

Community College of Philadelphia

2013-2014

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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LETTER FROM THE PRESIDENT

Dear Student:

Welcome to Community College of Philadelphia. These are exciting times for you. You are about to embark on a learning adventure that we at the College see as a lifelong process. At Community College of Philadelphia, you will have opportunities that will challenge you intellectually, as well as develop your critical thinking, problem-solving, and interpersonal skills.

To get the most out of attending College, you will want to get involved in campus activities. Consider joining one of our 40 clubs and student organizations. Try out for the basketball team, become a member of student government, or become

a reporter for the award-winning *Vanguard* student newspaper. Connect with your community through volunteer programs or lead the effort to encourage student voting. At Community College of Philadelphia, you will have a chance to encounter a full range of exciting activities that will broaden your college experience.

Finally, take the time to read this handbook. It was written with you in mind. You may want to highlight the various deadlines or an upcoming function as a reminder of the date. You are to be congratulated on your decision to enroll at Community College of Philadelphia. Always remember we are committed to helping you achieve your goals.

I wish you good fortune and success.

Sincerely,

Stephen M. Curtis
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 better understand the many opportunities and services that are available to assist you both inside and outside the classroom. We hope this handbook will help you connect with the people, services and programs here to support your academic and personal success. In the Handbook you will find a description of some of the people and offices on campus ready to assist you, as well as helpful tips for organizing, planning, and managing your time.

I hope you will turn to the many campus resources available when you need assistance or a question answered.

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.

I encourage you to make the most of your time at Community College of Philadelphia by participating in student organizations, clubs, athletics, and special College activities. 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. These experiences are designed to help facilitate your academic success, leadership skills, ongoing achievement and goal attainment. I hope you will become a successful and engaged member of our campus community during your college career.

The Student Affairs Division is here to assist you in meeting your personal goals. Please let us know if we can be of any assistance in the year ahead.

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

Dr. Samuel Hirsch
Vice President for Student Affairs

| | MONDAY 28 | TUESDAY 29 | WEDNESDAY 30 |
|--------------|-----------|------------|--------------|
| 8:00am | | | |
| 9:00am | | | |
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| 8:00pm | | | |
| 9:00pm | | | |
| Daily Events | | | |

ornate – elaborately decorated. I had never seen such an ornate chandelier.

| | THURSDAY 31 | FRIDAY 1 | OCTOBER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8:00am | | | <table border="1"> <tr><th colspan="7">OCTOBER 2013</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> | OCTOBER 2013 | | | | | | | S | M | T | W | T | F | S | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
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| 9:00am | | | <table border="1"> <tr><th colspan="7">NOVEMBER 2013</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> | NOVEMBER 2013 | | | | | | | S | M | T | W | T | F | S | | | | | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| 10:00am | | | <p>Weekly Quote: <i>"No great thing is created suddenly." – Epictetus</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11:00am | | | SATURDAY 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12:00pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1:00pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8:00pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9:00pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daily Events | Halloween | | SUNDAY 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Standard Time returns | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | NOTES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

-man- (hand) – manual, manage, manicure, manifest, maneuver, manufacture, manuscript, emancipate

MONDAY

11

TUESDAY

12

WEDNESDAY

13

Daily Events

8:00am

9:00am

10:00am

11:00am

12:00pm

1:00pm

2:00pm

3:00pm

4:00pm

5:00pm

6:00pm

7:00pm

8:00pm

9:00pm

Veterans Day

disseminate – spread. Television helps disseminate information through news programs.

THURSDAY

14

FRIDAY

15

Daily Events

8:00am

9:00am

10:00am

11:00am

12:00pm

1:00pm

2:00pm

3:00pm

4:00pm

5:00pm

6:00pm

7:00pm

8:00pm

9:00pm

-mar-, -mer- (sea) – maritime, mariner, submarine, aquamarine, marsh, mermaid

NOVEMBER

| NOVEMBER 2013 | | | | | | | DECEMBER 2013 | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |

Weekly Quote:
*"There are no secrets to success.
 It is the result of preparation,
 hard work and learning from
 failure." – Colin Powell*

SATURDAY

16

SUNDAY

17

NOTES

| | MONDAY 26 | TUESDAY 27 | WEDNESDAY 28 |
|--------------|-------------------------|------------|--------------|
| 8:00am | | | |
| 9:00am | | | |
| 10:00am | | | |
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| 6:00pm | | | |
| 7:00pm | | | |
| 8:00pm | | | |
| 9:00pm | | | |
| Daily Events | Memorial Day (Observed) | | |

curmudgeon – ill-tempered individual. Scrooge changed from a curmudgeon to a generous person.

| | THURSDAY 29 | FRIDAY 30 | MAY | | | | | | | | | | | | | | |
|----------------------|----------------------|-----------|---|----------|-----------|---------------|---------------|-------|---------------|----------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| 8:00am | | | | | | | | | | | | | | | | | |
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| 9:00pm | | | | | | | | | | | | | | | | | |
| Daily Events | | | <table border="1"> <thead> <tr> <th>MAY 2014</th> <th>JUNE 2014</th> </tr> </thead> <tbody> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3</td> <td>1 2 3 4 5 6 7</td> </tr> <tr> <td>4 5 6 7 8 9 10</td> <td>8 9 10 11 12 13 14</td> </tr> <tr> <td>11 12 13 14 15 16 17</td> <td>15 16 17 18 19 20 21</td> </tr> <tr> <td>18 19 20 21 22 23 24</td> <td>22 23 24 25 26 27 28</td> </tr> <tr> <td>25 26 27 28 29 30 31</td> <td>29 30</td> </tr> </tbody> </table> <p>Weekly Quote: <i>"I have found that if you love life, life will love you back."</i> – Arthur Rubenstein</p> | MAY 2014 | JUNE 2014 | S M T W T F S | S M T W T F S | 1 2 3 | 1 2 3 4 5 6 7 | 4 5 6 7 8 9 10 | 8 9 10 11 12 13 14 | 11 12 13 14 15 16 17 | 15 16 17 18 19 20 21 | 18 19 20 21 22 23 24 | 22 23 24 25 26 27 28 | 25 26 27 28 29 30 31 | 29 30 |
| MAY 2014 | JUNE 2014 | | | | | | | | | | | | | | | | |
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| 25 26 27 28 29 30 31 | 29 30 | | | | | | | | | | | | | | | | |
| | | | SATURDAY 31 | | | | | | | | | | | | | | |
| | | | SUNDAY 1 | | | | | | | | | | | | | | |
| | | | NOTES | | | | | | | | | | | | | | |

-fall-, -fals- (to deceive) – fallacy, fallacious, infallible, falsify

JUNE 2014

| {MONDAY} | {TUESDAY} | {WEDNESDAY} |
|----------|-----------|-------------|
| | | |
| 2 | 3 | 4 |
| 9 | 10 | 11 |
| 16 | 17 | 18 |
| 23 | 24 | 25 |
| 30 | | |

| {THURSDAY} | {FRIDAY} | {SATURDAY & SUNDAY} |
|------------|----------|-------------------------------------|
| | | 1 |
| 5 | 6 | 7 |
| | | 8 |
| 12 | 13 | 14 <i>Flag Day</i> |
| | | 15 <i>Father's Day</i> |
| 19 | 20 | 21 <i>First Day of Summer</i> |
| | | 22 |
| 26 | 27 | 28 <i>Ramadan begins at sundown</i> |
| | | 29 |

JULY 2014

| {MONDAY} | {TUESDAY} | {WEDNESDAY} |
|-------------------------------|-----------|-------------|
| | 1 | 2 |
| 7 | 8 | 9 |
| 14 | 15 | 16 |
| 21 | 22 | 23 |
| Eid al-Fitr begins at sundown | 28 | 29 |
| | | 30 |

| {THURSDAY} | {FRIDAY} | {SATURDAY & SUNDAY} |
|------------|------------------|---------------------|
| 3 | 4 | 5 |
| | Independence Day | 6 |
| 10 | 11 | 12 |
| | | 13 |
| 17 | 18 | 19 |
| | | 20 |
| 24 | 25 | 26 |
| | | 27 |
| 31 | | |

AUGUST 2014

| {MONDAY} | {TUESDAY} | {WEDNESDAY} |
|----------|-----------|-------------|
| | | |
| 4 | 5 | 6 |
| 11 | 12 | 13 |
| 18 | 19 | 20 |
| 25 | 26 | 27 |

| {THURSDAY} | {FRIDAY} | {SATURDAY & SUNDAY} |
|------------|----------|---------------------|
| | 1 | 2 |
| | | 3 |
| 7 | 8 | 9 |
| | | 10 |
| 14 | 15 | 16 |
| | | 17 |
| 21 | 22 | 23 |
| | | 24 |
| 28 | 29 | 30 |
| | | 31 |

COLONIAL PLANNER

The Colonial Planner is your student handbook for the 2013-2014 school year. It is full of helpful information as you begin or continue on your path at Community College of Philadelphia.

In here, you will find details on every part of College life from deciding on a major, becoming involved in student clubs and organizations, and finding your way to graduation and beyond. This book is the guide for your Path to Possibilities. You will also find rules and policies and are responsible for knowing them in your role as a student at the College.

In addition, a calendar is included as part of the planner for you to note your class schedule and other appointments. Please note that information included here comes from a combination of the College Catalog and the College website and may change throughout the year.

ABOUT THE PATH TO POSSIBILITIES

Since opening in 1965, Community College of Philadelphia has welcomed more than 500,000 students, making it the largest higher education institution in the city. Students come for associate's degrees, certificates, to advance current skills or to continue lifelong learning. Over 90% of graduates stay in the area to work and live, making our local economy even stronger.

Many students who come for associate's 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 the dual admissions and transfer programs. Counselors and advisors are available to help explore future options or to provide more information about available programs. To take full advantage of these opportunities, it is important to speak with advisors 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 over 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. Distance education classes are also available.

Student Life is a great way to get involved and to develop leadership skills at the College. More than 40 clubs and organizations continue to grow to give students a chance to learn something new, make lasting friendships and build a strong resume. In addition, the Athletic Center, home of the Colonials, offers a variety of fall and spring sports – both intercollegiate and intramural. The full-court gym, weight room, aerobics facilities and racquetball courts are all open for student use.

Community College of Philadelphia students are diverse, coming from dozens of cultural backgrounds across 65 countries with a range of ages and educational goals. As our mission states, the College values the inclusion of all backgrounds and proudly supports the 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 |

Most main campus buildings are connected on the second floor so you can travel to them without going outside. The connected buildings are the Mint Building, Bonnell Building, West Building, and Pavilion.

Community College of Philadelphia ID must be shown to building security on weekdays after 5:00 p.m. or on Saturdays.

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.

Northeast Regional Center

12901 Townsend Road, Philadelphia, PA 19154

215-972-NERC (6372)

Northwest Regional Center

1300 West Godfrey Avenue, Philadelphia, PA 19141

215-751-8773

West Regional Center

4725 Chestnut Street, Philadelphia, PA 19139

267-299-5850

TRANSPORTATION

Directions to Campus

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 from 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

Bus route C: Center City and South Philadelphia to Fern Rock Transportation Center and West Oak Lane.

Northeast Regional Center

Directions from I-95

Exit onto Woodhaven Road. Turn right at Thornton Road and then 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/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

Bus route C: Center City and South Philadelphia to Fern Rock Transportation Center and West Oak Lane

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

The Main Campus Parking Garage with entrance and exit locations on 17th and 18th Streets is open to students at the Community College of Philadelphia on a first come, first served basis. Parking is available at the following rates, which are subject to change without notice:

| | |
|-------------------------------------|--------|
| Daily: | \$5.50 |
| Less than 1 Hour: | \$3.50 |
| After 5 p.m. and all day Saturdays: | \$4.00 |

The Main Campus Parking Garage is open as follows:

Fall and Spring Semesters

Monday-Friday: 7:00 a.m.-11:00 p.m.

Saturday -Sunday: Closed

Summer Terms

Monday-Thursday: 7:00 a.m.-11:00 p.m.

Friday- Sunday: Closed

Reduced hours apply during Intercession and are posted in the Garage. The Main Campus Parking Garage is also closed during Winter and Spring Breaks and on holidays observed by the Community College of Philadelphia. Please be advised that the Main Campus Parking Garage is usually at full capacity by 8:00 a.m. weekdays especially during the first months of Fall and Spring Semesters, so plan your schedule accordingly. Public transportation is encouraged. For questions or assistance, contact the Main Campus Parking Garage Manager at (215) 972-6211.

Street parking is available along most major streets that run through and around the College campus; these streets include 16th, 17th, and 18th Streets, Callowhill Street and Spring Garden Street. This parking is managed by the Philadelphia Parking Authority. Payment kiosks are located on each block and accept cash, credit cards or smart cards. Please refer to street signs and payment kiosks for specific rules and instructions.

COLLEGE CALENDAR 2013-2014

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 visit <http://my.ccp.edu>.

2013

SEPTEMBER 2013

- 2 Monday — Labor Day — College closed
- 3 Tuesday — Fall 2013 (15-week) term begins

OCTOBER 2013

- 3 Thursday — Fall 2013 (10-week) term begins

NOVEMBER 2013

- 6 Wednesday — Deadline to submit application for financial aid reimbursement for Spring 2014 semester
- 6 Wednesday — Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2014 classes
- 18 Monday — Priority deadline to submit application for academic reinstatement for Spring 2014 semester
- 28-30 Thursday-Saturday — Thanksgiving Holiday — College closed

DECEMBER 2013

- 4 Wednesday — Deadline for full payment of tuition and fees for all students registered by this date for Spring 2014 semester
- 4 Wednesday — Professional Development Day (Potential Emergency Closing make-up day)
- 6 Friday — Spring 2014 Graduation Application deadline for May 2014 Commencement
- 6 Friday — Professional Development Day/Study Day — once-a-week evening classes will be held; no day classes (Potential Emergency Closing make-up day)
- 7 Saturday — Final day of classes for Fall 2013 semester
- 9-14 Monday - Saturday — Final Examinations, Fall 2013 Semester
- 20 Friday — Final day to resolve all outstanding financial aid issues for Fall 2013 semester
- 24 Tuesday — Winter Break — College closed at noon
- 25-31 Wednesday-Tuesday — Winter Break — College closed

2014

JANUARY 2014

- 1 Wednesday — New Year's Day Holiday — College closed
- 3 Final deadline to submit application for academic reinstatement for Spring 2014 semester
- 13 Monday — Spring 2014 (15-week) term begins
- 20 Monday — Martin Luther King, Jr. Holiday — College closed

MARCH 2014

- 3-8 Monday-Saturday — Spring Break — College Closed
- 17 Monday — Deadline to submit application for financial aid reinstatement for Summer 2014

APRIL 2014

- 4 Friday — Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2014 classes
- 14 Monday — Priority deadline for Fall 2014 for financial aid
- 16 Wednesday — Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2014
- 21 Monday — Professional Development Day — once-a-week evening classes will be held; no day classes (Potential Emergency Closing make-up day)
- 22 Tuesday — Final day of classes for Spring 2014 semester
- 23 Wednesday — Professional Development Day (Potential Emergency Closing make-up day)
- 24 Thursday — Professional Development Day/Study Day (Potential Emergency Closing make-up day)
- 25-30 Friday-Wednesday — Final examinations, Spring 2014 semester

MAY 2014

- 1 Thursday — Final examinations, Spring 2014 semester
- 1 Thursday — 2014-2015 PHEAA grant filing deadline for all renewal applicants
- 1 Thursday — Final day to resolve all outstanding financial aid issues for the Spring 2014 semester
- 3 Saturday — Commencement
- 5 Monday — Summer four-day work week begins — College closed on Fridays
- 12 Monday — Early Summer 2014 7-week (term code 7A) and 14-week (term code 14A) terms begin
- 26 Monday — Memorial Day Holiday — College Closed
- 27 Tuesday — Early Summer 2014 7-week (term code 7B) term begins

JUNE 2014

- 17 Tuesday — Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2014
- 24 Tuesday — Final day of classes for Early Summer 2014 7-week (term code 7A) term
- 25 Wednesday — Study Day
- 26 Thursday — Final examination day for Early Summer 2014 7-week (term code 7A) term
- 30 Monday — No classes for 14-week (term code 14A) term

JULY 2014

- 1-2 Tuesday-Wednesday — No classes for 14-week (term code 14A) term
 3 Thursday — Independence Day Holiday — College closed
 7 Monday — Late Summer 2014 7-week (term code 7N) term begins
 7 Monday — Deadline to submit application for financial aid reinstatement for Fall 2014 semester
 7 Monday — Priority deadline to submit application for academic reinstatement for Fall 2014 semester
 17 Thursday — Early Summer 2014 7-week (term code 7B) term ends

AUGUST 2014

- 1 Friday — 2014-2015 PHEAA grant filing deadline for all new applicants
 7 Thursday — Final deadline to submit application for academic reinstatement for Fall 2014 semester
 15 Friday — End of summer four-day work week — College closed
 19 Tuesday — Final day of classes for Early Summer 2014 14-week (term code 14A) and Late Summer 2013 7-week (term code 7N) terms
 20 Wednesday — Study day
 21 Thursday — Deadline to settle all outstanding financial aid matters for the current year (2013-2014); all aid will be canceled after this date.
 21 Thursday — Final examination day, Early Summer 2014 14-week (term code 14A) and Late Summer 2013 7-week (term code 7N) terms

CAMPUS DIRECTORY

| Department | Telephone | Location |
|-------------------------------|--------------|----------------|
| Main Number | 215-751-8000 | |
| Academic Advising | 215-751-8777 | BG-12 |
| Academic Affairs | 215-751-8350 | M2-34 |
| Admissions Information Center | 215-751-8010 | |
| Adult & Community Education | 215-751-8381 | S3-3 |
| Assessment Center | 215-751-8221 | BG-14 |
| Athletics Center (Gym) | 215-751-8964 | G1-12 |
| Bookstore | 215-751-8151 | WB-2 |
| Bursar's Office (Cashier) | 215-751-8130 | BG-38 |
| Business & Technology | 215-496-6164 | C1-9 |
| Career Services Center | 215-496-6176 | C1-34 |
| Center for Male Engagement | 215-751-8817 | S1-5 |
| Center On Disability | 215-751-8050 | BG-39 |
| Child Development Center | 215-751-8765 | 440 N 16th St. |
| Colonial Cafe/Catering | 215-751-8315 | P1-04 |
| Continuing Education | 215-496-6158 | C1-9 |
| Corporate Solutions | 215-496-6158 | C1-9 |
| Counseling Center | 215-751-8169 | BG-07 |
| Transfer Services | 215-751-8168 | BG-07 |
| Distance Education | 215-751-8415 | B2-26 |
| Diversity & Equity Office | 215-751-8039 | M2-3 |
| Educational Support Services | 215-751-8487 | W1-1 |

| Department | Telephone | Location |
|---|--------------|---------------------|
| Enrollment Central | | |
| Enrollment Certification | 215-751-8263 | |
| Financial Aid | 215-751-8270 | |
| Graduation | 215-751-8252 | |
| Registration | 215-751-8251 | Bonnell Building |
| Transcript Evaluations | 215-751-8255 | Ground Level |
| Transcript Requests | 215-751-8263 | |
| Veteran Certification | 215-751-8259 | |
| Human Resources | 215-751-8035 | A7-142 |
| Institutional Advancement | 215-751-8042 | A7-127 |
| International Student Services | 215-751-8863 | BG-42 |
| Learning Lab Central | 215-751-8480 | B1-28 |
| Learning Lab South | 215-751-8481 | B2-36 |
| Learning Lab West | 215-751-8482 | W3-26 |
| Liberal Studies | 215-751-8450 | BR-21 |
| Library | 215-751-8385 | L1 |
| Lifelong Learning (Community Education) | 215-751-8381 | S3-3 |
| Lost & Found | 215-751-8111 | M1-23 |
| Main Parking Garage | 215-972-6211 | 434 N 17th St. |
| Math, Science & Health Careers | 215-751-8430 | W2-7 |
| Northeast Regional Center | 215-972-6372 | 12901 Townsend Rd. |
| Northwest Regional Center | 215-751-8773 | 1300 W Godfrey Ave. |
| Security (Main) | 215-751-8111 | MG-12 |
| Security (NERC) | 215-972-6219 | Lobby |
| Security (NWRC) | 215-496-6012 | Lobby |
| Security (WERC) | 267-299-5863 | Lobby |
| Student Academic Computer Center | 215-751-8810 | B2-33 |
| Student Affairs | 215-751-8160 | M2-37 |
| Student Government Association | 215-751-8209 | S1-11 |
| Student Life Center | 215-751-8164 | S1-19 |
| Student Newspaper | 215-751-8200 | S1-12 |
| Student Technical Support | 215-496-6000 | B2-38 |
| Veterans Resource Center | 267-299-5897 | BG-43 |
| Welcome Center | 215-751-8010 | P1-05 |
| West Regional Center | 267-299-5850 | 4725 Chestnut St. |
| Women's Outreach and Advocacy Center | 215-751-8808 | S3-9 |

GLOSSARY OF TERMS

Academic Advisor — A faculty member who assists students in deciding on their educational plans and choosing courses to achieve their goals.

Academic Probation — A student whose academic performance results in an unsatisfactory grade point average and/or academic progress. See the [Policy on Academic Standards and Progress](#) for more information.

Accreditation — Approval given to a college which meets accepted standards concerning its academic program, library facilities, faculty, policies, physical plant, financial assets and similar criteria. The College is accredited by the Middle States Association of Colleges and Schools. It also is approved by the Council for Higher Education and the Department of Education, Commonwealth of Pennsylvania.

Articulation — Articulation deals with the transfer of credits among colleges and universities. Articulation agreements guaranteeing acceptance of certain courses and programs are in place between the College and a number of area colleges and universities, such as Temple, Cheyney, Penn State and La Salle Universities.

Associate's Degree — A diploma granted by community and junior colleges after successful completion of the credits equivalent to two years of college work. A student at the College can receive an Associate in Arts, Associate in Science or Associate in Applied Science, depending on their major.

Auditing — When students audit a course, their credits do not apply toward their degree program, nor do students receive a letter grade for the course audited. At the College, a student must notify his or her instructor before the end of the second week of each term if the student wishes to audit the class. The student must submit an approved form to the Office of Student Records and Registration to receive an AU grade. Financial aid does not pay for an audited course. Full tuition and fees are required to audit a course.

Banner — The College's administrative software system which tracks student information.

Bursar — Cashier's Office.

Catalog — The Catalog is the student's comprehensive guide to and contract with Community College of Philadelphia.

Certificate — Granted by community and junior colleges upon successful completion of a number of specific courses in a curriculum less than the equivalent of two years of college.

Community College — A two-year public college funded by local or state governmental units. It offers transfer and career programs leading to associate's degrees or certificates.

Co-requisite — A requirement (usually another course) that students must take either at the same time or before enrolling in a particular course.

Counseling — Guidance provided by professional counselors in collegiate, vocational, social and personal matters.

Course Reference Number (CRN) — This five-digit number is used to register for a course. Each section of a course has a unique CRN.

Credit by Examination — Credit granted for proficiency demonstrated through testing.

Curriculum — A course of study or academic program offered by an educational institution. The College offers more than 70 career and transfer curricula.

Developmental Course — A pre-college level course to develop skills in reading, writing or math that prepares students for college-level English and math.

Drop/Add — Dropping a specific course or adding a new course during a specific time period early in a term. At the College, questions concerning drop/add should be directed to the Counseling Center or the Office of Student Records and Registration.

Dropped for Poor Scholarship/Dropped for Insufficient Progress — A student on academic probation who does not meet the standards described in the [Policy on Academic Standards and Progress](#).

Dual Admissions — Programs designed to facilitate smooth transition of community college students to a four-year institution. Students complete an intent form for identified college(s) by the time they have completed a defined number of credits and must complete associate degree requirements before transferring. Scholarships and supportive services are included.

Dual Enrollment — Program which allows currently enrolled high school students (including home schooled students) to enroll in college-level courses. Upon successful completion, students will receive college credit. High school credit is granted at the discretion of the high school.

Electives — Courses that a student may choose as part of a program of study. The choice may be open (general elective) or restricted in some way (directed elective).

Fees — Charges a student must pay in addition to tuition. In addition to a general college fee, there are other fees associated with the registration process and for some services.

Full-Time Student — A student may be verified as a full-time student if he or she is enrolled and active in 12 or more credits, during the fall or spring semesters.

Good Standing — The status of a student whose cumulative academic performance is at least satisfactory in relation to grade point average and academic progress. See the [Policy on Academic Standards and Progress](#) for more information.

Grade Point Average (GPA) — The College uses a letter system with associated quality points that are used to compute cumulative grade point averages (see the [Policy on Academic Standards and Progress](#) for more information).

| | |
|----------|---|
| A = 4 | Outstanding |
| B = 3 | Good |
| C = 2 | Satisfactory |
| D = 1 | Passing |
| F = 1 | Failure |
| I = 0 | Incomplete |
| W = N/A | Withdrawal |
| AU = N/A | Audit |
| NR = N/A | No report from instructor at the time grades were processed |

Hold — A notation placed on a student's record that indicates that the student is restricted from receiving services because of an unmet obligation. Holds may prevent registration or graduation, or prevent the production of transcripts, enrollment verification documents and grade notification. Financial (Bursar) holds are placed on a student's record when there are outstanding financial obligations to the College, such as unpaid tuition and fees, unreturned equipment or overdue library books.

Learning Lab — The place where students can receive tutoring, supplemental and preparatory instruction provided by professional faculty and peer tutors in most subjects. At the Main Campus, there are three Learning Labs: W3-26, B1-28 and B2-36.

Major — A concentration in a specific field of study in one department. Each department determines the number of credits it requires for a major.

Mid-term Grades — Mid-term grades are indicators of a student's progress. They are posted after students complete the first half of the semester. Mid-term grades are not recorded on student academic records.

MyCCP — The online source for information about the College and access to student records. [MyCCP](#) is the College's portal where students access College-wide and personalized announcements; College supplied e-mail accounts; and student records such as registration status, financial aid information; and online registration. Access to [MyCCP](#) requires the use of an authenticated username and password.

Placement Tests — Tests given prior to admission that are used to determine the student's skill level in the areas of reading, writing and math.

Prerequisites — These are courses that are required before a student can register or enroll for particular courses or begin a particular curriculum.

Quality Points — The College uses a letter system with associated quality points to compute cumulative grade point averages. See definition of “Grade Point Average” for more information.

Regional Centers — College sites located in Northeast, Northwest and West Philadelphia that offer credit and noncredit courses and services such as advising, counseling and financial aid.

Registration — The process whereby a continuing student, or a new or re-entering student whose application has been accepted, formally enters the College by selecting courses for a specific semester. Registration is official when tuition and fees are paid by the deadline for that semester.

Satisfactory Academic Progress (SAP) — The status of a student who has met or exceeded the percentage of credits completed as specified in the College’s Policy on Academic Standards and Progress. A student must meet the Satisfactory Academic Progress requirements to be eligible for financial aid.

Semester — The academic year is divided into two semesters at the College and at most other colleges and universities. (Some colleges have trimesters, for example.) In addition to its fall and spring semesters, the College offers two terms during the summer.

SGA — The Student Government Association. SGA is responsible for helping to influence policy for students at the College. Members of the SGA are elected by the student body. All registered clubs and organizations are members of the general assembly. The SGA office is located in Room S1-11 in the Winnet Student Life Building.

SPB – The Student Programming Board in Student Life is responsible for creating programs and events for students.

Student Code of Conduct — An outline of acceptable and expected conduct for Community College of Philadelphia students. This code of conduct is published in this Student Handbook.

Syllabus — Written description of course content distributed by instructors to students.

Term Code — A two or three character code identifying the start and duration of a class.

Transcript — The official record of a student’s grades and the credits earned.

Transfer — Changing from one higher education institution to another after having met the requirements for admission to the second institution.

Undergraduate — A student at a college or university who has not yet received a bachelor’s degree.

Vanguard — The *Vanguard* is the student newspaper and is distributed bi-weekly on newsstands around the College.

Web Registration — Registering for classes using the College portal (*MyCCP*).

Withdrawal — The action a student takes in (1) officially dropping one or more courses during a particular semester after the refund period or (2) officially dropping all courses during any one semester and discontinuing studies at the College.

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. One important place you can turn to for academic help is the Division of Educational Support Services.

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 call 215-751-8777 or 8778 or email advising@ccp.edu, or log on to *MyCCP* and click Academic Advising in the Support Services Channel (Student Tab).

CAREER SERVICES CENTER

The Career Services Center is located in C1-34 and open from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Students should be preparing for their career future while at the College by developing appropriate job search documents and using Career Services, including:

- Individual appointments and weekly walk-in hours
- Assistance with 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> - click “students” to begin registration
- 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>
- All services available to all students

CENTER FOR MALE ENGAGEMENT

The Center for Male Engagement (CME) provides a community of support for African-American men at CCP while they pursue a college degree and establish short and long-term professional goals.

Once a CME member, participants are assigned a Support Coach who helps them to navigate the college experience on and off campus and lessens the barriers to their academic success. Additionally, members receive on-going academic support, career and leadership development, life skills training as well as participate in culturally relevant and social enrichment activities. These trainings are designed to foster personal growth among like-minded peers, staff and faculty in meaningful and supportive ways.

For more information regarding the CME’s program and services, feel free to stop by S1-05, call (215)751-8817 or email cme@ccp.edu.

CENTER ON DISABILITY

The Center on Disability is responsible for ensuring that qualified students with disabilities, as defined by the Americans with Disabilities Act (ADA), are provided reasonable accommodations and services that enable them to have full access to the College's academic programs, services, activities, and facilities.

Students requesting accommodations are required to:

- Submit comprehensive documentation from qualified professionals stating both the nature of the disability and its impact on curricula being pursued, and establishes the appropriateness of accommodations being requested.
- Continue to meet each semester with a counselor in the Center to determine the appropriateness of the accommodations being provided relative to the essential requirements of future coursework

To ensure timely and effective service provision, new students requiring accommodations are urged to apply to the College and submit their documentation to the Center on Disability (BG-39) no later than one month before the start of the semester. Students are encouraged to stop into the Center, call 215-751-8050, or visit *MyCCP*.

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's degree 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-07, 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

- Improving study skills
- Balancing work and other responsibilities with school
- Withdrawing from school
- Changing majors
- Selecting and registering for courses (for students on academic probation)

PERSONAL – provides a supportive and confidential environment to assist students

- Developing self-esteem, confidence and problem-solving skills
- Resolving conflicts and crises affecting school work
- Seeking other resources in the community

CAREER

- Assessing and evaluating interests, values and abilities
- Exploring the world of work (salaries, educational and training requirements, employment outlooks)
- Relating interests, values and abilities to careers
- Making a career change

TRANSFER

- Maximizing credit transfer
- Locating information on transfer schools
- Deciding when to apply for transfer

DISTANCE EDUCATION

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.

Distance Education 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 students 24/7 access to their courses. Online courses do not require students to be online at specific times but students login on a regular basis at their 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. Students are expected to establish and maintain high levels of involvement and interaction throughout the semester.

For questions or more information, please email distance_ed@ccp.edu.

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. This program, for students whose first language is not English, will help enhance your language skills through listening and speaking courses. While working on your English skills and earning college credits, you can take credit courses based on your academic needs and English proficiency. Experienced instructors, tutors and academic advisors will help you achieve your goals.

The overall goal is to improve students' English language abilities that will lead not only to their success in the College's academic and career programs, but also to their effective participation in the community at large. For more information, please contact the ESL program at esl@ccp.edu or call 215-751-8829.

GRADUATION

Commencement and the official awarding of degrees takes place once a year at the conclusion of the spring semester. However, a student may fulfill graduation requirements at the conclusion of any semester or summer session. Students who intend to meet the requirements for graduation at the end of any term should submit an application to the graduation evaluators in Student Records and Registration. Applications should be submitted no later than three weeks after the start of the student's last semester or summer session.

Students who do not meet graduation requirements must submit a new Graduation Application for the next term in which they anticipate graduation.

Graduation applications must be completed online; please login to *MyCCP* and look for the application link.

TRANSFER AGREEMENTS

After successful completion of course work at the College, many students continue their education at a four-year college or university. The success these students enjoy is a reflection of the transfer curricula and related support offered by the College.

There are three types of transfer agreements: **dual admissions, core-to-core and program-to-program**. To participate in these agreements students must earn an appropriate associate's degree before transfer. These agreements are not exclusive of one another. If a student transfers to a school with more than one type of agreement, the agreements can complement one another.

DUAL ADMISSIONS

The College has 12 Dual Admissions agreements with surrounding four-year institutions. These agreements provide guaranteed admission with junior-level standing as well as scholarships to eligible students. Students interested in Dual Admissions should complete an intent form early in their academic career. Many of the institutions require that students complete the intent form by the time they have earned 30 college-level credits. Students should meet with a Counselor or Academic Advisor in their major for assistance in identifying the appropriate courses to take for transfer. Dual Admissions intent forms are available in the Division of Educational Support Services in W1-1 on Main Campus or at any of the Regional Centers. For questions about the dual admissions process, please email dualadm@ccp.edu.

For more information about the transfer agreements, please visit *MyCCP*.

The Counseling Center maintains detailed information on other colleges and universities. Transfer workshops are offered, and professional counselors are available for appointments to help guide students through the transfer planning process. The Counseling Center is located in BG-07 on Main Campus. You may also find more information on *MyCCP*.

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 and 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 name, address, phone numbers, birth date, social security number, and e-mail address. This form may be obtained from the Student Records & Registration section of *MyCCP*. Proper documentation is required to change name, residency, 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. This form **must** be submitted with the appropriate documentation **in person** to Enrollment Central at the Main Campus or the Regional Centers.

ENROLLMENT CERTIFICATION

A certification is an official statement of a student's 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

Students may apply for an Excused Withdrawal if they experience a personal emergency situation or a medical problem with complications that causes them 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 obtained from the Student Records & Registration section of *MyCCP*. Completed forms and documentation may be submitted to Enrollment Central. Note: The processing time for this transaction is a minimum of 30 working days from the date of submission. Therefore, 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.

RECORD CHALLENGE

If you believe an error exists on your academic record, you may complete a *Record Challenge Form*. 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.

The *Record Challenge Form* may be obtained from the Student Records & Registration section of *MyCCP*.

REGISTRATION

Continuing students in good academic standing in any credit degree or certificate program are encouraged to register online using *MyCCP*. However, students on academic probation and students in the English as a Second Language program (ESL) are not permitted to register online. Certain other restrictions (which vary by program of study) may also apply. Students who are not permitted to register online, 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 the 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*.

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: Internet www.getmytranscript.com, 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 Student Records & Registration section of *MyCCP*, for procedures on ordering a transcript and the fee structure.

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 Student Records & Registration section of *MyCCP*.

WITHHOLD DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), you may opt to have the College withhold directory information from outside agencies. You may submit a *Special Request to Withhold Directory Information form*. Forms can be obtained and submitted to *Enrollment Central* on the Main Campus or at the Regional Centers.

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.ed.gov and complete the application.

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 have resolved any drug conviction issues

IMPORTANT – FINANCIAL AID INFORMATION

Award letters are not finalized until all eligibility requirements are satisfied.

Balance checks (or direct deposits) will be mailed after attendance for classes have 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 I.D. 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, pay 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 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 will 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>.

RETURN OF AID MONEY

If you withdraw from all classes or from your last enrolled class or stopped attending before the 60 percent 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 registrant and the College. It is every student's responsibility to meet this financial obligation and to know and understand all College policies relating to registering, withdrawing, and other actions affecting the student account. A Community College of Philadelphia bill will be mailed and emailed to each student before the beginning of each semester. If the bill is not received, it is the student's responsibility to obtain it from the Bursar's Office in BG-38.

It is suggested that payments be made by check or money order, payable to Community College of Philadelphia, and addressed to: Bursar, Community College of Philadelphia, 1700 Spring Garden Street, Room BG-38, Philadelphia, PA 19130. Cash payments are only accepted at the Main Campus Bursar's Office, Room BG-38. To request a receipt or to pay by credit card using MasterCard, Visa, American Express, Discover or e-Check, [log on to MyCCP](#).

Non-sufficient payments that are returned to the College by the bank must be repaid within 5 days or the student will be administratively withdrawn from the College.

If any student has not met his or her full financial obligations, the College reserves the right to withhold any of its services from the student until the obligations are met. These include, but are not restricted to, transcripts, library services, letters of recommendation, registration, counseling and additional services.

INTERNATIONAL STUDENT SERVICES

International students are an important part of the student population at Community College of Philadelphia. With more than 150 students from more than 50 countries, we understand the questions and needs that are unique to students from different countries.

The staff in International Student Services assists international students 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.

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. Eligible participants must be pursuing both a career specific, short term certificate and associate's degree. Participants utilize class, study, and other academic and career related activities to meet state mandated work participation hours to maintain benefits. Through the support of these benefits students are able to attend school and receive added allowances to sustain their activities. Each student enrolled in the program is connected with a KEYS Student Facilitator who provides academic guidance, career development, professional coaching and personal enrichment. Student Facilitators also work with students to address diverse academic and personal challenges hindering individual success.

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

KEYS is funded by the Pennsylvania Department of Public Welfare. Eligible students who are interested in enrolling in KEYS should contact their caseworker for referral or the KEYS office (M1-24) at 215-751-8025 or email keys@ccp.edu.

LEARNING LAB

The Learning Lab department provides tutoring and learning skills services to registered students and is able to assist clients with information that is specific to most of the courses offered at the College.

Peer tutors are accomplished students who have been trained to help other students. These tutors have taken the course you need help in, 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, writing, mathematics, science and learning disabilities.

The Central Learning Lab (Room B1-28) specializes in humanities, social science, and English. The South Learning Lab (B2-36) handles business and mathematics. The West Learning Lab (W3-26) deals with biology, chemistry, Allied Health, and Nursing. Services are also provided at the Northeast, Northwest, and West Philadelphia Regional Centers. Call (215) 751-8480 for more information and a complete list of day, evening and Saturday hours. Visit our links in *MyCCP* for more information.

LIBRARY

Located just beyond the entrance to the Mint Building near 17th and Spring Garden Streets, the Main Campus Library includes over 110,000 books, 240 periodicals and newspapers, and collections of microfilms and audiovisual material in a bi-level facility. An integrated on-line catalog and network provide access to the College Library collection and numerous electronic databases. Classes taught by the Library faculty provide students with the knowledge and skills to locate, evaluate and use a wide range of resources to support their college coursework. Group study rooms are located in the Main Library. These rooms may be reserved at the Circulation Desk by at least two people from the group.

The Library is open Monday – Thursday: 8 a.m. – 9 p.m., Friday: 8 a.m. – 5 p.m. Hours during summer sessions and intersessions can be found on the library web page: <http://library.ccp.edu>. You may also go to the Library Channel in *MyCCP*.

The Northeast Regional Center, Northwest Regional Center and the West Regional Center also contain Library facilities. The hours for each Regional Center are available on the Library web page as well as posted at each location. Most resources available from the Regional Centers are to be used in the Library.

Your College ID card is required to enter and borrow Library materials. The loan period is three weeks, with a limit of eight books per patron.

STUDENT ACADEMIC COMPUTER CENTERS

The Student Academic Computer Centers (SACC) offer students access to computer workstations with various software applications required in all disciplines at the College, including e-mail, the Web and laser printing. Student computer access is available on the Main Campus in rooms B2-33 and C3-17 and at the Regional Centers in rooms NW-120, NE-123, WEST-160. Informational brochures detailing services and hours are available at each site.

MY PATH TO BEING A GOOD STUDENT

STUDENT SUCCESS INITIATIVES

Student Success Initiatives offer programs and services directed toward enhancing and creating student development support structures, which are designed to engage students and lead to improved academic success. Services include the College's Colonial Colleagues Program and the oversight of the Academic Early Alert system, an initiative that provides students with timely and effective communication regarding academic performance.

ACADEMIC EARLY ALERT

Faculty members have the opportunity to complete an Academic Early Alert report at the 20% and 50% reporting periods during each semester. Through Academic Early Alerts, the College strives to positively and proactively intervene in students' academic paths early and appropriately by effectively communicating current performance and supplying information beneficial to academic success. If you receive an Early Alert letter, you should follow up on the suggested intervention strategy as soon as possible. If you want more information on Early Alert, please contact Student Success Initiatives at 215-751-8202 or studentsuccess@ccp.edu.

COLONIAL COLLEAGUES PROGRAM

In collaboration with Phi Theta Kappa International Honor Society's Commit to Complete initiative, the Colonial Colleagues Program is designed to promote retention and academic success. Through a structured peer support program, students are connected and enabled to both give and receive support to other like-minded students to mutually aid in persistence and goal achievement. In addition to creating a cooperative and collaborative partnership amongst students for academic success, participants are also provided with education and academic success tools through Colonial Connection events throughout the year. For more information or to sign up for the Colonial Colleagues Program, please contact Student Success Initiatives at 215-751-8202 or studentsuccess@ccp.edu.

TRIO STUDENT SUPPORT SERVICES (TRIO SSS)

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 participants include, a summer bridge program, orientations, specialized advising, a career and personal development Intercession workshop component, college transfer options visits, cultural activities, study abroad, and grant aid for PELL Grant recipients. The goal is for students to graduate and/or transfer to a four year college or university and to receive a 4-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 Office in the spring of 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 now located in the Bonnell Building in Room BG-43. The Center opened in November, 2012, in order to serve our growing veteran student population and to access information on VA benefits, scholarships and College enrollment.

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 S3-09.

MY PATH TO SCHOOL SPIRIT

COLONIAL PHIL

Colonial Phil is the mascot and biggest fan of Community College of Philadelphia. 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 fellow students. Feel free to high-five Colonial Phil anytime you see him around campus.

ATHLETICS

The Athletic 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 Athletic Department also provides support for students by:

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

The Athletics Center has a lot of activities – come visit us! Varsity 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 gym. Come over and try out our newly outfitted Fitness Center. Your health will thank you.

INTERCOLLEGIATE SPORTS

Intercollegiate athletics provide competitive varsity sports for all full-time students. Intercollegiate sports offered include:

- Men's Basketball (winter)
- Women's Basketball (winter)
- Men's Cross-Country (fall)
- Women's Cross-Country (fall)
- Men's Soccer (fall)
- Tennis (co-ed - spring)
- Men's Track and Field (winter/spring)
- Women's Track and Field (winter/spring)
- Women's Volleyball (fall)

Team meetings are held during the first week of each semester.

INTRAMURAL SPORTS

Community College of Philadelphia students, faculty and staff are welcome to participate in our intramural programs. We encourage individuals and groups to join our intramural teams in:

- Basketball
- Flag Football
- Ping Pong
- Indoor Soccer
- Volleyball
- Walleyball
- 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 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 members of the College community to use for recreation and competition. A table tennis room with three tables and a foosball table can also be used for recreation or competition. Students, faculty and staff who wish to participate in table tennis tournaments can obtain information from staff.

ATHLETICS CENTER AND SPORTS DECK

The College's Athletics Center is located between the Pavilion and Winnet Buildings on 17th Street. The Sports Deck is located on top of the parking garage on 17th Street just above Callowhill Street. The Sports Deck includes three tennis courts that can also be converted to volleyball or badminton courts. A four-lane track with a ninety-yard straightaway surrounds the deck.

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 and Sports Deck 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.

All visitors are required to follow the Athletic Department's recommendations to prevent accidents and injuries. A copy of the recommendations is available through the Athletic Department, G1-12, or through the Office of Student Affairs, M2-37.

Call the Athletic Department, 215-751-8964, for more information.

ATHLETIC CENTER HOURS

Fall/Spring Semesters

Monday-Friday: 7:00am-7:30pm

Saturday: 9am-1:30pm

Be on the lookout for flyers around campus announcing activities and special events.

MY PATH TO BEING A WELL-ROUNDED STUDENT

STUDENT LIFE CENTER

WHAT'S HAPPENING AT CCP

Our mission: To cultivate a student success environment through diversity awareness, social activities, leadership experiences and service opportunities.

The Student Life Center is responsible for programs such as New Student Orientation; Academic Welcome; Welcome Week; Student Leadership & Involvement; Clubs & Organizations; the Student Programming Board; Spring Fling; Spring Gala; 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!

STUDENT LEADERSHIP AND INVOLVEMENT

The Student Leadership & Involvement Center 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 CCP 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:

For those students who have at least 15 credit hours and a GPA of 2.7 or better we offer 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 being the pinnacle of true leadership. Students who have completed the Student Leadership Challenge and who have maintained a minimum GPA of 2.7 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. An example may be an English class going to see a live theatre production (maybe here in Philadelphia...maybe in New York City!) of a play they are reading in class. Another example may be an Art History class going to study the world-class collection at the Philadelphia Museum of Art, the Philadelphia Academy of Art, or even the Smithsonian in Washington, DC.

STUDENT PROGRAMMING BOARD

The Student Programming Boards (SPB) is comprised of students creating programs and events for students. The SPB will focus on creating programs around Traditions and Spirit; Culture and Heritage; Arts and Entertainment; and Health and Wellness.

STUDENT CLUBS AND ORGANIZATIONS

Joining a student club or organization is one way to becoming involved in the extracurricular life at the College. Whether students wish to continue an interest, develop one, explore new and different ideas, or just to socialize, a student club is a great opportunity. Over 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.

Below is a list of clubs that have recently been active. Clubs must register and reactivate each year. Check with the Student Leadership and Involvement Center (S1-12) for more information. As of publication, the following is a list of active clubs and organizations:

- African Culture and Traditional Club
- Alpha Beta Gamma (Business Honor Society)
- Anime Club
- Anime and Gaming Club (Northeast Regional Center)
- Art Studio
- Asian American Association
- CCAEYC (Community College of Philadelphia for the Education of Young Children)
- Christian Women Alliance
- Computer Science Club
- Dental Hygiene Graduates
- Dental Hygiene Freshman
- Design & Construction Club (DACA)
- FMDC Fashion Club
- Gay Straight Alliance
- Geospatial Student Club
- Gospel Choir
- Green Cycle Alliance
- Haitian Student Organization (Club Creole)
- International Student Organization
- LASO (Latin American Student Organization)
- Math Club
- Music Appreciation Club
- Muslim Student Association
- Muslim Women League
- National Society of Black Engineers (NSBE)
- Paralegal Student Association
- Photography Club
- Plan B
- Ritmo Latino Club
- Science Club
- Tokken Apparel Inc.
- Veterans Club

The most current list of clubs and organizations can be found on MyCCP or by visiting the Student Leadership & 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 also 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 do you get recognized by the Student Government Association 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 steps for starting a new club:

- Survey other students you know to see if you can find a reasonable amount of interest in your proposed group.
- If it is curriculum-related, be sure to contact everyone in that program.
- 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.
- 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.
- 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.

Be sure to check with the Office of Student Life for guidelines, requisition forms, etc., that you will need to carry out your group's mission. 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.

STUDENT MEDIA/PUBLICATIONS

The *Student 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 published 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.

Membership in honor societies is by invitation only.

The College recognizes the following honor societies:

- Alpha Eta Society (for students in the health professions)
- Alpha Beta Gamma (for students in the business)
- Phi Theta Kappa, Rho Upsilon Chapter (for 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.

MY PATH TO CAMPUS SERVICES

BOOKSTORE

Barnes & Noble College Booksellers, Inc., operates the Community College of Philadelphia bookstores. Bookstores are located on the Main Campus in the Pavilion Building and at the Northeast and Northwest Regional Centers. During the first weeks of each term a temporary bookstore is opened at the West Regional Center. Bookstore hours for the West Regional Center are posted in advance of the term.

The Bookstores carry a wide arrangement of merchandise in addition to textbooks, course materials and school supplies. The Bookstore on the Main Campus is the largest location and carries a larger volume and variety of merchandise including art supplies, dorm supplies, and selected computer software; however, all locations sell textbooks, course materials, school supplies, trade books, spirit apparel and gifts, backpacks and totes, computers, printers, computer supplies, NOOKs, trend accessories and gifts, and snacks and beverages.

More information including bookstore hours, contact information, rental textbook options, online ordering, store promotions and special events can be found on the bookstore website at <http://ccp.bncollege.com>.

CAMPUS SECURITY

The Department of Security and Safety operates on a 24 hour a day, seven days a week schedule. 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 (M1-23) 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.

CHILD DEVELOPMENT CENTER

Community College of Philadelphia's Child Development Center enriches your child's life by developing life skills and encouraging learning. The Center enrolls children each semester on a first-come first-served basis only after you have registered for classes. To ensure a space for your child, be sure to register early. Interested parent(s) of children ages 6 weeks to 5 years old are welcome to make inquiries in person or by telephoning the Center's Director at 215-751-8764 or 215-751-8765.

DINING SERVICES

Community College of Philadelphia dining and catering services are operated by American Food & Vending with cafes on the Main Campus and at the Northeast and Northwest Regional Centers. Find café details including locations, hours, contact information, menus, etc., in *M_YCCP*. All café locations offer 'made-to-order' and 'grab-and-go' selections. The Main Campus has two cafes: the Colonial Café located in the Pavilion Building on the ground level beside the Bookstore and the Bonnell Coffee Express located in the Bonnell Building on the ground level behind the Information Desk.

COLONIAL ID CARDS

A student identification card is issued to all new students. It is your official college identification. Photo ID's are used for admission to the campus and access to its facilities. Your card must be shown upon request by any faculty member, security officer, or any other official member of the College staff. ID's must be presented after 5:00 p.m. weekdays and all day on Saturdays at all building entrances. You also may be asked for other identification to prove who you are. 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 for information on replacing it. Each replacement is \$10.

The College ID is known as the **COLONIAL CARD** and also serves as a declining balance card. Funds must be loaded onto the card by the card holder and can be used for purchases in Student Life with Colonial Card funds. Discounted copies in Business Services (MG-25) are available to customers using Colonial Card funds for payment. Card holders can make cash deposits to their Colonial Card using a Value Port; one Value Port is located in the Pavilion (P1) 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.

INFORMATION TECHNOLOGY

EMAIL

As a registered student, a College-issued email account is issued to you as part of MyCCP. You may continue to use an alternate email account but it is highly recommended that if you choose to do so that you should not "auto forward" your MyCCP email address to this alternate account. Official College communications are sent via e-mail – you do not want to miss important information.

Any 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 email regularly. Contact myccphelp@ccp.edu with questions or problems with your College email. If using email, please leave an alternate email address other than your CCP email.

MYCCP

MyCCP is the College-owned portal that 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, numerous activities, forms submissions, payments, etc., can be accomplished online. In MyCCP you will receive official College correspondence, notices, and announcements. Some faculty will 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 EXT. 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
- #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

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.

VENDING AREAS

American Food and Vending maintains vending machines at all four locations of the Community College of Philadelphia. The machines offer snacks and beverages including healthy options. Machines are conveniently located as follows:

Main Campus

| | |
|--|---|
| Bonnell Building passenger elevators | BG, B1, BR and B2 – all located close to Bonnell |
| West Building doors | W3 – study area near the Mint Building connection |
| Winnet Student Life Building Leadership & Involvement | S1 – between the Student Life Center and Student |
| Athletic Center | G2 – close to the rear staircase |
| Main Garage | Level 1 – behind the Garage Office |
| Center for Business and Industry | C1-18 – lounge area and C3-30 – cyber café |

Northeast Regional Center

Level 1 – near the café

Northwest Regional Center

Level 1 – near the café

West Regional Center

Main Hall

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 life-long 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. Community College of Philadelphia 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 life-long intellectual and personal development. We believe that learning is rooted in both curiosity and inquiry, and is engendered by dedicated, creative, and enthusiastic teaching utilizing appropriate and 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.

COLLEGE POLICIES AND PROCEDURES

ACADEMIC STANDARDS AND PROGRESS

I. **Academic Standards and Progress Policy** (Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in Section VI.)

A. **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.)

| Minimum Required Cumulative GPA | Cumulative GPA Credit Hours Attempted |
|---------------------------------|---------------------------------------|
| 1.40 | 12 |
| 1.50 | 18 |
| 1.60 | 25 |
| 1.75 | 37 |
| 1.85 | 49 |
| 2.00 | Graduation |

B. **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 towards 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 of F.

C. 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 three (3) credits or six (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 Department. Final adjudication will rest with the Reinstatement Committee.

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 Department. Final adjudication will rest with the Reinstatement Committee.
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 dismissal 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 following reinstatement may not be reinstated until they appeal successfully to the Reinstatement Committee. All students who are reinstated based on appeals will be placed on part-time (7 credits) academic probation and 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.

| Attempted Credits | Minimum GPA | Calculation Applied | Required Completion Rate |
|-------------------|-------------|---------------------|--------------------------|
| 12 | 1.40 | 12 X 67% = | 8 credits completed |
| 18 | 1.50 | 18 X 67% = | 12 credits completed |
| 25 | 1.60 | 25 X 67% = | 17 credits completed |
| 37 | 1.75 | 37 X 67% = | 25 credits completed |
| 49 | 1.85 | 49 X 67% = | 33 credits completed |
| 60 | 2.00 | 60 X 67% = | 40 credits completed |
| 72 | 2.00 | 72 X 67% = | 48 credits completed |
| 84 | 2.00 | 84 X 67% = | 56 credits completed |
| 90 | 2.00 | 90 X 67% = | 60 credits completed |

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 student repeats a course for the first time (second attempt), the higher grade earned (either initial grade or grade of second attempt) will be the grade counted in the calculation of the GPA.
 2. When a student repeats a course for the second time (third attempt), the highest grade earned (either initial grade or grades of second or third attempt) will be the final grade counted in the calculation of the GPA.
 3. Courses repeated three or more times (fourth attempt or greater) are not calculated in the GPA.
- 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 towards 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 Course

- 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 dropping a class must complete the necessary form, available from the Office of Student Records and Registration, and submit 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 email 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 (2) 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.

III. Reinstatement

Students applying for reinstatement to the College must submit an "Application for Reinstatement Form" to the Reinstatement Committee. Applications may be obtained in the Division of 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. Students will be notified in writing of the Committee's decision.

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 towards 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 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 and they are dropped for poor scholarship and/or insufficient progress after failing to meet the probation conditions plan that was established for them, they will be ineligible for financial aid until they return to good academic standing.

AFFIRMATIVE ACTION STATEMENT

Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity for all persons without regard to race, color, ancestry, creed, national origin, age, sexual preference, religion, sex, disability, or status as a disabled veteran or veteran of the Vietnam Era, except where sex is a bona fide occupational requirement or where disability is a bona fide occupational disqualification. 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 Affirmative Action Plan 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 this policy and program and facilities that are accessible to and usable by disabled persons should be directed to: Simon Brown, Director of Diversity and Equity, Community College of Philadelphia, Room M2-3, 1700 Spring Garden Street, Philadelphia, PA 19130. Telephone number, (215) 751-8039.

ALCOHOL AND DRUG PREVENTION PROGRAM

Community College of Philadelphia enforces the Drug-Free Workplace Act of 1988. Under the terms of this Act, the College has notified all of its employees that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in the workplace. Failure to comply with this prohibition will result in disciplinary action up to and including termination. Further, as a condition of employment, employees must notify the College within five days of any criminal drug statute conviction for violations occurring in the workplace. This Act also applies to students in the work-study program or other students who work at Community College of Philadelphia.

Community College of Philadelphia recognizes the importance of providing a drug- and alcohol-free environment in which learning and other intellectual pursuits can take place. One of the College's goals is to provide employees and students of the Community College of Philadelphia a healthful environment in which to work and study. Therefore, Community College of Philadelphia prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs on its premises.

STANDARD CONDUCT CONCERNING DRUGS & ALCOHOL

Community College of Philadelphia Policies and Procedures Memoranda Numbers 303 & 310 prohibit the sale, possession or use on college property and facilities of alcoholic beverages, drugs and other controlled substances. Copies of these policies can be obtained from the Office of Student Affairs and the Office of Student Life. The Community College of Philadelphia College's Board of Trustees is authorized to make exceptions to this policy as it applies to the service of alcohol.

LEGAL SANCTIONS

In addition to loss of employment or expulsion from the College, offenders are subject to criminal prosecution.

Under the Federal Drug Abuse Prevention and the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, penalties are based on the particular violations.

Sanctions involving manufacturing, distributing or dispensing controlled substances subject an individual to significant terms of imprisonment (in some cases ranging from 20 years to life) and fines ranging from thousands of dollars for relatively minor violations to hundreds of thousands or millions of dollars for more significant offenses. Even "simple possession" of controlled substances without valid prescriptions may result in jail sentences of up to one year and fines. Stiffer penalties are imposed for violations committed at or near schools or colleges; for violations involving sale or distribution of nonproprietary drugs or controlled substances by persons not registered or licensed by an appropriate State Board; or for violations involving delivery of drug paraphernalia to persons under 18 years of age who are three or more years younger than the perpetrator. Although the consumption of alcohol by individuals who have reached their twenty-first birthday is not per se illegal, an employee, student or visitor who enters the College under the influence of alcohol or drugs may endanger him/herself or other persons or property, or annoy employees or students in his vicinity, and may be subject to prosecution under the Pennsylvania Crimes Code.

HEALTH RISKS

Abuse of alcohol and drugs can lead to serious health problems. Excessive drinking and use of drugs can damage body organs, impair physiological processes and contribute to the development of mental health problems. Repeated use of alcohol or drugs can lead to dependence. Some of the health risks associated with the abuse of alcohol and drugs are:

- Liver, heart and digestive tract problems
- Impairment of brain activity and blood circulation
- Loss of memory, impaired judgment and worsening of personality disorders. Employees or students who use alcohol or drugs on Community College of Philadelphia property might endanger their life and the lives of other people. Each year many people die in the work place as a result of accidents that are caused by people who were under the influence of alcohol or drugs.

COUNSELING AND TREATMENT PROGRAMS

Community College of Philadelphia employs a professional counseling staff who can provide assistance to employees and students with work, school and personal problems. Students and College employees seeking help for alcohol or drug abuse habits can seek assistance from a counselor. Faculty, administrators and other College staff might refer students who need help with alcohol or drug abuse related problems to counselors. Counselors will refer students to treatment and rehabilitation programs whenever needed. Counseling services are confidential and free. The Counseling Center is located in W2-2. Call (215) 751-8169, for more information.

AWARENESS

The College Community will be kept informed of the danger, implications and penalties of the use, possession, manufacture or distribution of alcohol and illicit drugs. Community College of Philadelphia will also offer workshops and seminars concerning this topic.

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 are encouraged to sign up for "E2 Campus" - an emergency notification system. Go to the Home page in MyCCP for more information and to sign up.

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

Northeast Regional Center

(215) 972-NERC (6372)

West Philadelphia Regional Center

(267) 299-5850

Northwest Regional Center

(215) 751-8773

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.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is designed to guarantee the rights of protected groups under the Civil Rights Laws and address terms and conditions of employment. The College's Nondiscrimination Policy states that the College does not discriminate against any person on the basis of age, citizenship, color, disability, national origin, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam Era. The Office of Diversity & Equity provides assistance in ensuring equal opportunity to all faculty, staff, and students, and is the liaison for local, state, and federal compliance agencies. Affirmative action remedies past discrimination by setting up action oriented programs for the integration of qualified women and minorities in the work force. The Office of Diversity & Equity assists departments in identifying and recruiting qualified minorities and women and monitors departmental progress towards achieving equal employment opportunity.

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 legitimate educational interests. 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 (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 the College’s portal, 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 at 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 HBV-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

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.

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 5:00 p.m., Monday thru Friday. They provide a free van shuttle service during the hours listed above.

STUDENT PROTOCOL

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.

ON-CAMPUS INCIDENTS

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 Student Affairs 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.

OFF-CAMPUS INCIDENTS

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 AM to 5:00 PM.

FACULTY/STAFF PROTOCOL

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.

ON-CAMPUS INCIDENTS

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 complimentary 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.

OFF-CAMPUS INCIDENTS

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 AM to 5:00 PM.

EMERGENCY ROOM - STUDENT

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.

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 AM to 5:00 PM.

EMERGENCY ROOM – FACULTY/STAFF

An injured or exposed faculty/staff member should report to WorkNet during working hours (7:30 AM – 5:00 PM). 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 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

Protocol for injury is usually 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.

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

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).

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. HIV prophylaxis treatment should be initiated within two hours of exposure.

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.

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.

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.

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:

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.

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. 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.

RELIGION AND NATIONAL ORIGIN POLICY

The Community College of Philadelphia prohibits discrimination based upon religion and/or national origin. All applicants and employees shall be treated on a nondiscriminatory basis while employed or seeking employment.

All recruiting sources shall be notified of the College's commitment to provide equal employment/educational opportunity without regard to religion and/or national origin.

The College will make reasonable accommodations for the religious observance and practices of its employees (e.g., an employee who regularly observes a Sabbath or other religious holiday may request a modified schedule).

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. Students who drop during the equivalent first three weeks (first 20 percent) of the term will be charged 50 percent for tuition and applicable fees and will be financially responsible for the charges incurred. Students who drop classes during the equivalent fourth week and thereafter will be charged 100 percent 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 percent 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).

SEXUAL VIOLENCE AWARENESS SERVICES

In accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination on the basis of sex and lists acts of sexual violence as a violation of the student code of conduct. Sexual violence is any physical sexual act perpetrated against a person's will or where a person is incapable of giving consent. Such acts include rape, sexual assault, sexual battery, and sexual coercion. The College has implemented a Sexual Harassment Policy to notify the College community of the process for reporting and addressing cases of sexual violence. In addition, the College offers a number of programs and support services for victims.

SEXUAL HARASSMENT POLICY

The Affirmative Action Program adopted by the Board of Trustees on October 6, 1977 confirmed a College-wide commitment to the principle of equal employment opportunity for students without regard to race, color, familial status, ancestry, creed, national origin, religion, sex, handicap or disability, age, or sexual preference. To insure that employees and students will be able to work and study in an environment free from all forms of discrimination and harassment, including unsolicited and unwelcome sexual advances, the Board of Trustees has authorized the following addendum to the basic Affirmative Action Program.

Community College of Philadelphia takes cognizance of the fact that the harassment of employees or students on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a favorable course grade; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or grades affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive work or study environment.

PROCEDURE

If any person—employee, student, or other individual—feels that he or she is a victim of sexual harassment, the following steps should be taken before lodging a complaint:

- (1) Say no to the offender. Make it clear that you do not approve.
- (2) Keep a record of the harassment, including the date, time and place.
- (3) Keep copies of any “love notes” or other offensive material, etc., as evidence.
- (4) Get names of anyone who was present or observed the incident, e.g., co-workers, students, etc.

Once you have the evidence:

Bring this matter to the immediate attention of the offending person’s supervisor. In the case of a student complaint, the matter should be brought to the attention of the department head, another faculty member, or a dean, who will notify the Affirmative Action Director. In all cases, any complaint regarding sexual harassment must be brought promptly to the attention of the Affirmative Action Director.

If any person—employee, student, or other individual—is uncomfortable for any reason about bringing such a matter to the attention of his or her supervisor or, in the case of students, to the attention of his or her instructor, another faculty member, or dean, then that person should report the matter directly to the College’s Affirmative Action Director, located in the Mint Building, Room M2-3, (215) 751-8039. The report should be submitted both orally and in writing.

The Affirmative Action Director will promptly investigate all allegations in as confidential a manner as possible (need to-know basis) and will take appropriate corrective action if warranted.

If any person—employee, student, or other individual—who, after an investigation has been completed, is found to have engaged in sexual harassment (or retaliated against another person’s right to file a complaint in violation of this policy) or is found to have brought charges in bad faith will be subject to appropriate disciplinary action up to and including possible termination of employment. In the case of a student, appropriate disciplinary action will be taken up to and including possible suspension from Community College of Philadelphia. If the aggrieved party feels that the problem has not been adequately resolved, he or she can file a complaint with the Pennsylvania Human Relations Commission, Philadelphia Commission of Human Relations, the Equal Employment Opportunity Commission, or the Office for Civil Rights.

Any questions about his policy should be brought to the attention of the College’s Affirmative Action Director.

The purpose and clear intent of this policy is to promulgate that sexual harassment will not be tolerated.

WEAPONS, FIREARMS, NOXIOUS MATERIALS

Possession or keeping of a deadly weapon or dangerous instrument on campus (including in any vehicle) or use of any object with intent to harm another is prohibited. Deadly weapons or dangerous instruments include, but are not limited to, firearms (except as below), explosive devices, knives, blackjacks and nunchaku sticks. Possession or use of fireworks, firecrackers, etc. is also prohibited.

Possession of noxious materials (any container with any drug or other substance capable of generating offensive, noxious or suffocating fumes, gases or vapors, or capable of immobilizing a person) is also prohibited.

Firearms and other weapons are not permitted on campus. Only law enforcement officers authorized to carry firearms and on official business may bring a firearm on campus. Law enforcement officers attending class(es) at the College are considered students and are prohibited from bringing weapons on campus while attending class(es).

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 CCP 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 REINSTATEMENT

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* to the Academic Appeals Committee. 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 semester. Students will be notified in writing of the Committee’s decision. Please note: Reinstatements are not granted for summer session. Applications may be obtained in the Division of Educational Support Services Office in W1-1.

STUDENT CODE OF CONDUCT

ABOUT

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. Student groups and organizations must be open for membership to all Community College of Philadelphia students in good standing. 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 well being 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 Student Affairs 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 Student Affairs to impose sanctions upon students found to have violated the Student Code of Conduct. The Vice President for Student Affairs 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 Student Affairs 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 select 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.

Article II: Judicial Authority

1. The Judicial Affairs Officer, subject to the approval of the Vice President for Student Affairs, 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 Federation shall recommend faculty representatives. The Vice President for Student Affairs 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.
- iv. 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 based on 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. 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.

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.

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, e-mail, 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" 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".
- 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 Harassment

Sexual harassment is prohibited. Unwelcome verbal or physical conduct based on sex or gender that unreasonably 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.

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 as described in Article III, Section 3 of the Student Code of Conduct.

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) nor 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 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.
 - 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. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Hearing Committee at the discretion of the Chairperson.
 - v. All procedural questions are subject to the final decision of the Chairperson of the Judicial Hearing Committee.

- vi. 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.
 - vii. 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.

5. Interim Suspension

In certain circumstances, the Vice President for Student Affairs, 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 Student Affairs 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, and under a court order or subpoena. 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 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.
- 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 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 Student Affairs 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, 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.
- 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 for a review of that decision. The decision of the President shall be final.

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 Affairs. The student must contact the Vice President for Academic Affairs within ten (10) school weekdays of the previous decision. The Vice President for Academic Affairs 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 Affairs 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 Affairs.
- 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 Affairs 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 inform 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 Affairs and the Student Appeal Committee.
- j.) If still dissatisfied, the student may, if he/she acts within (5) school weekdays 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 Affairs will be arranged. In attempting to resolve the matter, the Vice President for Academic Affairs 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 Affairs 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 Affairs.
- 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 Affairs.
- 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 Affairs 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 was 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.