28) specializes in humanities, social science, and English, including ESL. The Math and Business Lab (B2-36) handles topics including but not limited to accounting, business, economics, mathematics, and statistics. The Science, Technology, and Allied Health Learning Lab (L1-
LL) deals with biology, chemistry, CIS, Allied Health, and Nursing. Services are also provided at the Regional Centers in the Northeast Learning Commons, Northwest Learning Lab, and West Learning Commons. For more information, brochures detailing services and a complete list of day, evening, and Saturday hours are available at each Learning Lab, or visit our links in MyCCP.

**LIBRARY**

Our library faculty help you with research questions, and provide you with the knowledge and skills to locate, evaluate and use a wide range of resources to support your college coursework.

Library services are available at Main Campus, Northeast Regional Center, Northwest Regional Center and West Regional Center. The Main Campus Library is located in the Mint Building.

The Main Campus Library includes more than 84,000 books, journals, magazines and newspapers in a bright and welcoming bi-level facility. Course reserve materials are available for use in the library, including some textbooks. You can access more than 40 databases via our library computers. You may also access the library’s electronic resources from off campus through MyCCP. We provide 30 computers, wireless internet access, a book scanner, and photocopiers. Group study rooms and individual study carrels are also located in the Main Campus Library.

Your College ID card is all you need to enter and borrow Library materials. For more information about the services and resources available from the Main Campus and Regional Center Libraries, visit our website at [http://library.ccp.edu](http://library.ccp.edu).

**STUDENT ACADEMIC COMPUTER CENTERS**

The Student Academic Computer Centers (SACC) offer you access to computer workstations with various software applications required in all disciplines at the College, including email, Web, and laser printing. Student computer access is available on the Main Campus in the Bonnell building (B2-33) and the Center for Business and Industry building (C3-17), and at the Regional Centers in the Northeast Learning Commons (NE-123), the Northwest Regional Center (NW-120), and the West Learning Commons (WEST-160). For more information detailing services and hours, click on the Learning Lab link in MyCCP and scroll down the main page, or stop by any SACC location to pick up a brochure.

**MY PATH TO BEING A GOOD STUDENT**

**STUDENT SUCCESS INITIATIVES**

Student Success Initiatives (SSI) offers programs and services designed to ensure students’ academic success at the College. SSI is constantly expanding their program offerings as specific needs among the College’s student body are identified. SSI offers peer support through the Colonial Colleagues programs, and oversees Starfish Connect, the College’s Academic Early Alert system, which provides students with timely and effective communication regarding academic performance. Staff work with students after receiving alerts to provide guidance about helpful resources available at the College. In addition, students can apply for a Complete with 15 Scholarship at the SSI office. The newest student support offering is a mentoring program for Latino students who are just beginning their studies at the College.

**ACADEMIC EARLY ALERT (STARFISH CONNECT)**

Starfish Connect, the College’s Academic Early Alert system, is a communication tool for students, faculty and staff at the College, designed to provide students with feedback about academic performance. The goals of the system are to help students successfully complete courses, connect students with campus resources, engage students in their academic success and increase student persistence from semester to semester. The Starfish Connect software allows faculty to easily communicate their concerns to students while at the same time communicating these concerns to student support staff on campus. Starfish provides a way for faculty and students to directly communicate with one another about student issues that need to be resolved. Students can
be more successful when direct faculty-student communication is combined with effective support from advisors, counselors and other staff on campus. Using Starfish Connect, faculty can raise flags when they have a concern about student performance, give kudos to provide positive feedback to students and make referrals to campus resources. Students receiving an email from instructor(s) with the subject, “Your Progress in My Course”, should follow up with the instructor(s) and take any other suggested action steps as soon as possible. For more information about creating a student profile in Starfish Connect and viewing the student dashboard, visit http://path.ccp.edu/starfishconnect/

**COLONIAL COLLEAGUES PROGRAM**
The Colonial Colleagues Program is designed to promote academic success and degree completion. A structured peer support program, Colonial Colleagues, connects committed students enabling them to both give and receive support to mutually aid each other in persistence and goal achievement. In addition to creating a cooperative and collaborative partnership amongst students for academic success, students are provided with education and academic success tools through Colonial Connection meetings and events throughout the year.

**COMPLETE WITH 15 SCHOLARSHIP**
Complete with 15 provides eligible students, who enroll in four courses (a minimum of 12 credits) each semester with a scholarship that will fund an additional three-credit course. By enrolling in five courses per semester for a minimum of 15 credits, students can complete an Associate degree in less time while saving money. Students are eligible to apply for this scholarship once they have earned at least 24 credits and have a GPA of 2.5 (See Paying for College on the College’s homepage for additional eligibility criteria). The scholarship is renewable for two semesters, following initial award, providing eligibility criteria continue to be met.

**MENTORING FOR LATINO STUDENTS**
The newest initiative in the Office of Student Success Initiatives is the development of a mentoring program for Latino students who are new to the College. Interested Latino students are matched with a Community College of Philadelphia faculty or staff member during the first semester in college. Mentors provide guidance on navigating the College, setting and achieving goals and help with problem solving. These mentoring relationships are designed to support students as they transition to the demands of college life.

For additional information on any of the Office of Student Success Initiative’s programs, please visit S1-19, email to studentsuccess@ccp.edu or call (215) 751-8136.

**TRiO STUDENT SUPPORT SERVICES**
TRiO Student Support Services is one of seven TRiO programs, which are U.S. Department of Education grant funded programs that are class-based for eligible low-income, first-generation college and disabled college students. Services provided to you include, a summer bridge program, orientations, specialized advising, a career and personal development spring Intercession workshop component, college transfer options visits, cultural activities, study abroad, and grant aid for PELL Grant recipients. The goal is for you to graduate from the College and/or transfer to a four-year college or university and to receive a four-year baccalaureate degree. For further information on TRiO SSS and eligibility requirements, please call (215) 751-8532.

**VETERANS RESOURCE CENTER**
The College recognized early on that our returning veterans had a desire to enroll in school when getting out of the service. With experience gained from the Vietnam era and the first Gulf War, Community College of Philadelphia was able to begin preparations for our returning Operation Iraqi Freedom/Operation Enduring Freedom veterans. This started with the establishment of the Veterans Resource Center in spring 2008. The office has experienced growth over the years due to the change in the student veteran population with the advent of the Post 9/11 G.I. Bill. The Veterans Resource Center is located in the Bonnell Building, room BG-43. The Center opened in November 2012, to serve our growing veteran student population and to access information on VA benefits, scholarships and College enrollment. The Center also provides a stress-free, non-judgmental lounge for all branches of the Armed Forces including the National Guard & Reserves.
SINGLE STOP
Community College of Philadelphia helps you connect with state and federal financial resources, as well as local community services, to help you prevent and overcome economic barriers so that you can continue with your education and ultimately accomplish your academic goals. At Single Stop, individualized attention provided by counselors will help you, determine and apply for potential resources and benefits. Services offered to registered Community College of Philadelphia students include:

BENEFITS SCREENING
Quick screening will provide you with information as to whether you could qualify for federal/state benefits, such as: food and nutrition programs (SNAP, WIC, food pantries), utility assistance programs, unemployment benefits, child care subsidy, and health insurance (CHIP, and Medicaid). In addition, Single Stop staff can assist you with applying for the benefits without leaving the campus.

TAX PREPARATION AND FILING
Following IRS standards, tax preparers will prepare your filing and/or amendment and determine if you are eligible to receive the Earned Income, American Opportunity or Child Tax Credits. This service is available January-April, Monday-Thursday.

LEGAL ASSISTANCE (LEGAL WEDNESDAY)
On-site attorneys will provide legal advice and answer questions about housing, employment, utilities, and government benefits related issues that could potentially interfere with your educational goals.

IMMIGRATION CLINICS
Free consultations about immigration law, status adjustment and naturalization/citizenship process are available the third Wednesday of each month (2 p.m. to 4:30 p.m.).

FINANCIAL COUNSELING
Financial services to help you establish and achieve your financial goals. You will receive assistance on how to build your assets and manage your debt.

HEALTHCARE ENROLLMENT ASSISTANCE
During open enrollment period (November through January) you have the opportunity to meet with in-person assisters to receive guidance to sign up for health insurance through Medicaid and the Marketplace.

REFERRAL SERVICES
After completing the pre-screening process, staff will assess your needs and make referrals to other resources in the College and your community.

All Single Stop services are free of charge to currently enrolled students. To make an appointment, visit the Single Stop office located in the Mint Building, Room M1-21, call (267) 299-5910 or email singlestop@ccp.edu. Learn more about Single Stop on MyCCP and follow on twitter @singlestopCCP.
WOMEN’S OUTREACH AND ADVOCACY CENTER

The Women’s Outreach and Advocacy Center is committed to providing a comprehensive set of services that respond to the academic, social, emotional, and personal development needs, as well as health and safety concerns of students. These services include:

• Individual consultations
• Crisis intervention, advocacy, and support
• Referral to women’s agencies and social service organizations
• Educational and issue awareness seminars, skill building workshops, and special conferences and presentations
• Collaborative efforts within the College and the community
• General advocacy to the administration and faculty on behalf of students
• Resource library of books, journals and videos
• A safe space
• Support groups
• Volunteer opportunities
• Meeting space for small groups

Students interested in these services should visit S3-9.

Hours of Operation

Monday-Friday, 9-5 p.m.
Summer Hours: Monday-Thursday, 8-5:30 p.m.
Contact the Women’s Outreach and Advocacy Center at (215) 751-8808 or visit S3-9.

MY PATH TO SCHOOL SPIRIT

COLONIAL PHIL

Colonial Phil is the mascot and biggest fan of Community College of Philadelphia. Plus, he’s a pretty smart dude! His goal is to meet as many students and friends of the College as possible. He attends campus and athletic events to ensure school spirit is always part of the show. Colonial Phil works closely with Student Life and Athletics and is a large part of the College community. He appreciates having his photo taken and dancing with students. Feel free to high-five Colonial Phil anytime you see him around campus!

Like Colonial Phil on Facebook and Instagram (@colonialphil) when sharing your Colonial Phil pictures on social media. Whenever you have a question and don’t know where to turn, #AskPhil @CCPStudentLife on Twitter.

ATHLETICS

The Athletics Department at Community College of Philadelphia seeks to foster an environment that will provide student athletes and the College community with the opportunity to develop their full potential both athletically and physically, as well as academically. Through athletics, we strive to teach lifelong skills, such as discipline, teamwork, sportsmanship, self-control, cooperation, hard work, playing by the rules and respect for authority through athletic competition and recreational activity. The Athletics Department also provides support for you by:

• Recognizing your academic needs as primary and athletic achievement as secondary.
• Broadening your horizons by creating a diverse program of activities that serve to enhance your overall experience at the College.
• Providing you with the tools to become well-rounded individuals and to achieve your goals.
• Sponsoring seminars that enhance the students’ understanding of college life, academic experiences and college resources.

The Athletics Center has a lot of activities, so come visit us! We offer intercollegiate sports, intramural sports, extramural activities and wellness events. Fit two or three or more workouts into your week; you’ll feel better. We look forward to seeing you in the Athletics Center. Your health will thank you.
INTERCOLLEGIATE SPORTS
Intercollegiate athletics provides competitive varsity sports for all full-time students. Intercollegiate sports offered at Community College of Philadelphia include:

FALL
Men’s Cross Country, Women’s Cross Country, Women’s Tennis, Women’s Volleyball

WINTER
Men’s Basketball, Women’s Basketball

WINTER/SPRING
Men’s Track and Field, Women’s Track and Field, Men’s Tennis

Team meetings are held during the first week of each semester. Try-outs for fall sports begin August 1, winter sports October 1 and spring sports January 10. A Pre-participation physical is required. Official copies of high school and previous college transcripts need to be submitted to the athletics department. The NJCAA eligibility affidavit is available in the Athletic Center.

INTRAMURAL SPORTS
We encourage you, as an individual or as part of a group, to join our intramural teams in: Basketball, Flag Football, Indoor Soccer, Kickball, Table Tennis, Ultimate Frisbee, Volleyball, Walleyball and Whiffle Ball

PHYSICAL FITNESS
The Fitness Center features a weight training room with Hammer Strength equipment. A cardio room is equipped with bikes, treadmills and elliptical machines. The exercise room has a wooden floor designed for aerobics and other types of exercise. You are welcome to use these facilities to increase your flexibility, strength and endurance as well as for cardiovascular conditioning. A demonstration is required in order to use the facility to ensure the proper use of the equipment. Demonstration times are posted outside of the Fitness Center.

RECREATION
There are two full-sized basketball and two regulation-size racquetball courts available for you to use for recreation and competition.

ATHLETICS CENTER
The College’s Athletics Center is located between the Pavilion and Winnet Buildings on 17th Street. Sign-up sheets are available at the equipment service area for other activities. Lockers (you must provide a lock) and showers are available. Use of the Athletics Center is restricted to students, alumni, faculty and staff with a valid College photo ID card. The Athletics Center is available to alumni for an annual fee paid through the alumni office. You are required to follow the Athletics Department’s recommendations to prevent accidents and injuries. A copy of the recommendations is available through the Athletics Department, G1-12, or through the Division of Academic and Student Success, M2-37. Call the Athletics Department, (215) 751-8964, for more information.
TITLE IX
The College fully complies with Title IX of the Educational Amendments Act of 1972 (“Title IX”). Title IX prohibits discrimination on the basis of sex in federally funded education programs or activities including athletic programs. Title IX also requires that women and men be provided equitable opportunities to participate in sports. The College’s Director of Diversity and Equity has been appointed as the College’s Title IX Coordinator. If you have been denied an opportunity to participate in sports or have a complaint of sex discrimination it should be reported to the College’s Director of Diversity and Equity as set forth in the College’s Anti-Discrimination and Harassment Policy.

HOURS OF OPERATION
Fall and Spring Semesters
Monday-Thursday: 7 a.m.-7:30 p.m.
Fridays: 7 a.m.-5:30 p.m.

MY PATH TO BEING A WELL-ROUNDED STUDENT
STUDENT LIFE CENTER
The mission of the Student Life Center is to cultivate a student success environment through diversity awareness, social activities, leadership experiences and service opportunities.

The Student Life Center (S1-19) is responsible for programs such as New Student Orientation, Welcome Week, Student Leadership & Involvement, Clubs & Organizations, the Student Programming Board, Spring Fling, trips to Broadway shows, Alternative Spring Break and many other ways to help you get involved!

Students who are involved are more connected to the campus and tend to have higher grades and graduate and transfer on time. Don’t wait, there is more to college than going to class; let us help you to succeed! Connect with Student Life in Colonial Community powered by OrgSync.

STUDENT LEADERSHIP & INVOLVEMENT
The Student Leadership & Involvement Center (S1 -12) is the hub for student leadership development, civic engagement and our many student clubs and organizations. Stop in today to discover new ways to lead, find ways to be involved and to grow as a member of the College community.

PHILADELPHIA L.E.A.D.S.
Whether you’re a first-time, college-level student, a student who has completed your first college-level course work or a seasoned student with leadership experience, L.E.A.D.S. has something for you. Our unique three-tier leadership program is designed to instill leadership qualities in those students who have a desire to lead.

EMERGING LEADERS
Those entering the College as first-time, college-level freshmen have an opportunity to join Emerging Leaders. The Emerging Leaders program uses the Social Change Model as a guide to developing students. The Social Change Model is an approach to leadership development focused on the process of enacting social change from multiple perspectives.

STUDENT LEADERSHIP CHALLENGE
When you have at least 15 credit hours and a GPA of 2.7 or better, you can participate in the Student Leadership Challenge. The Student Leadership Challenge follows the programs designed by Kouzes and Posner (2007). The book is separated into eight chapters, and over eight sessions, we will discuss each of the chapters. The first chapters will introduce students to the philosophy behind Exemplary Leadership. This will be followed by five sessions, which specifically discuss the Five Practices of Exemplary Leadership.
LEADERS IN SERVICE
The third tier of leadership is our Leaders in Service. This program focuses on service as the pinnacle of true leadership. When you have completed the Student Leadership Challenge and if you have maintained a minimum GPA of 2.7, you will be invited to become a part of the program. Leaders in Service will identify various opportunities for service, serve as mentors to Emerging Leaders and work to design an Alternative Spring Break experience.

The Student Life Center also actively collaborates with faculty in numerous courses and curricula by sponsoring out-of-class experiences with a direct relationship to material being studied.

STUDENT PROGRAMMING BOARD
The Student Programming Board, commonly known as “SPB” is comprised of students creating programs and events for you. The SPB will create programs throughout the year around themes of Traditions and Spirit; Culture and Heritage; Arts and Entertainment; and Health and Wellness. The SPB desk is located in the Student Life Center (S1-19).

STUDENT CLUBS AND ORGANIZATIONS
Joining a student club or organization is one way to become involved in the extracurricular life at the College. Whether you wish to continue an interest, develop one, explore new and different ideas or just to socialize, a student club is a great opportunity! More than 30 registered student clubs are on file with Student Life and with Student Government Association. Many clubs have a curriculum or academic department focus. Other clubs have an artistic focus. Still, other clubs are based on a particular religion, ethnicity or social focus. Students who wish to become involved in clubs or organizations must be registered in at least one credit-bearing course, maintain a cumulative grade point average of at least 2.0, and be in good standing at the College.

Clubs must register and reactivate each year. For the most current list of clubs and organizations, visit Colonial Community powered by OrgSync or visit the Student Leadership and Involvement Center (S1-12).

HOW TO START A CLUB
Do you have a great idea for a student club at Community College of Philadelphia? Will it serve a student need and be a service to the community? If you feel that your idea for a new club will do the above as well as be a lot of fun, then you may have what it takes to start a new club (or re-activate an existing club) at the College.

How do you go about organizing? How can the Student Government Association recognize you, so you can use the College facilities and obtain a club budget? Once the club or organization is recognized and registered with Student Life, how much funding is available?

FOLLOW THESE 5 STEPS TO START A NEW CLUB:
1. Survey other students you know to see if you can find a reasonable amount of interest in your proposed group.
2. If it is curriculum-related, be sure to contact everyone in that program.
3. Contact a faculty or staff member who has expressed an interest. An advisor can help you with the details of organizing your club and carrying out your objectives. All clubs and organizations are required to have an advisor.
4. Come to the Student Life Center (S1-19) or Student Leadership and Involvement Center (S1-12) to discuss your proposal and get information on how to proceed and how to create a constitution.
5. After identifying an advisor and prospective members, submit your charter to the Office of Student Life. Student Life will then forward your proposal to the Student Government Association for consideration. If SGA votes “yes,” and the College approves, you will receive an approved copy of your constitution for your records. SGA must approve groups and distribute funds on a viewpoint/content-neutral basis.
Be sure to check with the Office of Student Life for materials that you will need to carry out your group’s mission (guidelines, requisition forms, etc.). You can now carry the name of the College and represent the student body. This is a serious responsibility and should be considered often as you plan your activities.

Official student groups and organizations must be open for membership to all Community College of Philadelphia students in good standing. Official student organizations shall not deny membership or participation on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or expression or any other status protected under federal, state, or local law unless otherwise permitted under applicable Federal law. Certain performance-based requirements may be imposed on a viewpoint neutral/belief-neutral and status-neutral basis. For example, honor societies may require a minimum G.P.A. or matriculation into an academic program and singing groups may require students to audition.

STUDENT MEDIA PUBLICATIONS

The Vanguard is the student-run campus newspaper that offers news, sports, features and editorials of interest to the student body. Students are responsible for the publication’s policies and content. A limited number of staff positions are available and articles are welcome from any member of the College community for publication consideration.

In addition to the student newspaper, a number of literary magazines are also published. Limited Editions is the literary magazine for poets, writers, artists and photographers.

NewSights/NewVisions publishes the writing and artwork submitted from the students enrolled in the English as a Second Language (ESL) courses.

The Cypher publishes the writing and artwork from students enrolled in Developmental English courses.

HONOR SOCIETIES

Community College of Philadelphia’s honor societies recognize and encourage scholarship by providing an opportunity to develop leadership and service, an intellectual climate for scholarship, and the stimulation of interest in continuing academic excellence.

The College recognizes the following honor societies:
- Alpha Eta Society (health professions)
- Alpha Beta Gamma (business)
- Delta Psi Omega (theatre)
- Phi Theta Kappa, Rho Upsilon Chapter (general scholastic excellence), is the College’s main academic honor society and is recognized nationally as the honor society for students in community and junior colleges.

NOTE: Membership in honor societies is by invitation only.
MY PATH TO CAMPUS SERVICES

BOOKSTORE
Barnes and Noble operate full-service College Bookstores on the Main Campus and at the Northwest and Northeast Regional Centers. The Main Campus bookstore is located in the Pavilion Building. Also, a bookstore is open on a temporary basis during the first two weeks of classes at the West Regional Center. Textbooks and course materials are sold at all bookstore locations for classes specific to the location. The Main, Northwest Regional, and Northeast Regional bookstores carry a large selection of school supplies, computers and computer supplies, printers, computer software, trade books, greeting cards, school spirit apparel and giftware, trend apparel and accessories, backpacks and totes, gift cards, and snacks and beverages. More information including bookstore hours, contact information, store promotions, online ordering options, etc., are posted on the Bookstore link on MyCCP and the bookstore website http://ccp.bncollege.com.

DINING SERVICES
Canteen, a division of Compass International, operates two dining options on the Main Campus and full-service cafes at the Northwest and Northeast Regional Centers. Dining options on the Main Campus are the full-service Colonial Café located in the Pavilion Building and the Bonnell Coffee Express located on the ground level of the Bonnell Building. All cafes offer ‘grab’n go’ selections and premium beverages; full-service cafes offer made-to-order grill, deli and pizza menu items. Café details including contact information and menus are located on the Dining Services link on MyCCP. Vending machines are located throughout all campus buildings.

COLONIAL ID CARDS
A student identification card, also known as the Colonial Card, is issued to all new students. The Colonial Card is your official college identification. Colonial Cards are used for admission to the campus and access to its facilities. Effective January 2016, your Colonial Card must be worn visibly at all times while on campus. Your student ID must be presented and swiped at all building entrances each and every time. You also may be asked for other identification. You must show the ID card if it is requested.

Abuse of an ID card could result in disciplinary action by the College. If the card is lost or stolen, contact the Security Office in MG-12 at Main Campus or the main security desk at each Regional Center for information about replacing it. Each replacement ID card is $10.

Funds may be loaded onto your Colonial Card by the card holder and can be used in the Cafe, Bookstore, to purchase tickets for Student Life events and activities, and for the discounted parking rate at the Main Campus Garage and discounted copies in Business Services (MG-25).

Card holders can make cash deposits to their Colonial Card using a Value Port; one Value Port is located in the Pavilion Building and one is located at NERC. Deposits using a credit card can be processed through the card holder’s Colonial Card account which is accessed through the Colonial Card link located on MyCCP under the Campus Life tab. More information including FAQ's and Terms and Conditions can be found on the Colonial Card link.

CAMPUS SECURITY
The Department of Security and Safety operates 24 hours a day, seven days a week. The Main Campus and the Regional Centers are staffed with security supervisors, plus stationary and roving patrol security officers. Security officers patrol the interior and exterior of the campuses. The roving patrols include the parking lots and other parking areas located on campus. In addition to our roving patrols, we are equipped with state-of-the-art surveillance cameras located throughout our campuses. The surveillance cameras are monitored by security supervisors 24 hours daily.

The Security Office/Communications Center is located in MG-12, Mint Building, 1700 Spring Garden Street. Dial extension 5555 from campus phones for an emergency situation. Otherwise, this facility can be reached at any time by dialing (215) 751-8111.
All campus accidents and injuries, or any hazardous situations, should be reported at once to the department office (MG-12) or to the nearest security station. Security stations are located at each main entrance to the College.

Security will be summoned quickly in an emergency by dialing extension 5555 from any College telephone. Special red “house phones” are located in hallways throughout campus for internal use.

Lost or found items should be reported to the Security Office, MG-12.

**SEND WORD NOW**
The College has implemented a new communications service, Send Word Now. In the event of an emergency, Send Word Now will notify all students of closing, delayed openings or an emergency situation on campus.

Send Word Now will send an email message and/or a text message to your email account and cell phone. Send Word Now has proven to be a dependable, robust service, even under trying circumstances like power outages and severe weather.

In order to get started, the College has provided Send Word Now with the following telephone and email addresses associated with your student record at the College:

**TELEPHONE**
- Primary number
- Cell number

The Primary and Cell Phone numbers will be used for all College business, including emergency communications. Updates to these numbers will overwrite any previously supplied information to the College. The Cell Phone 2 will be used ONLY for emergency communications. Please note that in order to receive a text message, at least ONE cell phone number must be filled in. If you do not want to receive text messages to a number, simply do not choose the option to receive emergency communications for that number.

**EMAIL**
- Community College of Philadelphia email
- Other email

The Community College of Philadelphia Email and Other Email will be used for all College business, including emergency communications. You will have the ability to enter one additional non-Community College of Philadelphia email which will ONLY be used for emergency communications.

The information you provide will determine the resources by which you receive urgent notifications.

Keep these things in mind:

1. Provide enough information to reach you instantly regardless of the time of day. If, for example, you usually turn your cell phone off at work, it should not be provided as the only way of reaching you.
2. Do not enter a phone number more than once. Please provide unique direct-dial numbers and email/text addresses that go directly to you.

When in doubt, please provide more points of contact rather than less.

The information you provide will remain private. Send Word Now has signed a confidentiality agreement with the College. They will not use this information for any other purpose except notifications initiated by the College. Also, Send Word Now will never ask for sensitive information, such as credit card information or Social Security numbers, which might be used for identity theft. If you receive an invitation from Send Word Now that does not conform to these guidelines, please do not accept the invitation—report it.
To update your contact information, please log into MyCCP and within the Student Tab under the Enrollment Services channel, click on Update Contact Information. If you have any questions, please contact 4ITSupport at (215) 496-6000 or 4ITSupport@ccp.edu for assistance.

Please note that your enrollment in this service will be in effect for two consecutive terms after the last date of enrollment.

INFORMATION TECHNOLOGY

EMAIL
As a registered student, a College-issued email account is given to you as part of MyCCP. You may continue to use an alternate email account; however, it is not recommended that you “auto forward” your MyCCP email to this alternate account. Official College communications are sent via email, and you do not want to miss reading any important College information. Communication sent by email is considered to be valid and official, and you will be held accountable for any information, deadline, or requirement contained within the email. Please make it a priority to check your College-issued email regularly. Contact 4ITSupport@ccp.edu or call (215) 496-6000, with questions or problems with your College email account. If using email, please leave an alternate email address other than your Community College of Philadelphia email.

MYCCP
MyCCP provides students the ability to interact with the College in numerous ways. While there will be times when you must take care of business in person, many activities, forms submissions, payments, etc., can be accomplished online. You will receive official College correspondence, notices and announcements in MyCCP. In addition, some faculty may use this service to augment in-class discussion and assignments with online resources. Once you have registered for your first semester of classes, be sure to monitor your MyCCP account regularly.

INFORMATION TECHNOLOGY SUPPORT
As a student using the College’s computer networks, either for course-related activity or to manage your student records, help is available should you need assistance. Contact Information Technology: (215) 496-6000 (off campus) or extension 6000 (on campus).

For Student Support - press OPTION #2. Under OPTION #2 press one of the following:

#1 – Log In – Navigating MyCCP Support
#2 – Colonial Card Information or to report a problem with your Colonial Card
#3 – Financial Aid Questions
#4 – Payment or Billing Related Questions
#5 – Records and Registration Questions
#6 – Admissions Questions
#7 – Speak to a Student Technical Support Representative
**WI-FI**

**WIRELESS AVAILABILITY**
The Community College of Philadelphia Wireless Network is available to all Staff, Faculty, Students and authorized visitors with laptops or mobile devices capable of wireless connectivity. Those connected to the Community College of Philadelphia Wireless Network will be able to access Internet and email; however; **SHARED NETWORK RESOURCES ARE NOT ACCESSIBLE.**

**WI-FI HOT SPOTS AT MAIN CAMPUS**

<table>
<thead>
<tr>
<th>Building</th>
<th>Coverage Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bonnell Building</td>
<td>Bonnell, Ground Floor - complete coverage including the Courtyard. Bonnell, 1&lt;sup&gt;st&lt;/sup&gt; floor - partial coverage around B1-01, B1-11 and B1-23. The Bonnell Rotunda floor is covered in BR-10, BR-24, BR48, BR-71 and the Vendateria. Bonnell, 2&lt;sup&gt;nd&lt;/sup&gt; floor - complete coverage</td>
</tr>
<tr>
<td>Athletics Center</td>
<td>Entire building has coverage</td>
</tr>
<tr>
<td>The Pavilion Building</td>
<td>Entire building has coverage – 802.11n</td>
</tr>
<tr>
<td>Mint Building</td>
<td>Main Campus Library and MG-13,14,15, 19K, 21E, M2-34 and M3-21</td>
</tr>
<tr>
<td>Winnet Building</td>
<td>Entire building has coverage by 802.11n with concentration areas of: Coffeehouse 1&lt;sup&gt;st&lt;/sup&gt; Floor Lobby S1-09 S2-3, S2-10, S2-19, S2-21 The Great Hall 2&lt;sup&gt;nd&lt;/sup&gt; Floor Student Lounge</td>
</tr>
<tr>
<td>West Building</td>
<td>Entire building has coverage (Floors 1,2,3 &amp; 4) – 802.11n</td>
</tr>
<tr>
<td>Center for Business &amp; Industry (CBI)</td>
<td>Entire building has coverage – 802.11n</td>
</tr>
<tr>
<td>Northeast Regional Center</td>
<td>Entire campus has coverage – 802.11n</td>
</tr>
<tr>
<td>Northwest Regional Center</td>
<td>Entire building has coverage by 802.11n with concentration areas of: Basement vending/lounge area, 2nd floor, NWRC 125, 126, 216 Registration, Bookstore Lounge and SACC</td>
</tr>
<tr>
<td>West Philadelphia Regional Center</td>
<td>Entire building has coverage by 802.11n with concentration areas of: The Learning Commons, Vendeteria and WPRC 112</td>
</tr>
</tbody>
</table>
System Requirements - Any device with Wi-Fi capability. This includes any mobile device.

Connection Information – The Wi-Fi within the College is a non-broadcasting network. We do this to limit non-college resources from accessing the network. To set your device connection, go to your device’s Network and/or Wi-Fi connection settings location. Manually ‘Add’ a network using the SSID of CCP WLAN with Open Security. The ‘CCP WLAN’ SSID must be entered as shown here. If asked, check Obtain an IP address automatically. For additional information, contact the ITS Support Desk at (215) 496-6000.

CHILD DEVELOPMENT CENTER
Child care is available for students at the College’s Child Development Center which is located at 440 N. 16th Street, between Callowhill and Spring Garden streets. The Center is managed by KinderCare Learning Centers LLC, and serves children ages 6 weeks to 5 years. Hours of operation are 7 a.m. to 6 p.m. Children bring their lunches. Morning and afternoon snacks are provided. The Center is a “peanut free” environment. Foods containing nuts or nut by-products are not permitted. The Child Development Center offers a program for infants age 6 weeks to 12 months, a toddler program from 13 months to age 2, pre-school for ages 3 to 4 and pre-K for ages 4 to 5. Recognizing that a child’s first educational experiences are very important, all four programs are designed to meet the developmental needs of children as they grow. The Child Development Center also provides drop-in care on a space-available basis, requiring copies of a child’s most recent physical.

The Center adheres to all state requirements and currently has National Association for the Education of Young Children (NAEYC) and Keystone Stars accreditations. For further information regarding registration procedures, fees, fee payment policies, summer programs, required physical and health policies, and visits/tours, call the Center director at (215) 751-8764 or (215) 751-8765.

LOCKERS
Lockers are assigned on a first-come, first-served basis each fall by the Facilities Management Department, MG-14. Assignments are for both the fall and spring semesters. Lockers are not available during summer sessions. Check bulletin boards and TV monitors for when and where to pick up your locker assignment. Locker problems are handled by the Facilities Management Office, MG-14.

CREDIT UNION
The Pennsylvania State Employees Credit Union (PSECU) is a not-for-profit financial cooperative that has been in business for over 80 years. PSECU serves 17 universities and colleges, where a key goal is to provide financial education programs.

FINANCIAL EDUCATION CENTER
Located in the Bonnell Building Lobby, the PSECU Financial Education Center offers students the following services: general account questions; new account opening; financial education; account issue resolution; meaningful job experience for students without having to leave campus; development of account relationships with students, faculty and staff.

ON-CAMPUS ATMs
The College has an ATM located in Bonnell Building, Winnet Student Life Building and Pavilion Building at Main Campus, and one machine at each Regional Center.

Members can use any ATM anywhere for free through our surcharge rebate program. All members are rebated up to $8 per month. Members with recurring Direct Deposit (no minimum required) are rebated up to $20 per month.

HOURS OF OPERATION
Monday, Wednesday and Friday: 9 a.m.-5 p.m.
Tuesday and Thursday: 10 a.m.-6 p.m.
POLICY ON ACADEMIC STANDARDS AND PROGRESS

I. Grading Systems, Academic Standards, and Progress Policy

(Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in section VI.)

A. Grading System of Community College of Philadelphia

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Q.P.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>FS</td>
<td>0</td>
</tr>
</tbody>
</table>

*Number of quality points earned

Other Grades

As a result of testing and placement, students may be required to register for certain courses which do not carry credit towards graduation. These courses are numbered below 100. They are graded "Pass," "Making Progress" and "Fail."

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>MP</td>
<td>Making Progress</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>FS</td>
<td>Fail – stopped attending</td>
</tr>
</tbody>
</table>

Other Designations

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>M</td>
<td>Military Leave of Absence</td>
</tr>
</tbody>
</table>
AU | Audit
---|---
NR | No report from instructor at the time grades were processed
I | Incomplete

B. **GPA Policy:** Students must maintain a cumulative grade point average for all college-credited courses according to the following College schedule. GPA will be assessed after a student has attempted 12 college credited hours. (Note: Developmental courses will not count toward GPA calculation.)

C. **Progress Policy:** Students must maintain satisfactory progress for all courses. Satisfactory progress will be based on a cumulative successful completion of 67% of all credits attempted and will be assessed after a student has attempted 12 credit hours. For the purposes of calculating satisfactory progress, withdrawals made within the refund period will not count toward the calculation of progress. A grade of "A," "B," "C," "D," "P" or "MP" will be considered a successful completion. However, a grade of "MP" cannot be given in the same course more than two times. On the third attempt, a grade of "MP" will be converted to a grade "F".

D. Students who do not maintain satisfactory course completion and/or GPA will:

1. Be put on full-time (13 credits maximum) **academic probation**. Students on academic probation of any kind must meet with a counselor before registering for any term.
2. At the end of any full-time academic probation term, a student will be evaluated as follows:
   a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
   b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for that term, he/she will continue on full-time academic probation. When the student achieves the cumulative 67% completion rate and GPA requirements, he/she will be removed from academic probation. Students may not register until they have met with a counselor.
   c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for the term, he/she will be placed on part-time (7 credits maximum) academic probation. Students on part-time academic probation during any summer term will be limited to 3 credits or 6 credits for offerings spanning 14 weeks. Students may not register until they have met with a counselor. Students wishing to appeal their part-time academic probation status may do so through the Counseling Center.
3. At the end of the first part-time academic probation term, a student will be evaluated as follows:
   a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
   b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in all credits attempted for that term, he/she will be permitted to continue on part-time (7 credits) academic probation until such time that the student achieves the cumulative 67% completion rate and GPA requirements, and is removed from academic probation. Students may not register until they have met with a counselor.
c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in all credits attempted for the term, he/she will be dropped from the College for **poor scholarship and/or insufficient progress.**

4. After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. Students wishing to appeal the requirement to sit out for one term may do so through the Counseling Center.

5. After a student has sat out the minimum of one term, he/she may return to the College on part-time (7 credits) academic probation but cannot be registered until he/she has met with a counselor. Students who return to the College after being dropped will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

6. Students who are dropped for either **insufficient progress** or **poor scholarship** two or more times must complete an Application for Reinstatement. Students are not officially reinstated until they are notified in writing of their status. All students who are reinstated based on appeals must see a counselor to register for courses and will be placed on part-time (7 credits) academic probation. Academic performance will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

The chart below shows sample calculations of necessary course completion rates based on the 67% completion rate and minimum GPA requirements.

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>Minimum GPA</th>
<th>Calculation Applied</th>
<th>Required Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>1.40</td>
<td>12 x 67% =</td>
<td>8 credits completed</td>
</tr>
<tr>
<td>18</td>
<td>1.50</td>
<td>18 x 67% =</td>
<td>12 credits completed</td>
</tr>
<tr>
<td>25</td>
<td>1.60</td>
<td>25 x 67% =</td>
<td>17 credits completed</td>
</tr>
<tr>
<td>37</td>
<td>1.75</td>
<td>37 x 67% =</td>
<td>25 credits completed</td>
</tr>
<tr>
<td>49</td>
<td>1.85</td>
<td>49 x 67% =</td>
<td>33 credits completed</td>
</tr>
<tr>
<td>60</td>
<td>2.00</td>
<td>60 x 67% =</td>
<td>40 credits completed</td>
</tr>
<tr>
<td>72</td>
<td>2.00</td>
<td>72 x 67% =</td>
<td>48 credits completed</td>
</tr>
<tr>
<td>84</td>
<td>2.00</td>
<td>84 x 67% =</td>
<td>56 credits completed</td>
</tr>
<tr>
<td>90</td>
<td>2.00</td>
<td>90 x 67% =</td>
<td>60 credits completed</td>
</tr>
</tbody>
</table>

**II. Policy on Repeated Courses**

A. Students may repeat courses to improve an initial grade of "B," "C," "D" or "F." The following conditions apply:
   1. When a course is repeated, only the most recent grade will be included in the GPA calculations, although all prior grades will appear on the academic transcript.

B. A grade of “MP” will not be given for a third time in the same course. The “MP” grade may be awarded no more than twice. Any "MP" for a third subsequent attempt will be converted to an "F."
C. Credit for a course is given only once. Each attempted grade will appear on a transcript. Note: Some colleges to which students may wish to transfer do not accept this method of calculating grade point averages.

III. Incomplete Work

A. The letter “I” on a student’s grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.
B. The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the department head through the use of the incomplete grade form.
C. 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.
D. An “I” will not be counted in the student’s grade point average and academic progress in determining academic standing.
E. Since only completed work can be counted as making progress toward the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites.

IV. Withdrawals from Courses

A. Students may withdraw from a course(s) but must do so by the published deadline for each term. After this date, students will be assigned the grades they have earned. Students who withdraw after the refund period and before the deadline date for any term will earn a grade of “W” on their transcript. Note that excessive withdrawals will affect academic progress.
B. Students may drop a class via MyCCP or by completing the necessary form, available from the Office of Student Records and Registration, and submitting the form to this same office. Students are strongly encouraged to consult a counselor, if on academic probation, or an academic advisor prior to dropping courses.
C. Students completely withdrawing from a term must complete the necessary form, available from the Office of Student Records and Registration, and submit the form to this same office. Students must consult a counselor prior to withdrawing from an entire roster of classes for any term.
D. The date when the Office of Student Records and Registration is in receipt of the appropriate drop or withdrawal form is the official date of withdrawal. A student who cannot appear in person to fill out a withdrawal form must send a letter or e-mail stating the date and reason for the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. An instructor may initiate a withdrawal (according to Policies and Procedures No. 5). (Note: Students should not assume that an instructor will initiate such withdrawals.)
E. Students who are unable to complete a course(s) because of serious illness or other emergency may apply for an excused withdrawal within two years of the occurrence to the Office of Student Records and Registration. Excused withdrawals are not counted in determining academic progress; however, excused withdrawals are counted as an attempt when awarding financial aid. Satisfactory documentation of the illness or emergency will be required.
F. Students who are unable to complete a course because they or their spouse are a member of the Pennsylvania National Guard or other reserve component of the armed forces of the United States
and are called or ordered to active duty (other than active duty for training) shall receive an “M” for military leave of absence. Courses earning an M shall not be counted in determining academic progress.

G. Students who stop attending class or, in the case of online courses, stop participating (failure to submit or participate in coursework) will receive a grade of FS, failure—stopped attending. Instructors who issue an FS grade must also report the student’s last date of attendance or, in the case of an online course, last date of participation.

V. Reinstatement

Students applying for reinstatement to the College must submit an “Application for Reinstatement Form” which may be obtained in the Educational Support Services Office or at the Counseling Center. Once completed, forms can be dropped off at the Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Once a decision has been made about reinstatement, students will be notified in writing.

VI. Satisfactory Academic Progress Requirements for Students Receiving Financial Aid

A student receiving financial aid is required to make progress towards his or her program of study each term. To maintain eligibility for financial aid, the course completion rate is two-thirds successful completion (67%) and maintaining minimum GPA requirements. However, academic progress standards set by Financial Aid Regulations are stricter than the College’s Academic Standards and Progress Policy:

A. Neither academic nor time amnesty, which the College approved, can be used when computing financial aid satisfactory academic progress (SAP).
B. All excused withdrawals are counted as attempted credits.
C. Financial aid eligibility is limited to 150% of the credits needed to graduate for each program of study. All attempted credits are counted toward this maximum, regardless of whether or not a student received aid during previous periods of enrollment. Credits transferred into the College are counted toward the 150% maximum limit.
D. There is a maximum limit of 30 developmental course credits.
E. Incomplete (“I”) or unreported (“NR”) grades are counted as attempted credits.
F. All attempted credits are counted whether or not a student received financial aid. The following new provisions became effective July 1, 2011 and are applicable to all students receiving federal student aid:
G. Financial aid can be applied only once to repeat any course where the student received a passing grade of "A," "B," "C," "MP," "P" and "D". Students who failed (grade of "F" or "FS") or withdrew from a course ("W") in any previous attempts are not restricted by this one repeat limitation. However, once the student does earn a passing grade, then financial aid will only pay once to repeat that course. The Office of Financial Aid will review academic progress after the Fall and Spring semesters, and Summer. Students deemed not to be making satisfactory academic progress will be placed on a financial aid warning status for the next term. Students may continue receiving financial aid while on financial aid warning status. No appeal is necessary. After the financial aid warning period, a student who fails to meet the Satisfactory Academic Progress Requirements for Students Receiving Financial Aid (as outlined above), will be ineligible for aid. Students may submit to the Financial Aid Academic Progress Appeals Committee a request to have his/her financial aid eligibility reinstated based on:
   1. Death of a relative;
   2. Injury or illness of the student; or
3. Other special circumstances.
   a. The appeal must be submitted along with written explanation about why the student failed to make satisfactory academic progress and what has changed that will allow the student to be successful for the next term. Students must also provide appropriate supporting documentation, e.g., doctor's note, receipts or obituary with their appeals. Students who successfully appeal their aid ineligibility will be placed on financial aid probation. The decision of the Financial Aid Academic Appeals Committee is final.
   b. A student on financial aid probation may receive financial aid for one semester or summer. At that point, the student must meet the College's Academic Standards and Progress policy or the requirements of an established individual probation conditions plan to maintain financial aid eligibility. The probation conditions plan is a set of academic performance expectations to ensure that the student is able to meet satisfactory academic progress (SAP) standards by a specified point in time. If a student begins and continues to follow the set plan, she/he may continue receiving financial aid.

   H. If appeals have been approved for students who are dropped for poor scholarship and/or insufficient progress after failing to meet the probation conditions plan that was established for them, the students will be ineligible for financial aid until they return to good academic standing.

STUDENT LEARNING OUTCOMES
Assessment of student learning outcomes is important for improving teaching and learning at Community College of Philadelphia and for expanding access to an excellent education. Beyond being an external requirement by accreditors and others, assessment of student learning is consistent with the mission of providing a quality education. Students will be, on occasion, invited to participate in assessment activities. Doing so helps the College understand ways to improve educational experiences. You can find results of assessments on the College's website at [http://path.ccp.edu/assessment/](http://path.ccp.edu/assessment/).

NOTICE OF NON-DISCRIMINATION
Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual orientation or preference, religion, sex/gender, gender identity, individuals with disabilities, protected veterans, marital status, genetic information, or any other protected category under the applicable Local, State, or Federal law. Community College of Philadelphia is committed to achieving a diverse work force reflective of the communities it serves. This diversity will be accomplished through the College’s Equal Employment Opportunity policies, the Office of Diversity and Equity, and practices which encourage employees to develop their capabilities as part of careers at the College. The College is committed to an outreach program designed to make information about employment opportunities known to diverse communities and to a welcoming environment where diversity is a source of institutional strength and advancement. This statement is founded on the firm belief that fulfillment of employment and educational objectives must be a function of each individual's abilities. Successful attainment of affirmative action goals and support plans are considered essential to the fundamental mission of Community College of Philadelphia. In making this statement, the College recognizes both a moral and legal responsibility. Inquiries concerning application of non-discrimination policies should be directed to: Simon Brown, Director of the Office of Diversity and Equity, Title IX, Section 504/Title II and ADA Coordinator, Community College of Philadelphia, 1700 Spring Garden Street, Room M2-3, Philadelphia, PA 19130. Email: sbrown@ccp.edu and telephone number: (215) 751-8039.
**DRUG-FREE WORKPLACE, ALCOHOL, AND OTHER DRUG ABUSE PREVENTION PROGRAMS**

It is the policy of the Community College of Philadelphia to maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. This institution is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use its services. Recognizing that alcohol and drug abuse pose a direct threat to this goal, this institution is committed to assuring a drug-free environment for all of its employees and students.

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace, as defined in the Drug-Free Workplace Act of 1988. Additionally, while the College respects the privacy of its employees, it also recognizes that it has an obligation to maintain a drug/alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Therefore, employees are expected to report for work physically and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy, or conviction, may result in disciplinary action up to and including termination.

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to alcohol and/or substance abuse. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

As a condition of employment, all employees must abide by the above policy statement. Any employee who is convicted of any drug violation in the workplace must inform the Associate Vice President for Human Resources within five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise employees that convictions or violations of these laws can lead to fines and/or imprisonment.

This policy statement does not alter any rights of employees which exist under applicable collective bargaining agreements.

**DRUG & ALCOHOL: STUDENT STANDARD**

Community College of Philadelphia is dedicated to providing a quality comprehensive educational program designed to meet and balance the diverse and changing educational, social, economic, and cultural needs of the community while providing a safe and healthful environment. The College is committed not only to learning and to the advancement of knowledge but also to the education of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and through rules and regulations governing student life that encourage responsibility and respect for the rights and viewpoints of others.

Therefore, the use, sale, distribution, possession of alcohol or any drug, including prescription medication used in an unauthorized manner, is strictly prohibited and may result in disciplinary action up to, and including, expulsion.

The College believes that students are adults who are responsible for their own actions, and who should be free to pursue their educational objectives in an environment that promotes learning, protects the integrity of the academic process, and protects the learning community.

The College’s rules and regulations concerning student conduct may be found within the Student Code of Conduct via the Student Handbook (also available online). These rules and regulations are in effect when attending or participating in any class or activity sponsored by the College either on campus or at an off-campus event.
DRUG & ALCOHOL ABUSE PREVENTION PROGRAM

Community College of Philadelphia is committed to providing its students and employees a drug and alcohol free workplace and learning environment to promote the reputation of the College and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students.

The College shall provide a safe, responsive environment for all students and employees. Employees and students are informed of the program and policy by means of the website, student handbook, and electronic mail. Annually, employees and students are made aware of the College’s Drug and Alcohol Abuse Prevention Program and Policy which provides access to the following information:

The College has established a Drug and Alcohol Prevention Program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse, penalties that may be imposed for drug and alcohol abuse violations, and available resources to combat drug and alcohol related issues.

BIENNIAL REVIEW

The College will review this policy on a biennial basis. A biennial review shall be conducted: (1) to determine the effectiveness of the policy and (2) to ensure that the policy has been implemented consistently. Should the College Administration deem it necessary to review or revise the policy at that time or any time prior to a scheduled biennial review, the Administration shall prepare revisions consistent with College policy development practices. All biennial review documents shall remain on file for compliance purposes.

DISTRIBUTION TO STUDENTS

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email and pamphlets from Student Life to enrolled credit students each semester and online announcement. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College’s Counseling Center, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

In subsequent years during a student’s enrollment in the school, they will be reminded of the policy by email and on the College’s internal web page. To the extent there are changes to the policy at any time, students will be sent a notification via email.

PREVENTING DRUG & ALCOHOL ABUSE: HEALTH RISK

The use and abuse of alcohol and drugs pose significant physical and mental health risks. Preventing drug abuse and excessive alcohol use increases people’s chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the-counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions. The National Institute of Drug Abuse provides an overview of various drugs and their effects on individuals. Below is a list of commonly abused substances:

- **Alcohol:** Although legal, alcohol is a toxic substance, particularly to a developing fetus when a mother consumes this drug during pregnancy.

- **Amphetamines:** This group of drugs comes in many forms, from prescription medications like methylphenidate (Ritalin, Concerta) and dextroamphetamine and amphetamine (Adderall) to illegally manufactured drugs like methamphetamine (“meth”). Overdose of any of these substances can result in seizure and death

- **Anabolic steroids:** A group of substances abused by bodybuilders and other athletes, this group of drugs can lead to significant psychological effects like aggression and paranoia, as well as other long-
term physical effects like infertility and organ failure.

- **Caffeine:** While it is consumed by many, coffee, tea and soda drinkers, when consumed in excess this substance can produce palpitations, insomnia, tremors and significant anxiety.

- **Cannabis:** More commonly called “marijuana,” the scientific name for cannabis is tetrahydrocannabinol (THC). In addition to the negative effects the drug itself can produce (for example, infertility, paranoia, lack of motivation), the fact that it is commonly mixed (“cut”) with other substances so drug dealers can make more money selling the diluted substance or expose the user to more addictive drugs exposes the marijuana user to the dangers associated with those added substances. Examples of ingredients that marijuana is commonly cut with include baby powder, oregano, embalming fluid, PCP, opiates, and cocaine.

- **Cocaine:** A drug that tends to stimulate the nervous system, cocaine can be snorted in powder form, smoked when in the form of rocks (crack cocaine), or injected when made into a liquid.

- **Ecstasy:** Also called MDMA to denote its chemical composition (methylenedioxymethamphetamine), this drug tends to create a sense of euphoria and an expansive love or desire to nurture others. In overdose, it can increase body temperature to the point of being fatal.

- **Hallucinogens:** Examples include LSD and mescaline, as well as so-called naturally occurring hallucinogens like certain mushrooms, these drugs can be dangerous in their ability to alter the perceptions of the user. For example, a person who is intoxicated with a hallucinogen may perceive danger where there is none and to think that situations that are truly dangerous are not. Those misperceptions can result in dangerous behaviors (like jumping out of a window because the individual thinks they are riding on an elephant that can fly).

- **Inhalants:** One of the most commonly abused group of substances due to its accessibility, inhalants are usually contained in household cleaners, like ammonia, bleach, and other substances that emit fumes. Brain damage, even to the point of death, can result from using an inhalant just once or over the course of time, depending on the individual.

- **Nicotine:** The addictive substance found in cigarettes, nicotine is actually one of the most habit-forming substances that exist. In fact, nicotine addiction is often compared to the intense addictiveness associated with opiates like heroin.

- **Opiates:** This group is also called narcotics and includes drugs like heroin, codeine, Vicodin, Percocet, and Percodan. This group of substances sharply decreases the functioning of the nervous system. The lethality of opiates is often the result of the abuser having to use increasingly higher amounts to achieve the same level of intoxication, ultimately to the point that the dose needed to get high is the same as the dose that is lethal for that individual by halting the person’s breathing (respiratory arrest).

- **Phencyclidine:** Commonly referred to as PCP, this drug can cause the user to feel extremely paranoid, become quite aggressive and to have an unusual amount of physical strength. This can make the individual quite dangerous to others.
• **Sedative, hypnotic, or anti-anxiety drugs:** As these substances quell or depress the nervous system, they can cause death by respiratory arrest of the person who either uses these drugs in overdose or who mixes one or more of these drugs with another nervous system depressant drug (like alcohol or an opiate).

For more information please visit the following link: [www.drugabuse.gov/drugs-abuse/alcohol](http://www.drugabuse.gov/drugs-abuse/alcohol).

**DRUG & ALCOHOL COUNSELING: SUPPORTS AVAILABLE TO STUDENT**

Counselors are available for students at the College’s campuses, on a confidential basis, to respond to student needs and concerns related to drug and alcohol use. For information about counseling services at the College, contact (215) 751-8169 or visit the Counseling Center in the Bonnell Building (BG-7).

In addition to on-campus support programs and resources, below are available treatment centers that may be helpful in addressing issues of mental health and substance abuse:

• **Saint Jude Retreats**  
  1 (888) 424-2626 (Office Number)  
  marie@saintjuderetreats.com  
  www.saintjuderetreats.com

• **Psychological Research Center**  
  1509 Cecil B. Moore Avenue  
  Philadelphia, PA 19121  
  (215) 204-7100  
  psc@temple.edu

• **Addiction Medicine and Health Advocates, Inc.**  
  928 Market Street  
  Philadelphia, PA 19107  
  (215) 923-4202

• **Belmont Center for Comprehensive Treatment - Drummond Road**  
  10360 Drummond Road  
  Philadelphia, PA 19154  
  (215) 632-6400

**RELEVANT ALCOHOL & DRUG LAWS & SANCTIONS**

In addition to College disciplinary actions and applicable sanctions, any student who violates this policy may be subject to criminal prosecution and penalties under applicable local, state, and federal laws. Where appropriate or necessary, College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession manufacture, distribution or sale of illicit drugs or alcohol and will advise employees and students that convictions or violations of these laws can lead to fines and/or imprisonment.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

**ALCOHOL**

The Pennsylvania Liquor Control Board website explains alcohol and the law in the state of Pennsylvania, programs and resources available, as well as provides information for parents. (Source: University of Pennsylvania, 2012)

The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code, as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provides the following:
1. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to $300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to $500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to $500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.

2. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). “Furnish” means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is $1,000; $2,500 for each subsequent violation; imprisonment for up to one year for any violation.

3. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (1) above.

4. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is $1,000 for first violation; $2,500 for subsequent violations; imprisonment for up to one year for any violation.

5. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.

6. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.

7. It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.

8. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.

9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations.

10. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.

The College will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

DRUGS & CONTROLLED SUBSTANCES
The United States Department of Education in Section 484(r) of the Higher Education Reconciliation Act explains the circumstances related to convictions of controlled substances that may affect or suspend a student’s eligibility for financial aid and assistance. The suspension of eligibility for federal student aid ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions.

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time 8 violators of the Act range from thirty days imprisonment, $500 fine, or both, for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or $250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a college is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a $5,000 fine, or both.

2. The Vehicle Code, 75 PA. C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found, it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.

3. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a $4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a $2,000,000 fine, or both. According to state law, the distribution of 30 grams or less of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of 30 days imprisonment, a $500 fine, or both, with the penalties for the second offense possibly doubling. Conditional release with conviction is possible for first offenders. Distribution to minors may carry double penalty.

Distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college may result in imprisonment of between two and four years.

5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

**SMOKE-FREE CAMPUS POLICY**

Effective January 1, 2017, smoking, including the use of nicotine-delivery systems, is, without exception, prohibited everywhere on Community College of Philadelphia’s Main Campus and Regional Centers.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Community College of Philadelphia is committed to and reaffirms its policy of equal employment opportunity to all applicants, employees, and students without regard to race, color, religion, sex (except where sex is a bona fide occupational qualification), sexual orientation, age, national or ethnic origin, disability, genetic information, gender identification, or status as a disabled or Vietnam era veteran status and to provide each and every individual with the ability to work in a safe, productive and professional work environment that is free from discriminatory practices. Under the direction of the President, the Director of Diversity & Equity shall ensure compliance with this policy.
COLLEGE CLOSING POLICY

If the College must be closed because of inclement weather, radio stations KYW-AM 1060 will announce the College's closing number. The number for the cancellation of day classes is 238. The number for the cancellation of evening or weekend classes is 2238.

All students will also be notified by Send Word Now, our emergency notification system.

Students who attend sites other than the Main Campus should call the following phone numbers:

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<tr>
<th>Northeast Regional Center</th>
<th>Northwest Regional Center</th>
<th>West Regional Center</th>
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<tbody>
<tr>
<td>(215) 972-NERC (6372)</td>
<td>(215) 751-8773</td>
<td>(267) 299-5850</td>
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EMERGENCIES

An emergency may arise that requires that you be contacted while you are on campus. To prepare for this possibility, the College suggests that you make a copy of your class schedule and note any places you might be other than the classroom indicated. Leave this information with the people who might need to get in touch with you in an emergency. Also, make sure those who may need to reach you know your student ID #.

If you are in a classroom, a call should be made to Academic Records & Registration, (215) 751-8258, so that a message can be delivered to you. If you are in a room or office other than a classroom, that office should be called directly. The College switchboard, (215) 751-8000, can connect the caller with the appropriate office.

Please keep in mind that an emergency is considered to be a crisis situation, such as severe illness or death. Family members, employers or neighbors should be instructed to handle other unexpected situations, such as lost keys or a flat tire, on their own.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Community College of Philadelphia accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. The College collects, maintains, secures and destroys student records for the educational welfare and advancement of students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the director of Student Records and Registration, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with a “legitimate educational interest”. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide services instead of using College employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Community College of Philadelphia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The College, at its discretion, may disclose directory information upon request without consent. The College has identified the following as directory information: student's name; program of study; dates of attendance; and degrees, honors and awards received along with dates.

Currently enrolled students may, under the provisions of FERPA, withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

The College will honor each request to withhold the information listed above but cannot assume responsibility to contact a student for subsequent permission to release them. Decisions about withholding information should be made very carefully. Should a student decide to inform the College not to release information, any future requests for such information from non-institutional persons or organizations will be refused.

Community College of Philadelphia assumes that failure to request the withholding of “directory information” indicates approval for disclosure.

**SOCIAL SECURITY NUMBER**

In order to access MyCCP for online services, a system-generated student identification number must be used with a personal identification number (PIN) provided by the College. In addition, the College requires the Social Security Number (SSN) as a condition of enrollment. Although it is not used as the primary student identification number, the SSN is required for tax reporting, financial aid processing and educational tracking purposes. Community College of Philadelphia will not disclose the SSN without student consent unless required to do so by federal, state or local law.

**FIRE EVACUATION**

A fire emergency is announced by the continuous ringing of bells. The alarm is accompanied by flashing red lights for the benefit of deaf persons. Use the stairs—not the escalators or elevators—during a fire emergency. The escalators will stop automatically, and any elevators in operation will stop on the first floor.
Blind persons should quickly find someone to escort them out of the building. Students who cannot use stairs should go to the nearest stairwell that is marked with a red exit sign and wait inside that stairwell for help. Security guards will check these areas, and fire department personnel will evacuate them.

When leaving these buildings, use only those exits identified as fire exits. These are the exits with red exit signs above the doors.

Once outside, keep a safe distance from the buildings.

**INFECTIOUS AGENT AND BLOODBORNE PATHOGEN EXPOSURE POLICY**

**PURPOSE AND DEFINITION**

The purpose of this policy is to describe the management of incidents of exposure to bloodborne pathogens that involve Community College of Philadelphia faculty and staff, during the time when they are performing their work activities and for students when they are participating in College activities related to their educational coursework.

Bloodborne pathogens are microorganisms that are present in human blood or other potentially infectious material and can cause diseases in humans (e.g., Hepatitis B, Hepatitis C, and HIV).

An “exposure” that may place an individual at risk to bloodborne pathogens is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object), contact with airborne droplets (e.g., tuberculosis), direct contact or prolonged contact with mucous membranes or contact with skin (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, or the contact is prolonged or involving an extensive area) with blood, tissues, or Other Potentially Infectious Materials (OPIM) that may result from faculty, staff, and students performing their duties.

Other Potentially Infectious Materials (OPIM) refers to the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human; HIV-containing cell or tissue cultures, organ cultures, and HIV- or HIV-containing culture medium or other solutions. Non-intact skin includes skin with dermatitis, hangnails, cuts, abrasions, chafing, acne, etc.

**POLICY STATEMENT**

In accordance with the Federal Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC), the following describes the Community College of Philadelphia’s policy developed to manage, record, document, and suppress exposures.

**PROTOCOLS FOR STUDENT AND EMPLOYEE INJURY AND EXPOSURE**

Faculty, staff or students exposed to an infectious agent or bloodborne pathogen must comply with this Infectious Agent and Bloodborne Pathogen Exposure Policy. In this Policy, any person (e.g., employee, student, attending clinician, contract worker, security guard, and housekeeping personnel) whose activities place them in contact with an individual’s blood [e.g., human immunodeficiency virus (HIV)], airborne pathogens (e.g., mycobacterium tuberculosis) or other body fluids either on campus or at an approved clinical or laboratory setting off campus must abide by this policy. This policy also includes contact as a representative of the College to clients on campus requiring first aid.

An exposure to an infectious agent will be managed according to the following procedures:
ON-CAMPUS AND OFF-CAMPUS INCIDENTS AT APPROVED CLINICAL SITES

1. An injured or exposed student, faculty member or staff member must report the incident immediately to his/her supervisor. Students must also report the incident to their Faculty Instructor.

2. Immediate first aid should be administered as follows:
   - Needle stick injury or cut with contaminated object - Wash the affected area immediately with disinfectant soap and water, followed with treatment as wound indicates.
   - Splashes to Skin, Nose, Mucous Membranes or Mouth - Flush with copious amounts of water for at least 3 minutes.
   - Splashes to the Eyes - Irrigate with copious amounts of clean water, saline, or sterile irrigants for at least 3 minutes.

STUDENT AND EMPLOYEE PROTOCOL FOR BLOODBORNE PATHOGEN INCIDENTS

Any student or employee who has a potential bloodborne pathogen injury must seek treatment within two hours of exposure. The following highlights the procedures for students and employees to follow for any suspected or actual bloodborne pathogen injury.

The College uses the services of Worknet Occupational Medicine Facility to treat students and employees who have a suspected or actual bloodborne pathogen injury. They are located on the ground floor of Hahnemann Hospital, Broad & Vine Streets, Philadelphia, PA. Their operating hours are from 7:30 a.m. to 5 p.m., Monday-Friday. They provide a free van shuttle service during the hours listed above.

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<tr>
<th>STUDENT PROTOCOL</th>
<th>FACULTY/STAFF PROTOCOL</th>
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<tr>
<td>WorkNet will provide appropriate medical care at the first visit and for one follow-up visit. Blood tests will be performed at the first visit to screen for appropriate bloodborne illnesses. WorkNet will also contact the source patient for necessary testing. The cost of the first visit, one follow-up visit and blood tests will be paid by the College. If medication is recommended by the attending physician, the cost of this medication is to be paid by the individual.</td>
<td>WorkNet will provide appropriate medical care that will be covered under the College’s Workers’ Compensation Program. Blood tests will be performed at the first visit to screen for appropriate bloodborne illnesses. WorkNet will also contact the source patient for necessary testing. The cost for all visits, blood tests and medication will be paid through the College’s Workers’ Compensation Program.</td>
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<td>ON-CAMPUS INCIDENTS</td>
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<td>The Faculty Instructor will immediately notify Security at extension 8111 of the incident. Security will fill out the Bloodborne Pathogen Exposure Incident Report and copies of the Bloodborne Pathogen Exposure Incident Report must be retained by Security, sent to the Human Resources Department, the Vice President for Academic and Student Success and the appropriate Deans. Security will then inform the injured or exposed individual of the need to go to WorkNet, the College's Workplace Incident/Injury Medical Facility, within one or two hours of the incident. WorkNet has a complementary van service for transportation from the Main Campus which can be called by Security if necessary. WorkNet Occupational Medicine is located on the first floor of Hahnemann Hospital at Broad and Vine Streets.</td>
<td>The Immediate Supervisor will notify Security at extension 8111 of the incident. Security will fill out the Bloodborne Pathogen Exposure Incident Report and Report and copies of the Bloodborne Pathogen Exposure Incident Report must be retained by Security and a copy sent to the Human Resources Department. A copy of the report will also be given to the injured or exposed individual who will be informed to go to WorkNet, the College's Workplace Incident/Injury Medical Facility, within one or two hours of the incident. WorkNet has a complementary van service for transportation from the Main Campus which can be called by Security if necessary. WorkNet Occupational Medicine is located on the first floor of Hahnemann Hospital at Broad and Vine Streets.</td>
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<td>The on-site Supervisor or Faculty Instructor will fill out the Bloodborne Pathogen Exposure Incident Report and notify the Program's Clinical Site Supervisor who in turn will notify the appropriate Program Director (Allied Health) or the Department Head (Nursing) of the incident. Copies of the Bloodborne Pathogen Exposure Incident Report should be sent to the Human Resources Department, the Program Director/Department Head, the appropriate Dean, and the injured or exposed individual. The Faculty Instructor should contact WorkNet, the College's Workplace Incident/Injury Medical Facility at (215) 762-8525 to arrange for the injured or exposed individual to be treated as soon as possible. The injured or exposed individual will be responsible for presenting a copy of the Bloodborne Pathogen Exposure Incident Report to WorkNet. WorkNet Occupational Medicine is located on the first floor of Hahnemann Hospital at Broad and Vine Streets. WorkNet is open Monday through Friday from 7:30 a.m.-5 p.m.</td>
<td>The on-site Supervisor will fill out the Bloodborne Pathogen Exposure Incident Report and notify the Program’s Clinical Site Supervisor who in turn will notify the appropriate Program Director (Allied Health) or the Department Head (Nursing) of the incident. Copies of the Bloodborne Pathogen Exposure Incident Report should be retained by the Human Resources Department, the on-site Clinical Supervisor, the Program’s Clinical Site Supervisor, the Program Director/Department Head and the injured or exposed individual. The on-site Supervisor should contact WorkNet, the College’s Workplace Incident/Injury Medical Facility (215) 762-8525 to arrange for the injured or exposed individual to be treated as soon as possible. The injured or exposed individual will be responsible for presenting a copy of the Bloodborne Pathogen Exposure Incident Report to WorkNet. WorkNet Occupational Medicine is located on the first floor of Hahnemann Hospital at Broad and Vine Streets. WorkNet is open Monday through Friday from 7:30 a.m.-5 p.m.</td>
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### EMERGENCY ROOM

An injured or exposed student has the right to elect to report directly to an emergency room of his/her choosing or to his/her primary care physician. Hahnemann Hospital has an agreement with Community College of Philadelphia to treat any student at the Emergency Room with or without medical insurance.

An injured or exposed faculty/staff member should report to WorkNet during working hours (7:30 a.m.-5 p.m.). If the incident occurs after working hours or if the injured or exposed faculty/staff member is not in a location convenient to WorkNet, the faculty/staff member should report to the nearest emergency room. The cost will be covered by the College’s Workers’ Compensation Program.

### REFUSAL OF TREATMENT

An injured or exposed individual has the right to refuse treatment. If an individual refuses care, he/she must sign a refusal waiver form located on the back of the College’s Bloodborne Pathogen Exposure Incident Report. The form must be signed by the individual immediately following the injury or exposure. Copies of the waiver form for a student must be retained by the on-site Clinical Supervisor, the Program’s Clinical Site Supervisor, the Program Director/Department Head and the injured or exposed student. If treatment is refused, a clinical site may refuse to permit the student to continue to report to the clinical site and this could result in dismissal from the program for the exposed student. WorkNet is open Monday through Friday from 7:30 a.m. to 5 p.m.

An injured or exposed individual has the right to refuse treatment. If an individual refuses care, he/she must sign a refusal waiver form located on the back of College’s Bloodborne Pathogen Exposure Incident Report. The form must be signed by the individual immediately following the injury or exposure. Copies of the waiver form for a faculty/staff member must be sent to the Benefits Office in the Human Resources Department. If treatment is refused, a clinical site may refuse to permit the faculty member to continue to report to the clinical site.

### INJURY PROTOCOL

1. Protocol for injury is usually:
   a. Identification and documentation of the source individual. Documentation should include: route of exposure, circumstances under which exposure occurred, PPE in use, work practices, location of incident and procedure being performed.

   b. Testing the source individual’s blood as soon as feasible to determine Hepatitis B, Hepatitis C, and HIV infectivity.

   c. Written consent to test for HIV should be obtained from the source patient, by the Clinical Site Supervisor, Dean of Students or Program Director (Allied Health or Department Head Nursing).

   d. Counseling should be provided to the injured party to discuss recommendations for treatment, follow-up care and testing and the EAP can be utilized for employees.

   e. HIV prophylaxis treatment should be initiated within two hours of exposure.
2. Certain clinical sites may have established policies for treatment of injuries or an exposure to pathogens. Injured or exposed individuals may elect to follow such policies, but the Bloodborne Pathogen Exposure Incident Report must still be completed and sent to the appropriate individuals as stated above.

3. An injured or exposed individual has the right to refuse treatment. If an individual refused care, he/she must sign a refusal waiver form on the back of the College’s Bloodborne Pathogen Exposure Incident Report. The form must be signed by the individual immediately following the injury or exposure. Copies of the waiver form should be retained by Security and Human Resources. If treatment is refused the College may refuse to permit the individual to return to campus and/or the clinical site for a stipulated period of time based upon an assessment of the threat of harm to the individual or others.

CASES OF SELF-REPORTED OR SUSPECTED INFECTIONS
An individual who suspects they have contracted an infectious illness (e.g., MRSA, TB) or who suspects they could be in direct contact with someone who has an infectious illness should follow the guidelines as stated below.

1. Students, who are self-reporting, reporting the suspected illness of another individual or employees who suspect a student is infected, should state their concerns to the Dean of Students. The Dean of Students will take the appropriate steps to determine the accuracy of the information. If an incident of infectious illness is confirmed, the infected individual will be asked by the Dean of Students to seek medical attention from his/her own physician. In PA, the state does not require individual incidents of MRSA to be reported to the Health Department. Also, students are not restricted from attending school as long as the wound is covered and the student is receiving treatment.

2. Employees who are self-reporting or reporting the suspected illness of another individual should state their concerns to their immediate supervisor. If an incident of infectious illness is confirmed, the immediate supervisor will contact Human Resources. Human Resources will contact the infected individual and ask that he/she seek medical attention from his/her own physician.

CLEARANCE
Any individual who has been exposed to an infectious or bloodborne pathogen must present evidence of his/her ability to return to work, to school, and to any clinical site according to the following protocol:

1. Students in Nursing and Allied Health Programs should present the information to the Department Head (Nursing) or Program Director (Allied Health). The Department Head or Program Director will be responsible for informing the clinical site that the student has been cleared and may return to the clinical site. Students who fail to provide such clearance may be administratively withdrawn from a program if they are unable to return to class and/or complete their clinical assignment.

2. Students not enrolled in Nursing and Allied Health Programs should present the information to the Dean of Students. Faculty and staff must present information to the Human Resources Department.

3. A statement from the attending physician which clears the employee to return to work is required or the employee will not be permitted to return to work without a clearance notification from the attending physician.

RECORD KEEPING
The Bloodborne Pathogen Exposure Incident Report and all pertinent records will be considered confidential and they will be kept for 30 years in accordance with OSHA guidelines. Records for employees and students will be kept in the Human Resources Department.
**JURY DUTY**

Community College of Philadelphia encourages students to accept their responsibilities as citizens and serve on juries when called. In the event that serving on a jury would seriously interfere with academic progress, the student can go immediately with the summons to the Enrollment Central to request that a postponement letter be submitted.

**RELIGIOUS ACCOMMODATIONS POLICY**

The Community College of Philadelphia prohibits discrimination based upon religion. The College will provide reasonable religious accommodations when necessary for individuals to participate in employment and educational opportunities, as well as other college programs and activities, unless the accommodation poses an undue hardship on the College or requires the College to fundamentally alter the nature of a College course, program, or activity.

*Process for Student Accommodation*

A student who requires a reasonable religious accommodation should make the request directly to his/her course instructor. It is expected that the student will provide sufficient notice of the need for an accommodation to course instructors in order for the accommodation to be implemented. In the event that a student’s request for religious accommodation involves an alternative examination time or date, any make-up examinations given for purposes of test security must be comparable, in terms of format and difficulty, to the examinations given to the entire class. If there are concerns about the requested accommodation, the instructor should consult his/her department chair, dean or the Director of Diversity and Equity. An instructor may not unilaterally deny a request for a reasonable religious accommodation without first consulting the Director of Diversity and Equity. All religious accommodations for other College programs and activities outside of the classroom must be submitted to the Director of Diversity and Equity.

*Complaints*

Individuals who believe that there is a violation of this policy, disagree with a determination regarding a request for a reasonable religious accommodation, believe they have been treated in a discriminatory manner, or are experiencing harassment should contact the Director of Diversity and Equity. Complaints will be investigated in accordance with the procedure contained in the Colleges’ Anti-Discrimination and Harassment Compliant Policy. An individual who files a complaint or participates in an investigation will be protected against retaliation. Complaints will be kept confidential to the extent possible.

*Appeal*

An employee who disagrees with the Director of Diversity and Equity’s determination may appeal by providing a written appeal to the college President. The President or his designee will make a decision regarding the appeal within 14 business days and render a written decision to the employee, the employee’s supervisor, and to the Director of Diversity and Equity concerning the accommodation request. The decision of the President or his/her designee is final.

The full version of the College’s Religious Accommodations Policy is located online at my.ccp.edu policy no. 356.

**REFUND POLICY**

It is the student’s responsibility to submit an official drop form or drop classes via the Web, even in cases of non-attendance. Students who drop prior to the start of the term will not incur any charges other than fees that are considered non-refundable. The first day of the term marks the beginning of the refund policy regardless of the first scheduled class day for any particular student. Students who drop during the first 20% of the term (equivalent to the first three weeks of a 15-week class) will be charged 50% for tuition and applicable fees and will be financially responsible for the charges incurred. Students who drop classes after this point (during the equivalent fourth week of a 15-week class or later) will be charged 100% of tuition and applicable fees and will be financially responsible for the charges incurred.
Students who receive financial aid are subject to federal refund policies and calculations as described in the provisions of the Higher Education Amendments of 1998. Recipients of grants and loans who fully withdraw or drop on or before the 60% point of the term will be required to return all or a portion of their financial aid proceeds to the College and/or the Federal Government. See the Financial Aid Withdrawals, Refunds and Repayment Policy section for more information.

IMPORTANT: A student who drops a 15-week course during the 15-week refund period will not be permitted to apply full tuition to a later-starting course. The difference between the partial tuition refund for the 15-week course and the full tuition for the later-starting course must be paid by the student. This does not apply if the 15-week course is dropped prior to the start of the 15-week semester and is replaced by a later-starting course. Refund policies are in keeping with the regulations of the State Board of Education of the Commonwealth of Pennsylvania (Section 35.30).

ANTI-DISCRIMINATION AND HARASSMENT COMPLAINT POLICY
SECTION 504/TITLE IX

PURPOSE
The purpose of the Anti-Discrimination and Harassment Complaint Policy is to create an academic and working environment free of unlawful discrimination or harassment and to identify the procedures for handling discrimination, sexual harassment, and other harassment issues, including sexual assault.

The Community College of Philadelphia does not tolerate discrimination or harassment on the basis of age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. Such behavior is inconsistent with the College’s commitment to excellence and to a community in which mutual respect is a core value as articulated in the College’s Mission, Vision, and Core Values Statements. The prohibition against unlawful discrimination and harassment applies to all levels and areas of College operations and programs, students, administrators, faculty, staff, volunteers, vendors, and contractors.

The College is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Age Discrimination in Employment Act, the Equal Pay Act, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, Federal executive Order 11246, Genetic Information Nondiscrimination Act of 2008 (GINA), and all other rules and regulations that are applicable.

ACCOUNTABILITY
Under the direction of the President, the Director, Office of Diversity and Equity shall ensure compliance with this policy. The Director, Office of Diversity and Equity, in conjunction with the College’s Vice Presidents, Deans, and all other staff in a supervisory capacity shall implement this policy. All College employees have a duty to report claims of sexual misconduct or sexual assault to Simon Brown, Director, Office of Diversity and Equity, Title IX Coordinator and Section 504 Coordinator at sbrown@ccp.edu, Room M2-3, 1700 Spring Garden Street, Philadelphia PA 19130, (215) 751-8039.

PROHIBITED ACTS
Discrimination/Harassment – any conduct directed toward an individual or group based upon one or more of the following categories or traits: age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status that is sufficiently severe or pervasive to a reasonable person that it alters an individual’s employment condition, educational environment or participation in a College activity and creates intimidating, offensive or a hostile environment for employment, education, or participation in a College activity. Harassment may include, but is not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, touching or other forms of physical harassment or objects or activities directed at an individual based on any of the above categories or groups.
**Sexual Harassment** – Unwelcome or unwanted sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of an individual’s employment, study, or participation in College-sponsored activities; or
Submission to or rejection of such conduct is used as the basis for decisions affecting individual’s study, employment, or participation in College sponsored activities; or
Such verbal or physical conduct is severe or pervasive enough to a reasonable person that it substantially interferes with an individual’s academic or work performance or creates an intimidating, hostile, offensive or demeaning academic or working environment.

Examples of behavior which may be considered sexual harassment include, but are not limited to:
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades;
- Direct propositions of a sexual nature;
- Sexually explicit statements, questions, jokes or teasing;
- Unnecessary touching, panting, hugging or brushing against a person’s body;
- Remarks of a sexual nature regarding a person’s clothing, body, sexual activity, previous sexual experience, or sexual orientation;
- Repeated requests for dates or social interaction made through verbal requests, notes, telephone calls, facsimiles, e-mails;
- Visual displays of inappropriate sexual images; and
- Attempted or actual incidents of sexual assault.

**Sexual Assault** – includes any of the following: (a) any intentional, unconsented touching, or threat or attempt thereof, of: (i) an intimate bodily part of another person, such as a sexual organ, buttocks or breast; (ii) any bodily part of another person with a sexual organ; or (iii) any part of another person’s body with the intent of accomplishing a sexual act; (b) disrobing of another person without the other’s consent or purposeful exposure of one’s genitals to another without the other’s consent; or (c) forcing or attempting to force, another person to engage in sexual activity of any kind without their consent. Consent in sexual activity is defined in Pennsylvania in accordance with its plain and common meaning. Consent means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent must be ongoing through sexual activity and can be revoked at any time. Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their intoxication, unconsciousness, youth, mental deficiency or incapacity, or if the assent is the product of threat or coercion. Consent to prior sexual activities does not constitute consent to future acts.

**Retaliation** – It is a violation of this policy to retaliate against any party for participating in good faith a discrimination/harassment investigation. Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.

**Knowingly Filing False Complaints** – Knowingly filing a false complaint of discrimination/harassment in retaliation is a violation of this policy. Such conduct may be pursued using the steps followed for a complaint of discrimination/harassment, and if found to have occurred, will result in disciplinary action that may include termination or expulsion.

**REQUIREMENTS**
The Community College of Philadelphia is committed to creating and maintaining a working and learning environment for all faculty, staff, and students, which is free of discriminatory or harassing conduct or communication. The College will not tolerate any conduct which creates an intimidating, hostile, threatening or offensive working or learning environment.
The College views all forms of discrimination/harassment and all attempts to commit such acts as a serious offense and will impose disciplinary action up to and including expulsion, required withdrawal, suspension or termination. The College is committed to maintaining an environment free from discrimination/harassment toward visitors. Discrimination/harassment by employees, students or contractors toward visitors will not be tolerated by the College and will be addressed by this policy.

CONSENSUAL RELATIONSHIPS
Consensual relationships occurring between supervisors and subordinates or faculty and students can lead to circumstances which may be interpreted as sexual harassment. Consensual relationships may also be viewed as causing a hostile or offensive work environment when other staff or students believe that the person(s) involved in the relationship(s) is/are receiving favorable treatment in employment or educational decisions and actions.

The College strongly discourages any sexual or romantic relationship between a faculty member and a student where the faculty member has authority, influence, or responsibility with regard to that student. Similarly, the College discourages any sexual or romantic relationship between a supervisor and a staff employee, where the supervisor has authority, influence, or responsibility with regard to that employee. Consensual relationships among faculty and students or supervisors and staff where on such authority, influence or responsibility exists are strongly discouraged.

DUTY TO INVESTIGATE HARASSMENT COMPLAINTS
Allegations of harassment require that the College take action to investigate and remedy the situation, if harassment has occurred. The College is legally obligated to take action to eliminate harassment that is known or should have been known to anyone in an executive, managerial or supervisory capacity. Employees in supervisory roles must report allegations of harassment to Simon Brown, Director, Office of Diversity and Equity.

SCOPE
These procedures apply to prohibited acts (defined above) performed by any employee (including student worker), applicant, volunteer, vendor, or contractor of the College.

Discrimination/harassment allegedly perpetrated by or between students who are not acting in the capacity of a college employee falls within the jurisdiction of the Judicial Affairs Officer. The Judicial Affairs Officer will address the complaint in accordance with procedures described in the Student Code of Conduct located in the Student Handbook. Discrimination/harassment allegedly perpetrated toward students by a college employee or third party fall under the jurisdiction of the Office of Diversity and Equity and complaints of this nature will be addressed in accordance with procedures listed herein.

PROCEDURES
Any employee, faculty or student may make verbal inquiries regarding discrimination/harassment to Simon Brown, Director, Office of Diversity and Equity. The Office of Diversity and Equity will discuss the situation with the individual and recommend steps the person may take toward resolution of the problem and/or may refer the inquirer to other appropriate resources for assistance.

Any faculty or staff member may report allegations of discrimination/harassment to their immediate superior. Students may report discrimination/harassment complaints to the Office of Academic and Student Success, Dean of Students, or a faculty member who must report it to Simon Brown, Director, Office of Diversity and Equity. Students, faculty and staff members may also report discrimination/harassment complaints directly to Simon Brown, Director, Office of Diversity and Equity.

The complaint process consists of consultations, and an informal and/or formal investigation process for acts of discrimination/harassment as described below:

Consultations may occur with employees or students. Management may also consult before taking other action.
In the informal complaint process, the Office of Diversity and Equity may mediate or conduct an informal investigation at the discretion of Simon Brown, Director, Office of Diversity and Equity. Mediation is not available in cases involving sexual assault. The Director of the Office of Diversity and Equity, Simon Brown, may attempt to negotiate a resolution to the informal complaint of alleged discrimination/harassment or issue a written determination when attempts at mediation are unsuccessful. All complainants have the right to end the informal process at any time and proceed to the formal process.

Formal complaints shall be in writing, and will be investigated even if the complaint is unsigned.

All complaints will be promptly investigated:

Complaints should be filed within 30 business days of the occurrence of the alleged objectionable behavior whenever practicable.

Internal investigations will be concluded within 60 days of submission whenever practicable, to determine if there is a basis to present witnesses and any other pertinent evidence. The individual accused of discrimination/harassment will be advised of the allegations, the source of the complaint if known, and then given the opportunity to respond to the allegations. If an internal investigation cannot be concluded within 60 days, the appropriate parties will be advised and a projected conclusion day will be announced.

Should cause be found to support the allegations, Simon Brown, Director, Office of Diversity and Equity, will identify appropriate remedial actions which may include disciplinary action up to and including termination, and he will report those recommendations to the person responsible for the division/department in which the alleged discrimination/harassment occurred. The appropriate vice president, dean, or department head shall implement the recommendations made by the Director, Office of Diversity and Equity to resolve the situation within two weeks of receiving the findings.

A notice of the findings resulting from the complaint shall be distributed to all relevant parties. The College will also take steps to prevent the reoccurrence of any discrimination/harassment and to correct its discriminatory effects on the complainant and others if appropriate.

Both parties may file an appeal if there is a disagreement with the results and conclusion of the complaint. An appeal must be made in writing. For all student complaints initiating with the Judicial Hearing Committee, the appeal process shall proceed in accordance with the College’s established judicial process as outlined in Article VI: Judicial Policies, in the Student Handbook. All complaints filed with and handled by the Office of Diversity and Equity will be addressed in accordance with the appeals procedures listed as follows:

All appeals must be filed with the President or his/her designee within ten (10) working days of the receipt of the investigator’s decision. The appeal must state why the complainant believes the result and conclusion is unsatisfactory. The President or his/her designee shall review the record and investigate further if deemed necessary. Within twenty-one (21) working days of the date of the filing of the appeal, all parties will receive notice of the President’s or his/her designee’s decision in writing. The President’s or his/her designee’s decision will be final and binding on all parties.

Employees have an obligation to cooperate in the investigation of any such complaint. Management at every level has an affirmative responsibility to ensure that recommendations for corrective action are promptly implemented.

The confidentiality of all parties involved in a discrimination/harassment complaint shall be protected as long as it does not interfere with the College’s obligations to investigate allegations of misconduct or take corrective action.
The complainant may, at any time, request to have his/her complaint withdrawn. In the case of an informal complaint, the request can be made verbally. Requests to withdraw formal complaints should be made in writing to Simon Brown, Director, Office of Diversity and Equity. At its discretion the Office of Diversity and Equity may pursue the investigation and seek remedy if the issues brought forth during the investigation have an adverse impact against other employees or the College.

EXTERNAL REPORTING
Discrimination/harassment is prohibited by federal, state, and local law. In addition to the internal process described, individuals may pursue complaints directly with government agencies that deal with unlawful discrimination/harassment claims, e.g., the U.S. Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR), the U.S. Department of Education, Pennsylvania Human Rights Commission, and the Philadelphia Human Rights Commission.

WITHDRAWING FROM COLLEGE
WITHDRAWAL AND EXCUSED WITHDRAWAL
A withdrawal form is used when you submit for withdrawal (drop all classes or drop your last class) from the College. You may want to see a counselor who will review your academic standing and how this action affects your satisfactory academic progress before submitting this form. The date when Enrollment Central accepts the withdrawal form is the official date of withdrawal. If a student cannot appear in person to fill out a withdrawal form due to extenuating circumstances, he/she must send an email from their Community College of Philadelphia email account to osrrhelp@ccp.edu stating the date and reason for the withdrawal. Absence from class or merely notifying the instructor does not constitute a withdrawal. If necessary, the student can contact the Counseling Center by phone. Financial Aid recipients should consult the Office of Financial Aid before withdrawing.

APPLICATION FOR REINSTATMENT
After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. The student must meet with a counselor to be reinstated for a first time. Students applying for reinstatement to the College must submit an “Application for Reinstatement Form” which may be obtained in the Educational Support Services Office or at the Counseling Center. Once completed, forms can be dropped off at the Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College Catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Once a decision has been made about reinstatement, students will be notified in writing.

BEHAVIORAL REPORTING FORM
Students, faculty, and staff are encouraged to submit an incident report through the Behavioral Reporting Form when they encounter situations that could result in a violation of the Student Code of Conduct. The form can be accessed in the MyCCP portal under the heading “Safety and Security”. In case of an emergency, students should immediately contact Safety and Security at (215) 751-8111.

HEARING WAIVER/HEARING REQUEST FORM
When the incident report is filed, through the Behavioral Reporting Form, depending on the alleged violation, a Hold* may be placed on the alleged student record, and a Notice of Charge and Hearing Waiver/Hearing Request Form will be issued to the student. Failure to return the Hearing Waiver/Hearing Request Form within five (5) school week days, may result in a decision being made through a Judicial Hearing in the student’s absence.

*A Dean of Students Hold may prohibit the following: registering for classes, accessing the College’s facilities, and receiving an official transcript.
ABOUT THE STUDENT CODE OF CONDUCT

Embedded in the mission, vision, and core values of Community College of Philadelphia is the desire to create a caring environment that is intellectually and culturally dynamic and values integrity, academic excellence, diversity, commitment to teaching and learning, communication, and respect. Such an environment encourages all students to achieve greater insight, increased awareness, critical thinking skills, and self-fulfillment in preparation of becoming global citizens. Accomplishing these ideals requires a commitment from faculty, staff, and students to adhere to standards of behavior that assure a safe, healthy, and caring atmosphere. It is essential that each member of the College community participate freely in the pursuit of the ideals of the College’s mission statement.

As responsible citizens, students are expected to demonstrate an awareness of the responsibilities of informed citizenship in a diverse and pluralistic society; self-management in the requirements that come with one’s role as a student in the classroom and at the College; integrity in one’s role as a student relative to other students, faculty, staff and administrators; and an effort to understand the perspective of others and to respond to others with well-founded thoughts.

The Student Code of Conduct supports the College’s mission by outlining students’ rights and responsibilities in addition to defining acceptable behaviors.

STUDENTS’ RESPONSIBILITIES

PRESERVE AN ENVIRONMENT CONDUCIVE TO LEARNING.
The College has the inherent authority to maintain good order and discipline in the furtherance of its lawful mission. The Student Code of Conduct clearly and concisely identifies those behaviors that put students at risk of disciplinary action. The Code of Conduct also assures that students enjoy those protected behaviors inherent in their status as students and enumerated under Student Rights below. Students are held accountable to the College’s Student Code of Conduct.

RESPECT THE RIGHTS OF OTHERS.
The strength of the College lies in its diversity. Respect for the differences each student, faculty and staff person brings to the College is essential. Such differences include race, gender, sexual orientation, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, and ability. Students come to campus with unique interests, and while they are on campus, as a result of their interactions in the formal classroom and in the co-curriculum of the campus, they continue to develop and expand their pursuits.

OBEY FEDERAL, STATE AND LOCAL LAWS AND THE POLICIES OF THE COLLEGE.
Teaching and learning require an atmosphere where dialogue, debate and the exchange of ideas can flourish unfettered. The sanctity of the classroom, academic freedom, and the student’s freedom of expression all require a separate set of standards than those provided for by our society. Students must not only adhere to the rules of our society because they are the law, they must also adhere to those College policies which establish the College as a place where teaching and learning require a different set of standards.
Cooperate with faculty, staff and administrators to further the mission of the College.
Accessing the opportunities offered by the College is dependent upon students’ ability to meet their responsibilities to provide accurate information, meet their financial obligations, and advocate for their needs. The freedom to teach and the freedom to learn are inseparable facets of the collegiate experience. Additionally, while enrolled in the College, students are expected to take an active voice in curricular and co-curricular interests, be active participants in the formulation of institutional policies, maintain the standards set for satisfactory academic progress, cultivate their life-long learning skills, and act in a manner on and off campus which reflects positively upon themselves, the College and our community.
STUDENT’S RIGHTS

On June 5, 1968, the Community College of Philadelphia Board of Trustees unanimously adopted a set of principles to guide the College in its development of policies and procedures relating to rights and responsibilities of students. Taken, in part, from the “Joint Statement on Rights and Freedoms of Students” developed, initially, by the American Association of University Professors, the Association of American Colleges, the United States National Student Association, the National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors, the College put forth, in spirit and content, those basic tenets which protect the rights of students. They include:

FREEDOM OF ACCESS TO HIGHER EDUCATION

The admissions policies of the College clearly state the characteristics and expectations of students which are considered relevant to success in the institution’s programs. All facilities and services of the College are open to all enrolled students.

FREEDOM IN THE CLASSROOM

Students are responsible for learning the content of the courses in which they enroll, though they should be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion.

Students are responsible for maintaining those standards of academic performance required by each course in which they are enrolled. Students should have protection against prejudiced or capricious academic evaluation.

Students’ views, beliefs, and political associations which are acquired by faculty members in the course of their work as instructors, advisors and counselors should be considered confidential.

FREEDOM OF INQUIRY AND EXPRESSION

Students and their organizations are free to examine and discuss all questions and issues of interest and inquiry to them and to express their opinions publicly and privately. Such freedom does not permit student groups to disrupt the orderly processes of the educational environment. The actions of student groups should be clearly delineated from the activities and responsibilities of the College.

FREEDOM OF ASSOCIATION

Students are free to form groups and organizations that appeal to the interests of a variety of students. Official student groups and organizations must be open for membership to all Community College of Philadelphia students in good standing. Official student organizations shall not deny membership or participation on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or expression or any other status protected under federal, state or local law unless otherwise permitted under applicable Federal law. Certain performance-based requirements may be imposed on a viewpoint neutral/belief-neutral and status-neutral basis. For example, honor societies may require a certain minimum G.P.A. or matriculation into an academic program and singing groups may require students to audition. Official College organizations must be sanctioned by the College by having met all of the requirements established by the Office of Student Life.

RIGHT TO DUE PROCESS

A student charged with misconduct must be informed of the nature of the charges in writing, be given copies of any documents related to the charges, and be given the opportunity to refute them. The College must not be arbitrary in its decisions to discipline students and must always provide the opportunity for students to appeal any disciplinary sanction. When disciplinary decisions are rendered, students must be provided with procedural guidelines for appeal. Whenever possible, except for reasons related to the mental or physical safety or wellbeing of the student or others on the campus, a student’s status, including the right to attend classes, participate in College activities, or use College facilities, should not be altered pending disciplinary action.
STUDENT CODE OF CONDUCT

ARTICLE I: DEFINITIONS
1. The term “student” includes all persons taking courses at the College, both full-time and part-time, and those who attend post-secondary educational institutions other than the Community College of Philadelphia. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are also considered “students.”

2. The term “College” means Community College of Philadelphia.

3. The term “faculty member” means any person hired by the College to conduct instructional activities. The term “faculty member” at Community College of Philadelphia shall include counselors and librarians.

4. The term “College official” includes any person employed by or associated with the College in performing assigned administrative or professional responsibilities.

5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by or associated with the College. A person’s status in a particular situation shall be determined by the President of the College.

6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition/registration.

8. The term “Judicial Body” means any person or persons authorized by the Vice President for Academic and Student Success to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions. A judicial body may consist of the Judicial Affairs Officer or a Judicial Hearing Committee.

9. The term “Judicial Affairs Officer” means a College official authorized on a case-by-case basis by the Vice President for Academic and Student Success to impose sanctions upon students found to have violated the Student Code of Conduct. The Vice President for Academic and Student Success may authorize the Judicial Affairs Officer to serve simultaneously as a Judicial Affairs Officer and one of the members of a Judicial Hearing Committee. Nothing shall prevent the Vice President for Academic and Student Success from authorizing the same Judicial Affairs Officer to impose sanctions in all cases.

10. The Judicial Affairs Officer is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.

11. The term “Judicial Hearing Committee” means a College committee which is authorized to hear judicial cases and recommend specific sanctions upon students found to have violated the Student Code of Conduct.

12. The term “mediation” refers to a form of voluntary intervention in which conflicting parties elect to use a neutral third party or mediator to help find a solution to their dispute.

13. The phrase “Informal Disciplinary Procedures” refers to allowing students who allegedly commit minor infractions of the Student Code of Conduct to be subject to less formal procedures in the hearing and adjudicating of their cases.

14. The term “Formal hearing” means a student will be afforded a formal forum to present his/her case. The formal hearing may include testimonies of witnesses and the right to cross examination of witnesses present during the hearing.
15. The term “Student Appeals Committee” means any person or persons authorized by the President to consider an appeal from a judicial body’s determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the Judicial Affairs Officer or the Judicial Hearing Committee.

16. The term “shall” is used in the imperative sense (required).

17. The term “may” is used in the permissive sense (option).

18. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, and College Catalog.

19. The term “school day” shall refer to any day that classes are in session with the exception of weekends and holidays. Weekends and holidays are not considered in calculating response time for notification of sanctions and appeals.

20. The term “Complainant” refers to any person who initiates a report leading to charges.

ARTICLE II: JUDICIAL AUTHORITY

1. The Judicial Affairs Officer, subject to the approval of the Vice President for Academic and Student Success, shall develop procedures for conducting of hearings. Such procedures shall be consistent with provisions of the Student Code of Conduct.

2. The Judicial Hearing Committee shall be selected from a pool of twelve members. The pool shall have equal representation (four persons each) from faculty, administrators and students. The Faculty and Staff Federation shall recommend faculty representatives. The Vice President for Academic and Student Success shall recommend administrators. The Student Government Association shall recommend student representatives. All members recommended to serve on the Judicial Hearing Committee are subject to final approval of the College President. Four chairpersons of the committees shall be appointed from the pool of twelve by the President of the College and shall serve, case by case, on a rotating basis as one of three members of each hearing committee.

3. The Judicial Hearing Committee shall hear cases at the discretion of the Judicial Affairs Officer. The chair of the Judicial Hearing Committee shall select two other members from the Judicial Hearing Committee pool for the purpose of hearing cases. There shall be three committee members present (one person from each constituent group of faculty, administration, and students) in order to conduct a hearing. As with the chairperson, the other two committee members shall participate, case by case, on a rotating basis.

4. Sanctions recommended by a judicial body are subject to the normal appeals process.

5. Students are expected to abide by College rules and regulations both inside and outside the classroom. Whenever appropriate, minor violations committed in the general College environment may be dealt with through an informal disciplinary process at the discretion of the Judicial Affairs Officer.

6. The pool shall be initially selected on a staggered one, two, and three year term and thereafter shall be appointed for a three year term. Alternates shall be selected to replace persons who rotate off or otherwise leave the pool.

ARTICLE III: PROSCRIBED CONDUCT

1. Jurisdiction of the College
   Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives.

2. Conduct – Rules and Regulations
   Any student found to have violated the Student Code of Conduct including, but not limited to, the following is subject to the disciplinary sanctions outlined in Article IV:
Abuse of the College’s Judicial System
Abuse of the College’s Judicial System is prohibited. Abuse includes, but is not limited to, the following:
i. Failing to obey the summons of a judicial body or College official.
ii. Falsifying, distorting, or misrepresenting information before a judicial body.
iii. Disrupting or interfering with the orderly conduct of a judicial proceeding.
iv. Instituting a judicial proceeding knowingly without cause.
v. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
vii. Harassing (verbally or physically) and/or intimidating a member of a judicial body prior to, during, and/or after a judicial proceeding.
viii. Failing to comply with the sanction(s) imposed under the Student Code.
ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.

AIDING AND ABETTING
Aiding and abetting in the violation of College rules is prohibited. Anyone who aids or abets in the violation of College rules or who encourages the violation of rules may be considered just as responsible as the actual violator or offender and may be subject to the same sanctions as the actual offender.

ALCOHOL
The possession, use, manufacture, or distribution of alcohol while on College property, while participating in any College-sponsored activities or while conducting College business off-campus is prohibited except as expressly permitted by the law and College regulations. Public intoxication is also prohibited.

ARSON
Purposely attempting to set fire or burn any College building, furnishings, equipment or personal property is prohibited.

ASSEMBLY
Free and open assembly is permitted subject to reasonable time, place, and manner restrictions. For the purposes of this code, assembly is defined as an individual or group organizing for the purpose of communication. Use of College space should be requested through established facility reservation procedures. Student groups and organizations should request such use through the Student Life Center. Failure to adhere to the College’s procedure regarding Assembly is prohibited.

BOMB / BOMB THREAT
Placing an explosive device or intentional imitation of such a device or threatening the placement of explosive devices on any College property, including surrounding areas, is prohibited.

CONTRACTS
Students are prohibited from entering into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

DAMAGE OR DESTRUCTION OF PROPERTY
Intentionally destroying or damaging College property or property of others on College premises or at College-sponsored activities is prohibited.
DISCRIMINATION/HARASSMENT
Discrimination or disparate treatment based on protected statuses or characteristics including race, color, ethnic or national origin, sex, sexual orientation, gender, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. No student shall engage in discrimination/harassment of another student, faculty, or staff member based on any protected status or characteristics. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy, whether or not discrimination or harassment occurred.

DISHONESTY
Acts of dishonesty are prohibited. Dishonesty refers to, but is not limited to, fabrication, obtaining an unfair advantage, furnishing false information to any College official, faculty member or office, unauthorized access to computerized systems, and tampering with the election of any College-recognized student organization.

DISORDERLY CONDUCT
Disorderly conduct is prohibited. Disorderly conduct includes behavior that is disruptive, lewd, or indecent; involves a breach of the peace; or aids, abets, or procures another person to breach the peace on College premises or at functions participated in or sponsored by the College. Disorderly conduct includes:

i. College activities, on or off-campus, in all locations.

ii. Authorized non-College activities, occurring on College property.

DOMESTIC AND DATING VIOLENCE
Domestic and Dating Violence include sexual and/or physical abuse or threat of such abuse or other violence committed by someone who is a current or former spouse, current or former intimate or romantic partner, or someone who shares a child in common, or as otherwise defined under the laws of the Commonwealth of Pennsylvania.

FAILURE TO COMPLY
Failing to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested is prohibited.

FALSE ALARMS OR FALSELY REPORTED FIRE ALARMS
Setting, reporting or causing a false fire alarm is prohibited.

FIRE-PROTECTION EQUIPMENT
Tampering with or possessing College fire-protection equipment, including fire extinguishers, hoses, exit lights, smoke detectors, and alarm systems is prohibited.

FORGERY
Forging, altering, or misusing any College document, record, or instrument of identification is prohibited.

FRAUD
Acts of fraud are prohibited. Fraud is intentionally using deceit, trickery, or some dishonest means for profit or to gain some unfair or dishonest advantage. Fraud includes, but is not limited to:

i. Falsifying timesheets to improperly receive compensation or credit for hours not worked.

ii. Using, possessing, manufacturing, or distributing an access device, such as a credit/debit card or declining balance card, to obtain or attempt to obtain property or services with knowledge that the access device is counterfeit, altered or incomplete; the access device was issued to another person who has not authorized its use; the access device has been revoked or cancelled; or for any other reason the use of the access device is unauthorized by the issuer or the device holder.
GAMBLING
Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval is prohibited.

HAZING
Hazing, defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a College-sponsored group or organization is prohibited.

ILLEGAL DRUGS AND SUBSTANCE ABUSE
The unlawful possession, use, or distribution of drugs and substances, illegal or unauthorized prescription drugs, or drug paraphernalia is prohibited on College premises. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician’s prescription. In addition to College sanctions, students may be subject to federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, the College will fully cooperate with law enforcement agencies.

OBSTRUCTION OF PEDESTRIAN OR VEHICULAR TRAFFIC
Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions is prohibited.

OBSTRUCTION OF TEACHING
Disrupting or obstructing class is prohibited. Classroom disruptions are defined as behaviors that continue after a warning and which a reasonable faculty member would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples may include, but are not limited to: unauthorized use of cell phones, pagers, portable CDs, electronic games, and all other electronic devices in the classroom; persistent speaking without being recognized; talking with classmates while the faculty member (or another student who has the floor) is talking; entering class late; leaving class early; or leaving and returning to class while class is in session without permission.

PHYSICAL/VERBAL ABUSE
Physically abusing, assaulting, or verbally abusing any person is prohibited.

POSTING POLICY
Failure to follow the College’s Posting Policy is prohibited. All postings must conform to all applicable College policies. Specifically, postings must adhere to the College’s Statement of Mission and Affirmative Action Statement. To that end, both “Public” and “College” corkboards will be provided throughout the College.

i. Posting of flyers, leaflets, promotional materials, etc., is prohibited in College Buildings except at designated corkboards and kiosks.

ii. Postings that advertise goods or services, events, sales or activities not sponsored by the College may only be posted on the corkboard or kiosk identified as a “Public Board.”

iii. Postings that advertise College events or activities and postings that are intended to make students and/or faculty and staff aware of College-related issues are to be posted on the corkboard or kiosk identified as a “College Board.” All postings on the “College Boards” must include sponsoring College office or department name and contact information, e.g., phone, email, web address.

iv. No more than one event notice or posting is permitted per location. Multiple copies of the same flyer are not permitted at a single location.

v. All postings on the “Public Boards” will be removed on the 15th and 30th of each month.
vi. All postings on “College Boards” will be removed on the 30th of each month.

vii. The size of postings on the “Public Board” cannot exceed 8-1/2” x 11” inches unless prior approval is received from the Office of Student Life.

viii. The size of postings on the “College Board” cannot exceed 22” x 28” inches.

ix. Postings in non-authorized areas of College Buildings will be taken down immediately. Disciplinary and/or legal actions may be pursued against individuals in violation of this policy.

RETALIATION
Retaliation against any individual for filing a complaint in good faith, or for assisting in the investigation of such complaint is prohibited.

SEXUAL ASSAULT
Sexual assault includes any of the following: (a) any intentional, unconsented touching, or threat or attempt thereof, of: (i) an intimate bodily part of another person, such as a sexual organ, buttocks or breast; (ii) any bodily part of another person with a sexual organ; or (iii) any part of another person’s body with the intent of accomplishing a sexual act; (b) disrobing of another person without the other’s consent or purposeful exposure of one’s genitals to another without the other’s consent; or (c) forcing or attempting to force, another person to engage in sexual activity of any kind without their consent. Consent in sexual activity is defined in Pennsylvania in accordance with its plain and common meaning. Consent means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent must be ongoing through sexual activity and can be revoked at any time. Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their intoxication, unconsciousness, youth, mental deficiency or incapacity, or if the assent is the product of threat or coercion. Consent to prior sexual activities does not constitute consent to future acts.

SEXUAL HARASSMENT
Sexual harassment is prohibited. Unwelcome verbal or physical conduct based on sex or gender that is severe or pervasive enough to a reasonable person that it substantially interferes with a student’s academic (or work) performance, or creates an intimidating, hostile, or offensive environment is considered sexual harassment. This form of harassment may include acts of intimidation, aggression or hostility based on sex or sex-stereotyping, even if the acts do not involve conduct of a sexual nature.

SMOKING
Smoking is prohibited in any building including classrooms, gymnasium, restrooms, laboratories, or other internal spaces on campus.

SOLICITATION
No individual or company may solicit or sell on campus for personal gain. Use of campus property to solicit donations, make sales, or recruit is restricted to the College, College-recognized organizations, departments, and College-sponsored programs and activities. Prior approval must be obtained from the office under whose jurisdiction the organization or the department operates. Failure to follow these rules is prohibited.

STALKING
Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer severe emotional distress; or as “stalking” is otherwise defined by the Commonwealth of Pennsylvania. One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, or device or means, follows, monitors, observes, surveils, threatens, or communicates about a person in a way prohibited as described above, or interferes with a person’s property.
TECHNOLOGY
Abuse of the College’s technology is prohibited. Violations consist of theft and/or other abuse of computer time, including but not limited to:
   i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
   ii. Unauthorized transfer of a file.
   iii. Unauthorized use of another individual’s identification and/or password.
   iv. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
   v. Use of computing facilities to send obscene, abusive, or threatening messages.
   vi. Use of College computers to visit lewd and indecent web sites except for educational purposes.
   vii. Use of computing facilities to interfere with normal operation of the College computing system.

THEFT AND/OR POSSESSION OF STOLEN PROPERTY
Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or removing or using College property for personal, political, or social purposes without authorization or permission is prohibited.

THREATENING BEHAVIOR/HARASSMENT/BULLYING
Threatening, intimidating, harassing, bullying, coercing and/or engaging in other conduct which is threatening or endangering to the health or safety of any person is prohibited.

TRASH
No student shall deposit, dump, litter, or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

UNAUTHORIZED ENTRY
Unauthorized entry to or use of College premises or unauthorized possession, duplication, or use of keys to any College premises is prohibited.

VANDALISM
All acts of vandalism are strictly prohibited and will not be tolerated on College property.

VIOLATION OF COLLEGE RULES AND REGULATIONS
Violating published College policies, rules or regulations is prohibited. Students are expected to promptly report conduct or activity which poses a danger to the community or its members.

VIOLATION OF FEDERAL, STATE, OR LOCAL LAW
Violating federal, state, or local law on College premises or at College-sponsored or supervised activities is prohibited. All students are subject to the laws of the Commonwealth of Pennsylvania and the City of Philadelphia. Any violations while on campus or on College-sponsored activities will result in disciplinary procedures, which may include the involvement of local authorities.

WEAPONS/DANGEROUS CHEMICALS
Possession of firearms, explosives, knives, other weapons, or dangerous chemicals on College premises or College-sponsored or supervised activities is prohibited. However, authorization may be granted or denied by the College.
3. Conduct – Academic Integrity
The Community College of Philadelphia is dedicated to fostering the intellectual and personal development of its students, and to promoting an environment that exemplifies the College’s core values, including Integrity, Academic Excellence, and a Commitment to Teaching and Learning. Academic Integrity requires respect for, and acknowledgement of, the work and efforts of others. It is essential to a high level of teaching and learning. Academic integrity emphasizes fairness, honesty, and responsibility in all academic endeavors and communications, on the part of both faculty and students.

RIGHTS AND RESPONSIBILITIES

FACULTY
i. It is the responsibility of faculty to know and execute College policies regarding academic integrity in a fair and diligent manner.

ii. It is the responsibility of faculty to inform students of class expectations and assessment guidelines in a timely manner.

iii. It is the right of faculty to work within the College in an environment of discernible, structured guidelines of due process concerning matters of academic integrity.

iv. It is the right and responsibility of faculty to participate in a fair and equitable process concerning any allegations of violations of academic integrity.

STUDENTS
i. It is the responsibility of students to familiarize themselves with College and class policies regarding academic integrity, and to seek clarification if needed.

ii. It is the responsibility of students to comply with College and class policies regarding academic integrity.

iii. It is the right of students to be informed of any alleged violations and possible sanctions concerning academic integrity.

iv. It is the right of students to receive due process concerning alleged violations of academic integrity, including an appeal process.

VIOLATIONS OF ACADEMIC INTEGRITY
Violations of academic integrity can include, but are not limited to, cheating and plagiarism. Cheating is an intentional effort at deception or gaining of an unfair advantage in completing academic work. Plagiarism is the act of appropriating the work of another person and passing it off as one’s own. Any student who assists another in an activity that constitutes a violation of academic integrity is also responsible and accountable for such a violation.

The following list is not exhaustive, but includes some common examples of plagiarism and cheating:

i. copying original ideas, images, words, or design elements and using them without proper citation or permission of the author

ii. creating a bibliography with fabricated sources or citing sources as references that were not used in the preparation of the report or essay

iii. deceiving the instructor to get more time for an assignment or examination

iv. hiring someone to write an essay or complete other assignments
v. collaborating with classmates or others on an assignment when the class rules explain that only individual work is permitted

vi. using unauthorized electronic devices or software during an examination

vii. allowing other students to copy exam responses or homework assignment answers so that they can pass it off as their own work

Violations of academic integrity will open a student to disciplinary action.

**ACADEMIC AUTHORITY**

a.) The term “Academic Integrity Hearing Committee” means a College committee which is authorized under certain circumstances to determine whether a student has violated the Academic Integrity section of the Student Code of Conduct and to impose sanctions upon students found to have committed such violations.

b.) The Academic Integrity Hearing Committee shall be composed of three individuals: a member of the faculty, a student, and a member of the administration. All members shall serve on an annual basis. In consultation with the Vice President for Academic and Student Success faculty representatives shall be appointed by the Faculty and Staff Federation, and student representatives shall be appointed by the Student Government Association.

c.) The Academic Integrity Hearing Committee shall hear cases at the discretion of the Judicial Affairs Officer. Three members of the committee must be present for the purpose of conducting a hearing (one person from each constituent group of faculty, administration, and students), one of whom shall be designated as Chairperson of that hearing by the Judicial Affairs Officer.

d.) Sanctions resulting from an Academic Integrity violation are subject to an appeals process, as detailed in the Student Code of Conduct.

**UNDERSTANDING AND COMMITMENT**

The College’s approach to disciplinary action concerning matters of academic integrity is informed by its commitment to fostering a broad culture of academic integrity that transcends particular classrooms or course work. In the interest of the justice and effectiveness of its policies and procedures, the College engages in continued efforts to assure that students understand the meaning and importance of academic integrity. Every student has access to the College’s full policy on academic integrity, and faculty are required to promote and model academic integrity in all endeavors.

**REPORTING**

Faculty are responsible for detecting and reporting any suspected violations of academic integrity. Whenever it is the judgment of a faculty member that a student has committed a violation of academic integrity, it is his/her responsibility to do the following:

i. document evidence of suspected wrongdoing and keep records of relevant communications with the student,

ii. contact the student concerning the suspected violation, allowing the student the opportunity to respond,

iii. notify the Judicial Affairs Officer of every act that upon his/her judgment constitutes a violation of academic integrity,

iv. inform the student that the alleged violation has been reported to the College, and

v. inform the student of what consequences may occur within the course as a result of the violation.
All alleged violations of academic integrity are tracked. The Judicial Affairs Officer as well as the appropriate Department Head and Academic Dean are notified each time a suspected violation of academic integrity is reported.

**JUDICIAL PROCEDURES**
The judicial process for issues involving academic integrity follows the standard judicial process detailed in Article IV of the Student Code of Conduct, with the following exceptions:

i. an Academic Integrity Hearing Committee will hear these cases, not a Judicial Affairs Hearing Committee;

ii. the list of concerned parties to be informed of Academic Integrity cases always includes the instructor, the Department Head, and the Division Dean.

**SANCTIONS**
a.) Any one or more of the following sanctions may be imposed upon any student found to have committed an academic integrity violation, as defined by the Student Code of Conduct:

i. **Warning** – A notice in writing to the student that the student is violating or has violated institutional regulations.

ii. **Probation** – A written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

iii. **Discretionary Sanctions** – Work assignments, service to the College or other related discretionary assignments (Such assignments must have the prior approval of the Academic Integrity Officer).

iv. **Academic sanctions assigned by faculty.**

v. **College Suspension** – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified.

vi. **College Expulsion** – Permanent separation of the student from the College. Expulsion requires the approval of the College President.

b.) **More than one of the sanctions listed above may be imposed for any single violation.**

c.) **Progressive Discipline** – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, whether or not the violations may be similar in nature.

d.) Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student’s confidential disciplinary record five (5) years from graduation or last date of attendance.

e.) The following sanctions may be imposed upon groups or organizations:

i. Warning, Probation, or Discretionary Sanctions, as described above in section (a).

ii. Deactivation and loss of all privileges, including College recognition, for a specified period of time.

f.) In each case in which an Academic Integrity Hearing Committee concludes that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer.
g.) The recommendations of the Academic Integrity Hearing Committee shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. However, the Judicial Affairs Officer is not limited to imposing the sanctions recommended by the Academic Integrity Hearing Committee.

h.) Within five (5) school weekdays following the attainment of an informal resolution, or following the conclusion of a formal hearing, the Judicial Affairs Officer shall advise the student in writing of his/her determination and of the sanction(s) imposed, if any, with copies to the appropriate instructor, Department Head, and Division Dean.

**APPEALS PROCEDURE**

a.) If the matter remains unresolved and the student wishes to appeal, he/she may petition the Student Appeals Committee to hear the case and resolve it. A petition form can be obtained from an Appeals Advisor or from the Office of the Dean of Students.

b.) The Appeals Committee shall arrange a hearing no later than ten (10) school weekdays from the date of receiving the petition. The Appeals Committee shall provide a copy of the petition to the appropriate faculty member, Department Head, Division Dean, and the Judicial Affairs Officer.

c.) The Appeals Committee shall receive all written materials from all previous steps in the process, prior to the scheduled hearing, and shall listen to the student's arguments as well as relevant witnesses, seeking to ascertain whether there is clear evidence that the student has violated the Student Code of Conduct.

d.) The Appeals Committee shall convey its decision to the student in writing within five (5) school weekdays of the date the appeals hearing is held. The Appeals Committee shall send copies of its decision to the appropriate instructor, Department Head, Division Dean, and the Judicial Affairs Officer.

e.) If a matter remains unresolved after an appeals hearing and the student wishes to further appeal, then the student must submit a written request within ten (10) school weekdays of the Appeals Committee's decision. A meeting with the Vice President for Academic and Student Success will be arranged. In attempting to resolve the matter, the Vice President for Academic and Student Success shall request the presence of the involved parties and seek information from them about the claim, evidence, and proposed solutions generated in previous steps of the process. Within fifteen (15) school weekdays of the student's request for an appeal, the Vice President for Academic and Student Success shall report his/her resolution of the matter to the student in writing, with copies to the appropriate instructor, Department Head, Division Dean, and the Judicial Affairs Officer.

f.) The decision of the Vice President for Academic and Student Success shall be final.

4. Violation of Law and College Discipline

a.) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community.

b.) College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

c.) When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions...
imposed by the criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**ARTICLE IV: JUDICIAL POLICIES**

1. **Charges and Hearings**
   a.) Students are expected to abide by College rules and regulations both inside and outside the classroom. The College believes that a strong system of disciplinary procedures that includes both formal and informal approaches will facilitate reporting, and resolution of, complaints.

   b.) Any member of the College community may file charges for misconduct against any student. Charges should be submitted as soon as possible after the event takes place, preferably within 24 hours of the occurrence. Unless warranted by exceptional circumstances, the submission of charges shall not exceed 30 days after occurrence.

   c.) The Judicial Affairs Officer may conduct an investigation to determine whether the charges have merit and/or whether they can be disposed of administratively by mutual consent of the parties involved through an informal disciplinary procedure. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Affairs Officer may later submit the case to the Judicial Hearing Committee for a formal hearing.

   d.) In the event of a major incident, the Office of Security should be contacted immediately. Security shall investigate the incident to determine the best course of action. Security shall submit an incident report as soon as possible after the event takes place, preferably within 24 hours of notice of the occurrence.

   e.) All charges shall be presented to the accused student in writing. A time shall be set for a hearing, normally, not less than five (5) or more than fifteen (15) school weekdays after the student has been notified. The time limits for the scheduling of hearings may be extended at the discretion of the Judicial Affairs Officer. A student may request to waive the minimum time limit of five (5) school weekdays in order to have a hearing sooner, but must do so in writing.

2. **Informal Disciplinary Procedures**
   a.) Informal disciplinary procedures are appropriate when all parties involved voluntarily agree to engage in a conciliation and mediation process.

   b.) Informal procedures shall include resolution of the incident, including appropriate sanctions.

   c.) When a resolution is reached that is satisfactory to all concerned parties (Complainant, the charged student, and Judicial Affairs Officer), the disciplinary process shall be terminated. However, if a case cannot be resolved satisfactorily through the informal disciplinary procedures, it shall be forwarded to the Judicial Hearing Committee for a formal hearing.

   d.) Whenever appropriate, minor violations committed on College property or during off campus college-sanctioned events shall be dealt with through an informal disciplinary process.

   e.) Depending on the incident, the Judicial Affairs Officer may either meet with the Complainant and the charged student to resolve the issue or refer the student to a member of the Community College of Philadelphia counseling staff for mediation.

3. **Formal Hearings**
   a.) Formal hearings shall be conducted by the Judicial Hearing Committee according to the following guidelines:
i. In hearings involving more than one accused student, the Chairperson of the Judicial Hearing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.

ii. The accused student, the Complainant, and any other College witnesses will be informed of the date and time of the hearing through College email. Hearings shall be conducted in private. The Complainant, the accused students, and their advisors, if any, shall be allowed to attend the Hearing (excluding any deliberations). The Complainant and the accused have the right to be assisted by any advisor they choose, including designated advisors from the College. The advisor may be an attorney; in such cases, the individuals engaging such advice are responsible for any expenses that they incur. Whenever the Complainant and/or the accused decide to have representation at the hearing, he/she must inform the Judicial Affairs Officer at least seventy-two (72) hours prior to the scheduled hearing. The Complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. If the advisor attempts to directly participate in the hearing, the advisor shall be directed to leave. If he/she refuses, the hearing shall be discontinued and adjudication left to the discretion of the Judicial Hearing Committee, as applicable. (In the event an alleged victim of sexual assault, dating or domestic violence, or stalking, is not also the Complainant in the case, the victim will be afforded the same procedural rights as a Complainant).

iii. The Complainant and the accused shall have the privilege of presenting witnesses and engaging in reasonable examination by directing questions to the Chairperson at the judicial hearing. Members of the Judicial Hearing Committee may also engage in the questioning of the parties and witnesses and may also consider evidence from other witnesses and interested parties.

iv. The accused student will not be compelled to answer questions, and no inference may be drawn from the accused student’s failure to answer questions. No person will be compelled to answer questions that could incriminate themselves.

v. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Hearing Committee at the discretion of the Chairperson.

vi. All procedural questions are subject to the final decision of the Chairperson of the Judicial Hearing Committee.

vii. The Judicial Hearing Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the accused student, Complainant, alleged victim, or other witnesses during the hearing by providing separate facilities, permitting participation by telephone, video conferencing or other means.

viii. After the hearing, the Judicial Hearing Committee shall determine whether the student has violated each section of the Student Code which the student is charged with violating.

ix. The Judicial Hearing Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

b.) Except in the case of a student charged with failing to obey the summons of the Judicial Affairs Officer or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
4. Sanctions

a.) Any one or more of the following sanctions may be imposed upon any student found to have violated the Student Code:

i. **Warning** – A notice in writing to the student that the student is violating or has violated institutional regulations.

ii. **Probation** – A written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

iii. **Loss of Privileges** – Denial of specified privileges for a designated period of time.

iv. **Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. **Discretionary Sanctions** – Work assignments, service to the College or other related discretionary assignments (Such assignments must have the prior approval of the Judicial Affairs Officer).

vi. **Academic sanctions assigned by faculty**.

vii. **College Suspension** – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified.

viii. **College Expulsion** – Permanent separation of the student from the College. Expulsion requires the approval of the College President.

b.) More than one of the sanctions listed above may be imposed for any single violation.

c.) **Progressive Discipline** – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, whether or not the violations may be similar in nature.

d.) Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student’s confidential disciplinary record five (5) years from graduation or last date of attendance.

e.) The following sanctions may be imposed upon groups or organizations:

i. Those sanctions listed above in Section 4a.) i. through v.

ii. Deactivation and loss of all privileges, including College recognition, for a specified period of time.

f.) In each case in which a Judicial Hearing Committee determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer.

g.) In cases in which persons other than, or in addition to, the Judicial Affairs Officer have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. However, the Judicial Affairs Officer is not limited to imposing the sanctions recommended by the judicial body.
h.) Following the hearing, the Judicial Affairs Officer shall advise the accused in writing of his or her determination and of the sanction(s) imposed, if any, within five (5) school weekdays. At the same time, the student shall be informed of his/her right to appeal and provided with: (1) Appeals Form A; (2) written information about the appeals procedures; (3) and the names and College locations and telephone numbers of the Student Appeals Advisors.

i.) Where the conduct involved a charge of a crime of violence, as defined by the Family Educational Rights and Privacy Act (“FERPA”), the Judicial Affairs Officer will also provide written notice to the accuser of the final outcome and any sanctions (after any appeals). (Crimes of Violence include arson, assault offenses, burglary, criminal homicide, destruction/damage/vandalism of property, kidnapping/abduction, and sexual offenses.)

j.) Where the conduct matter involved a charge of sexual assault, domestic violence, dating violence, or stalking, the alleged victim will be notified in writing at the same time as the accused student of: (a) the outcome of any disciplinary proceedings arising from the accusation(s) and the rationale for the decision; (b) the procedures to appeal the outcome, if so desired; any changes to the outcome prior to the outcome becoming final; and the final determination and sanction, if any, following any appeal or when the appeal period elapses.

k. Complainants who are College Officials, including Faculty, and are determined to have a legitimate educational interest in learning the final outcome of a disciplinary matter may be advised of the final outcome. A legitimate educational interest arises where the College Official has a need to know information in order to fulfill his/her/their professional responsibilities.

5. Interim Suspension
In certain circumstances, the Vice President for Academic and Student Success, or a designee, may impose a College suspension prior to the hearing before a Judicial Hearing Committee.

a.) Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.

b.) During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the Vice President for Academic and Student Success or the Judicial Affairs Officer may determine to be appropriate.

6. Informal Procedures for Handling Disruptive Behavior and Obstruction of Teaching in the Classroom
Any behavior that threatens or disrupts the normal academic process must be discouraged and stopped. Interference with faculty of the College in the performance of their duties must be regarded as unacceptable and a disregard for the rights of other students in the class. When such behavior occurs in the classroom, it will be managed promptly following these procedures:

a.) The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately. This may include asking the responsible student to step outside the classroom for a brief, private conversation to explain that such disruptive behavior will not be tolerated.

b.) If the disruptive behavior persists, the instructor may ask the responsible student to leave class for that class period. When necessary, the College’s security personnel will be called to escort the student out of the classroom. Faculty may also consult with the respective Department Head for assistance in managing the behavior.
c.) If upon return to the subsequent class session the student continues to exhibit disruptive behavior, the instructor may for a second time ask the responsible student to leave the class. When necessary, the College’s security personnel will be called to escort the student out of the classroom.

d.) Following a second removal from class, the instructor shall immediately complete a Behavioral Reporting Form, which will be forwarded to the Judicial Affairs Officer. In the report, the instructor may request an interim period of removal from class.

e.) When the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, as determined by the Judicial Affairs Officer, the student may be subject to an interim period of removal from class pending the outcome of formal hearing.

7. Disciplinary Records
All records of disciplinary action shall remain confidential and separate from academic records. Such records shall be maintained in the Office of the Dean of Students and shall not be available to unauthorized persons on campus or to any person off campus, without the student’s expressed written permission. Exceptions shall be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, by the Clery Act, Title IX, the Violence Against Women Act, under a court order or subpoena, or as otherwise required by law. All records of case decisions shall be maintained by the Office of the Dean of Students for five (5) years from graduation or last date of attendance.

STUDENT APPEALS PROCEDURE

1. Student Appeals Committee
In the interest of due process for students, the College has established and maintains a Student Appeals Committee and an appeals process.

a.) The Student Appeals Committee shall be composed of four students appointed by the recognized Student Government Association or such office or committee as represents the interest of all Community College of Philadelphia students; four faculty members shall be appointed by the Faculty and Staff Federation; and four administrators shall be appointed by the President of the College.

b.) In appointing representatives to the Appeals Committee, the three appointing bodies named above will consider College-wide balance. The intention is to have a Committee dedicated to the fair administration of the appeals process, and able to grasp collectively a full range of academic and disciplinary appeals issues. The principle of balance may place members on the Committee from a range of disciplines and fields of study.

c.) The three appointing bodies are encouraged to appoint alternates, as well as members, to the Appeals Committee and draw upon the pool of active alternates in appointing new members. Active alternates are those who have gained perspective and experience by attending hearings and meetings of the Committee.

d.) Terms of office for Student Appeals Committee members will be as follows: members will serve four-semester terms, staggered so that the term of one of the four delegated members will end each semester and, except in the case of reappointments, a new member will begin each term.

2. Appeals Advisors
In consultation with the Division Deans, Appeals Advisors will be assigned to assist students with the appeals process. Student Appeals Advisors will lend orientation and assistance to students wishing to make use of the College appeals process. It will be the work of an Appeals Advisor to help the student evaluate his or her case, inform the student about preparing his or her supporting materials, and act as an advisor, but not an advocate, during any hearings held for the student. The student may be accompanied to a hearing by a Student Appeals Advisor or another consultant of his/her choice. Appeals Advisors are not permitted to participate in appeals hearings.
3. Appeals Hearings
   a.) Appeals hearings will generally be held with at least five (5) school weekdays’ advance notice to the parties concerned.

   b.) Appeals Committee members will be given time to read written appeals materials before hearing the student and other witnesses.

   c.) All documents generated in earlier stages of an appeal will be made available to the Committee.

   d.) Hearings will be informal, without sworn testimony or active participation of advisor, legal counsel or other consultant, but with full opportunity for the student and others concerned in the case to present relevant arguments and information.

   e.) The Appeals Committee may schedule more than one hearing date and time if it is presented with new evidence for which the student appellant, legal counsel, or the concerned faculty members or administrators may need time to prepare an appropriate response. If necessary, Committee deliberations may be continued on another day.

   f.) Administrative support will be given to the Student Appeals Committee as needed, for correspondence, copying, and controlled distribution of documents and maintenance of records.

4. Appeals Procedure for Disciplinary Matters
   a.) When a student has been informed of a disciplinary decision in his/her case, the student may abide by the decision or, within five (5) school weekdays, complete and submit Appeals Form A to the Student Appeals Committee, through the Office of the Dean of Students. Appeals Form A encompasses the student’s appeal and the rationale for the appeal, including an attached narrative which describes in detail the circumstances that led to the disciplinary action. In filing Form A, the student also makes a commitment to attend the interview or other hearings that shall be held on the appeal. In circumstances of sexual assault, domestic violence, dating violence, and/or stalking, the alleged victim has the same right to appeal the Judicial Hearing Officer’s decision or respond to the accused student’s appeal. An accused student will have five days to respond to the alleged victim’s appeal in such cases.

   b.) In cases involving a reprimand or probation, the Student Appeals Committee will arrange and hold a hearing not later than ten (10) school weekdays after receiving the student’s (or alleged victim’s) written appeal. When the College’s disciplinary action involves suspension or expulsion, the Student Appeals Committee will arrange and hold a hearing for the student not later than five (5) school weekdays after receiving the student’s written appeal, with the following exceptions:

      i. If the Vice President for Academic and Student Success chooses to allow a suspended student to attend classes pending the outcome of an appeal, the hearing will be held within ten (10) school weekdays after the Student Appeals Committee receives the student’s written appeal.

      ii. If the student intends to submit additional supportive documentation so extensive that Student Appeals Committee members cannot fairly evaluate it during a hearing, the student may expect a hearing to be scheduled as much as three (3) school weekdays later than the day such documentation is received by the Committee.

   c.) The Student Appeals Committee, in conducting a hearing, will consider all information submitted by the student appellant, the College, the Complainant, and the relevant witnesses, and will inform the student and the Judicial Affairs Officer of its decision promptly and informally, as well as in writing within five (5) school weekdays. Where the conduct involved a charge of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the alleged victim will be notified at the same time as the accused student and provide the rational for its decision.
d.) If the student disputes the decision of the Student Appeals Committee, the student may, within ten (10) school weekdays after a decision has been rendered, petition the President of the College or his designee for a review of that decision. Where the conduct involved a charge of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the alleged victim may, within ten (10) school weekdays after a decision has been rendered, petition the President of the College or his designee for a review of the decision. The other party may respond to the other’s appeal within five (5) school weekdays. The decision of the President shall be final.

e. Where the conduct involved a charge of a crime of violence, as defined by the Family Educational Rights and Privacy Act (“FERPA”), the President or his designee will also provide written notice to the accuser of the final decision and any sanctions.

f). Where the conduct matter involved a charge of sexual assault, domestic violence, dating violence, or stalking, the alleged victim will be notified in writing at the same time as the accused student of the final determination and any sanctions (and the rationale for the decision).

g). Complainants who are College Officials, including Faculty, and are determined to have a legitimate educational interest in learning the final outcome of a disciplinary matter may be advised of the final outcome. A legitimate educational interest arises where the College Official has a need to know information in order to fulfill his/her/their professional responsibilities.

5. Appeals Procedures for Final Grades or Faculty Recommendations for Administrative Withdrawal Alleged to have been Conferred in a Prejudiced or Capricious Manner.

A student may appeal a final grade if he or she believes the grade has been conferred in a prejudiced or capricious manner. The responsibility of the burden of proof rests with the student, including producing any documentation used for calculating the final grade. In situations where the instructor has maintained possession of documentation relating to a final grade, the instructor will be responsible for producing this documentation.

A student may also appeal a recommendation by the faculty in a specific curriculum for an administrative withdrawal from a course/curriculum on the basis of a claim that the faculty’s withdrawal recommendation was capricious or prejudiced.

See Students Rights section of the College’s Student Code of Conduct, the “Appeal Rights.”

The student must then follow all steps for appeal in these categories. The procedure shall be as follows:

a.) The student may initiate an appeal of a final grade or administrative withdrawal no later than one (1) semester (not counting summer sessions) beyond the completion of the course for which a disputed grade/faculty recommendation was given. If the student meets the time frame for initiating an appeal, the student must discuss the case with the instructor or recommending faculty in an attempt to resolve the dispute.

b.) If the student and the instructor or recommending faculty are not able to resolve the matter, the student may consult an Appeals Advisor at this point and throughout the appeals process. This step is strongly endorsed by the Appeals Committee, but is not required.

c.) If the student is dissatisfied with the outcome of his/her discussion with the instructor or recommending faculty and wishes to further the appeal, the student must submit a letter to the Department Head requesting an interview and attach it to an Appeal Form (available in the Division Offices). The student must contact the Department Head within ten (10) school weekdays of the meeting/discussion with the instructor or recommending faculty. The Department Head will reply in writing confirming an appointment. Within ten (10) school weekdays of receiving the student’s letter and Appeal Form, the Department Head will hear the student’s complaint; investigate the claims and attempt to resolve the matter with the instructor or recommending faculty; and send a concluding letter to the student with copies to the instructor or recommending faculty and the Division Dean.
d.) If the matter remains unresolved and the student wishes to further the appeal, the student must submit a letter to the Division Dean requesting an interview. The student must contact the Division Dean within ten (10) school weekdays of the previous decision. The Division Dean will reply in writing confirming an appointment. In attempting to resolve the matter, the Division Dean will hear the complaint, will seek information from the instructor or recommending faculty, Appeals Advisor and Department Head, and may arrange a conference with the student, the Department Head and the instructor or recommending faculty. The Division Dean will send a concluding letter to the student, with copies to concerned parties. This step must be completed within fifteen (15) school weekdays of the student’s request to the Division Dean.

e.) If the matter remains unresolved and the student wishes to further the appeal, the student must submit a letter to the Vice President for Academic and Student Success. The student must contact the Vice President for Academic and Student Success within ten (10) school weekdays of the previous decision. The Vice President for Academic and Student Success will request the presence of the involved parties; seek and be given full information from them about the claim, evidence, and proposed solutions generated in previous steps of the process; and attempt to resolve the matter. The Vice President for Academic and Student Success will send a concluding letter to the student, with copies to concerned parties. This step must be completed within fifteen (15) school weekdays of the student’s request to the Vice President for Academic and Student Success.

f.) If the matter remains unresolved and the student wishes to further the appeal, the student must petition the Student Appeals Committee to hear the case and resolve it. The student must contact the Appeals Committee within ten (10) school weekdays of the previous decision. A petition form can be obtained from an Appeals Advisor. In filing this petition, the student makes a commitment to attend the interview and/or other hearing that shall be held on the appeal.

g.) The Appeals Committee must arrange a hearing no later than ten (10) school weekdays from the date of receiving the petition. A copy of the petition will be given to the instructor or the recommending faculty, the Department Head, the Division Dean and the Vice President for Academic and Student Success by the Chairperson of the Appeals Committee at least three (3) school weekdays prior to the Appeals hearing.

h.) The Appeals Committee will request a review of all written materials from all previous steps and hearings in the appeals process, prior to the scheduled hearing, and will listen to the student’s arguments and to relevant witnesses, seeking to ascertain whether there is clear evidence that the instructor or recommending faculty assigned the challenged grade/recommendation for withdrawal capriciously or with prejudice. If there is no such evidence, the Appeals Committee will deny the appeal, and the decision with respect to the grade/recommendation made at the previous steps will be considered final. If the Appeals Committee decides that the student has been subjected to a capricious or a prejudiced faculty decision, the Committee will recommend that the instructor/recommending faculty re-evaluate the student’s performance/record without caprice or prejudice. The Appeals Committee will convey its decision to the student in writing within (5) school weekdays of the date the decision is reached, with copies to concerned parties.

i.) The instructor or recommending faculty will respond to the Appeals Committee within (5) school weekdays, advising the student in writing of the decision either to hold the original grade/recommendation, or to change the grade/recommendation. The instructor or recommending faculty will also in form the Department Head of his/her/their decision in writing, attaching a copy of the correspondence to the student. The Department Head will inform the Division Dean, the Vice President for Academic and Student Success and the Student Appeal Committee.
j.) If still dissatisfied, the student may, if he/she acts within (5) school week days after receipt of the instructor’s or recommending faculty’s letter regarding his/her/their decision, and again appeal to the Appeals Committee. The Appeals Committee, within ten (10) school weekdays, and working through the Department Head, will select and charge faculty members in the department within the appropriate discipline as a committee to develop criteria and procedures to re-evaluate the student’s academic performance.

k.) Within five (5) school weekdays, the Departmental Committee described above will either:
   i. re-evaluate the student’s performance, make a decision, and assign the appropriate grade for the course; or
   ii. re-evaluate the student’s performance and recommend, but not require that the student complete additional academic work within a mutually agreed time span, and then make a decision and assign the appropriate grade for the course.

l.) After receiving the evaluation and the grade conferred by the Departmental Committee, the student may, if he/she files a request within five (5) school weekdays, indicate his/her dissatisfaction with the grade and request that the Appeals Committee authorize the Director of Records and Registration to remove the course and the grade from the student’s record.

m.) Upon receipt of such a request from the student, the Appeals Committee will meet and decide whether to direct the Director of Records and Registration to delete the course and grade from the student’s record. The decision of the Appeals Committee shall be final.

6. Appeals Procedure for Matters in the Classroom
The purpose of the following procedure is to resolve as fairly, and as quickly as possible, any matter in which a student claims that his/her academic rights in the classroom have been violated. (Students whose claims might more appropriately be pursued with the Affirmative Action Officer or other agencies will be so advised.)

a.) The student who wishes to lodge a complaint under this procedure should do so in order to ensure that if the complaint is valid, a practical remedy will be available. In any case, such complaints may be lodged no later than one (1) semester beyond the completion of the course in which the student alleges a violation of his/her academic rights has occurred.

b.) As a first step, the student must seek to discuss the case with the instructor and to resolve the dispute.

c.) If the student is not able to resolve the matter with the instructor, the student may consult with an Appeals Advisor. This step is strongly endorsed by the Appeals Committee, but is not required.

d.) If the matter remains unresolved and the student wishes to further the appeal, the student must write a letter to the Department Head requesting an interview within ten (10) school days of the previous decision. The Department Head will reply in writing to confirm the appointment. Within ten (10) school weekdays of receiving the student’s letter, the Department Head will hear the student’s complaint, investigate the claims, attempt to resolve the matter with the instructor, and send a concluding letter to the student with copies to the instructor and Division Dean.

e.) If the matter remains unresolved and the student wishes to further the appeal, he/she must write to schedule an appointment to discuss his/her grievance with the Division Dean within ten (10) school days of the previous decision. The Division Dean will reply in writing to confirm the appointment. The Division Dean will hear the complaint; will seek information from the instructor, Appeals Advisor and Department Head; may arrange a conference with the student, the Department Head and the instructor; and will attempt to resolve the matter. The Division Dean will send a concluding letter to the student, with copies to concerned parties. Step E should be completed within fifteen (15) school weekdays of the student’s request to the Division Dean.
f.) If the matter remains unresolved and the student wishes to further the appeal, then, at the student’s written request within ten (10) school days of the previous decision, a meeting with the Vice President for Academic and Student Success will be arranged. In attempting to resolve the matter, the Vice President for Academic and Student Success will request the presence of the involved parties and seek information from them about the claim, evidence and proposed solutions generated in previous steps of the process. The Vice President for Academic and Student Success will report his/her resolution of the matter to the student in writing, with copies to concerned parties. Step F should be completed within fifteen (15) school weekdays of the student’s request to the Vice President for Academic and Student Success.

g.) If the matter remains unresolved and the student wishes to further the appeal, he/she may petition the Student Appeals Committee to hear the case and resolve it. A petition form can be obtained from an Appeals Advisor or from the office of the Vice President for Academic and Student Success.

h.) The Appeals Committee must arrange a hearing no later ten (10) school weekdays from the date of receiving the petition. A copy of the petition will be given to the instructor, Department Head, Division Dean and Vice President for Academic and Student Success by the Chairperson of the Appeals Committee.

i.) The Appeals Committee will be supplied with and will receive all written materials from all previous steps and hearings in the Appeals process, prior to the scheduled hearing, and will listen to the student’s arguments and to relevant witnesses, seeking to ascertain whether there is clear evidence that the student’s academic rights in the classroom were violated.

The Appeals Committee shall convey its decision to the student in writing within five (5) school weekdays of the date the hearing is held and the conclusion reached. Copies should be sent to concerned parties. The decision of the Appeals Committee shall be final unless the student appeals. The student may, within ten (10) school weekdays after the decision has been rendered, petition the President for a review of that decision.
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