Academic & Student Policy

MARCH 2016

DA Richard J. Daley

KK Kennedy-King

MX Malcolm X

OH Olive-Harvey
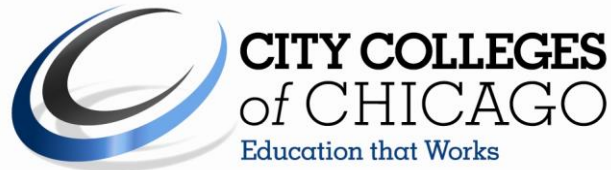
HW Harold Washington

TR Harry S Truman

WR Wilbur Wright

CITY COLLEGES *of* CHICAGO

Education that Works

City Colleges of Chicago

Richard J. Daley College
Harold Washington College
Kennedy-King College
Malcolm X College
Olive-Harvey College
Harry S Truman College
Wilbur Wright College

ACADEMIC & STUDENT POLICY

http://www.ccc.edu/policies

Office of Strategy & Academic Governance
Effective: March 3, 2016
(Procedures revised March 2016)

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<u>INTRODUCTION TO CCC</u>

ARTICLE I.   MISSION, VISION & VALUES

Section 1.01   <u>Mission Statement</u>

The City Colleges of Chicago (CCC) delivers exceptional learning opportunities and educational services for diverse student populations in Chicago. We enhance knowledge, understanding, skills, collaboration, community service, and life-long learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society. We work proactively to eliminate barriers to employment and to address and overcome causal factors underlying socio-economic disparities and inequities of access and graduation in higher education.

Section 1.02   <u>Vision</u>

The City Colleges of Chicago aspires to be a premier, first choice educational destination highly accessible to diverse student populations in Chicago and around the world and widely recognized for excellence and leadership. Through the power of education, we inspire and transform the lives of our students and those connected to them, enhance the communities we serve, and catalyze positive socio-economic change.

Section 1.03   <u>Core Values</u>

The City Colleges of Chicago believe that knowledge, skills, education, and life-long learning are fundamental to the achievement of equal access and the opportunity to make a better life. Accordingly,

- **We are student centered.** Our students always come first. We provide the academic programs and support required to ensure student success. Their success is our success.
- **We value teaching and learning.** We believe an engaging student learning environment fosters growth and development. We actively seek faculty who meet globally competitive standards, collaborate and foster exceptional learning environments, and who utilize innovative practices that enhance student learning.
- **We value rigorous assessment of the academic process.** We believe in providing valid and reliable assessments to measure and improve student learning and effective teaching.
- **We are an open-door institution.** We welcome one and all to visit, enroll, learn, and reap the rich rewards that education enables.
- **We provide an individual educational plan for each student.** We welcome students "wherever they are" and assist them in achieving their educational goals and full potential.
- **We are committed to affordable and accessible education.** We actively strive to deliver quality educational services at costs that are within the reach of our diverse student population.

- **We value and actively promote diversity.** We believe diversity enhances the richness of the educational experience and leads to understanding, tolerance, and an appreciation of the differences embodied in each of us. We believe that faculty and staff diversity should reflect the demographics of our student body.
- **We believe in excellence** regarding hiring standards and performance expectations as applied to teaching, management, operations, and services.
- **We are responsive and aligned** with the dynamically changing curricular needs of our stakeholders, and we value community service and partnerships.
- **We value the creation of paradigms for change** to ensure social and economic barriers to employment are eliminated.
- **We are committed to ethical conduct.** We operate with the highest level of integrity, respect, honesty, and accountability in a fully transparent environment.

Section 1.04   Service Excellence Mission Statement

The City Colleges of Chicago is committed to addressing the diverse needs of our college community by developing and implementing system-wide customer-service standards and practices that will permanently improve the quality and consistency of services delivered to our students, faculty, and staff. This will in turn fulfill the educational and career needs of our college constituencies by vastly improving student recruitment and retention, raising student course completion rates, elevating overall student performance levels, expanding student career and educational opportunities, and successfully transitioning those students seeking to bridge over to four-year institutions.

Section 1.05   Service Excellence Initiative Vision Statement

The City Colleges of Chicago will be recognized as the premier provider and model for excellence in customer service to its students, faculty, and staff constituencies, and the neighboring communities, amongst all two-year educational institutions in the metropolitan Chicago area, thus making us the first-choice educational destination and provider for all diverse populations preparing for the demands of the twenty-first century.

Section 1.06   Statement of Service Excellence

Service Excellence is a guiding value in the day-to-day operations of the City Colleges of Chicago. At City Colleges, when we say "Service Excellence," we mean a comprehensive, collaborative, and system-wide approach that applies critical thinking which initiates a customer/student-centered approach to attracting, maintaining, and fostering relationships of lifelong learning.

The City Colleges of Chicago demonstrates Service Excellence by:
- **Professionalism** – friendly demeanor, willingness to serve, respectful, acknowledgment of customer, "on- stage" demeanor;
- **Accountability** – owning the issue/concern, knowing your job, following up;
- **Active listening** – anticipating the issue, knowing the student's needs;
- **Respect** – service with a smile, the Golden Rule; and
- **Training** – educating all CCC employees, educating the customer.

Section 1.07   City Colleges of Chicago Academic & Student Policy

City Colleges of Chicago Academic & Student Policy defines the rules and policies that apply to any and all students enrolled in any academic program, plan, or course, or accessing any service offered by the City Colleges of Chicago. It also applies to all college personnel, faculty processes, academic offerings and matters.

City Colleges of Chicago Academic & Student Policy applies when approved by the Board of Trustees of the City Colleges of Chicago District No. 508 unless a new board rule has superseded the text in policy.

Board approved policy appears throughout this document in normal black font with section headings. Procedures (not board approved) appear at the end of the document in APPENDIX – PROCEDURES. Policies that have procedures are so indicated by the phrase, "Procedures: [name of the procedure], which appears below the policy title. The name of the procedure hyperlinks to the procedures content in the Appendix where it will appear in an indented and shaded box with italicized font and a heading that includes the policy title and the word, "procedures."

Students, faculty and staff are responsible for reading and understanding *City Colleges of Chicago Academic & Student Policy*. Students who have questions regarding their academic status should consult with a College Advisor or the Office of Student Services at their college. The rules and policies contained in this document align with and support the *Board Policies and Procedures for Management & Government* of the City Colleges of Chicago.

STUDENT-FOCUSED POLICIES

ARTICLE II. GETTING ADMITTED TO CCC

Section 2.01   Admissions – Credit Students
Procedures: Admissions – Credit Students – Procedures.

(a) Overview
The City Colleges of Chicago are open admission colleges. Students may be required to take assessment and placement tests in order to register for classes. Transfer credit, ACT or SAT test scores (see Assessment & Placement) may be used for placement. Incoming students who have earned a grade of "C" or better in college level English or math courses from a regionally accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See *Testing & Placement Guidelines* for more information regarding testing.) Students who are admitted to college credit programs include:

- Graduates of accredited high schools or foreign equivalents
- High school equivalency completers
- Students who successfully completed high school through home-schooling
- Transfer students from other colleges or universities (see Transfer Credit)
- Students age 16-18, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam (see High School Students)
- Students under age 16, recommended by their principal and approved by the College President or designated official to enroll in college credit courses (see High School Students)
- Students age 18 or older who have not earned a high school diploma or a high school equivalency (a placement exam will be used to determine course placement); these students are not eligible for financial aid (see Federal Financial Aid Eligibility)

(b) Former Students Returning to the City Colleges of Chicago
Returning students who are in good standing and have not attended another college or university may not need to apply for readmission. Upon returning to CCC, returning students are required to verify their residency (see Residency). Note: students who have not enrolled in at least one course and received a final grade for two (2) consecutive terms (excluding the Summer term) are Discontinued and, therefore, will need to be readmitted. Visit the Office of the Registrar for further information.

(c) Academically Dismissed Students
Students who have been academically dismissed from any of the City Colleges of Chicago must appeal for readmission. See Academic Standing for more information.

(d) International Students with F-1 Academic Student Visas

International students (www.ccc.edu/internationalstudents) are expected to have successfully completed the equivalent of primary and secondary education prior to enrollment. F-1 academic students are required to enroll in at least twelve (12) credit hours per term. Additionally, F-1 academic students must purchase and maintain medical/health insurance for themselves and their dependents during their course of study and must present proof of such insurance upon every registration and/or upon request. Failure to obtain such insurance or willful violation of this insurance requirement will be considered a violation of status.

The Primary Designated School Official (PDSO) & Designated School Official (DSO) are responsible for the authorization and issuance of I-20 Forms to International Students. The I-20 Form should be issued for three academic years. Students may file an Extension of Stay INS Form I-539 if they do not complete their program within the three-academic year period.

(e) High School Students

High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed.

Students age 16 years or older enrolled in a high school in the City of Chicago may be considered for enrollment in credit courses at CCC. Students under age 16 enrolled in high school must also obtain the approval of the College President or designated official to enroll in college credit courses.

All high school students must have the written consent of their parents or guardian. In addition, students must have the written consent of their high school principal or counselor and must qualify for college classes through placement testing or previous course completion.

High school students – including those enrolled in CCC's Early College Program – do not qualify for financial aid. Also see the Early College Program policy.

Section 2.02   Admissions – International Students

Procedures: Admissions – International Students – Procedures.

CCC serves international students in the following non-immigrant visa classes who live or work in the City of Chicago:
- A-1, A-2 – foreign government officials and dependents
- B-1, B-2 – visitor for business or pleasure
- E-1, E-2 – treaty traders/investors and dependents
- F-1 – academic student
- G-1, G-2 – representatives to international organizations and dependents
- H-1B, H-1C, H-4 – temporary workers and dependents
- J-1, J-2 – exchange visitors and dependents

- K-1, K-2 – fiancé(e)s and spouses of US citizens and dependents
- L-1, L-2 – intra-company transferees and dependents
- O-1, O-2 – workers with extraordinary abilities and dependents
- P-1, P-2 – artists, athletes and entertainers and dependents
- Q-1, Q-2 – international cultural exchange visitors and dependents
- R-1, R-2 – religious workers and dependents
- S-1, S2 – witnesses/informants and dependents
- T-1, T-2 – alien victims of human trafficking and dependents
- U-1 U-2 – alien victims of certain crimes and dependents
- V-1, V-2 – certain second preference beneficiaries and dependents

Section 2.03   Admissions – Adult Education Students

Procedures: Admissions – Adult Education Students – Procedures.

The Adult Education Program offers tuition-free, non-credit classes to students who want to:
- Prepare to earn their high school equivalency degree by passing an examination such as the *General Educational Development (*GED®) or *High School Equivalent Test* (HiSET®);
- Study English as a second language (ESL); and/or
- Improve their basic skills in reading, writing, and mathematics (Adult Basic Education – {ABE}).

Adult Education classes are open to students who meet all of the following criteria:
- Resident of Illinois (see Adult Education Students).
- Are at least 18 years old. However, 16- and 17-year olds may register if they submit a document, such as a release form, letter, or transcript, certifying that they are no longer attending high school.
- Do not hold an F-1 academic student or J-1 visa.
- Do not hold a high school diploma or high school equivalency certificate, unless they show a basic skills deficiency.

Section 2.04   Assessment & Placement – Credit Students

Procedures: Assessment & Placement – Credit Students – Procedures.

To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see Placement Test Waivers) prior to registration. Placement test scores expire after one (1) year.

Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate English 101 eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver.

(a) Students Placing in Foundational Studies Courses

Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:

- High school diploma
- Official or unofficial high school transcript
- High school equivalency certificate

Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.

(b) Placement Test Waivers

Placement test waivers may be granted to:

- Transfer students who submit an official transcript from a regionally accredited college or university showing successful completion of college level math, English (particularly English 101/Freshman Composition), and reading with a grade of "C" or higher;
- Students who have already earned an Associate degree or higher; or,
- High school graduates who submit official and sufficiently high ACT or SAT test scores. ACT and SAT test scores are valid for a period of two (2) years. A writing test may still be required.

Admission to CCC does not guarantee entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements).

Section 2.05   Assessment & Placement – International Students

(a) English Proficiency Requirement

The City Colleges requires prospective F-1 academic students whose native language is not English to take the Test of English as a Foreign Language (TOEFL®) test (www.ets.org/toefl) and meet one of the following criteria (depending upon testing method):

- 500 on the TOEFL written (paper and pencil) test
- 61 on the Internet-based TOEFL test with at least 15 points in each category
- 173 on the computerized TOEFL test

Prospective F-1 academic students may be waived from the TOEFL requirement if comparable proof of English proficiency is provided. This includes but is not limited to:

- 5.5 overall score and at least 5.0 on each band score on the International English Language Testing System (IELTS™) (www.ielts.org/) exam
- Submission of a U.S. college or university transcript showing satisfactory completion (grade "C" or better) in an English composition course
- Completion of CCC placement test scoring into at least developmental English 98 and Reading 99 or its equivalent

The TOEFL test requirement will be waived when F-1 academic students originate from a country where English is the official language and English is their native language. F-1 academic students from the following countries are not required to submit proof of English proficiency:

Anguilla	Antigua/Barbuda	Australia
Bahamas	Barbados	Belize
Bermuda	British Guyana	Canada (except Quebec)
Cayman Islands	Dominica	Falkland Islands (Islas Malvinas)
Grenada	Guam	Guyana
Ireland	Jamaica/other West Indies	Liberia
Montserrat	New Zealand	South Africa
St. Helena	St. Kitts & Nevis	St. Lucia
St. Vincent	Trinidad & Tobago	Turks & Caico Isle
United Kingdom	Virgin Islands	

The testing requirements of this rule may be waived by the College President upon the recommendation of the English Department Chair, providing the F-1 academic student has demonstrated proficiency in English as a foreign language.

Section 2.06   Assessment & Placement – Adult Education Students
Procedures: Assessment & Placement – Adult Education Students – Procedures.

Prior to registering in Adult Education classes, students are required to take necessary placement examinations, which include CASAS and/or TABE. All students are also required to complete an outcome plan with an advisor or an Adult Education instructor during registration each year.

Section 2.07   Transfer Credit
Procedures: Transfer Credit – Procedures.

College transcripts are required as part of the admissions process for credential seeking students. Only official transcripts will be accepted, and a transcript is required from each institution, regardless of accreditation, the student has attended over the course of their academic career. College transcripts cannot be older than one year from the print date.

Credits from other regionally accredited institutions (ope.ed.gov/accreditation/Index.aspx) previously attended where a final grade of "C" (including grades of "C-") or higher was earned will be evaluated. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see Graduation Requirements for Degrees).

Section 2.08   Military Credit
Procedures: Military Credit – Procedures.

(a) Process for Awarding Military Credit
College credits may be granted for Armed Forces/military service experiences and Armed Forces schooling (Military Credit). American Council on Education (ACE) recommendations will be followed to the extent possible. ACE publishes evaluations and recommendations for credit for Ratings or Military Occupational Specialties (MOS) training. Decisions concerning acceptance of military credit as equivalent to a CCC course will be reviewed and approved by a faculty member responsible for instruction in the appropriate academic discipline. Articulation decisions will be recorded in CCC's student information system to ensure evaluation consistently for all veterans. When the curriculum of an articulated CCC course is updated, the military equivalencies will be reviewed and updated accordingly. Factors such as currency of course content will be considered when making or updating articulation decisions, for example, with regard to technology or medical courses or training.

(b) Graduation Requirements
Military Credit shall not exceed sixty-seven percent (67%) of the total credits required for the academic program or plan in which the veteran/student enrolls. Student recipients of Military Credit are required to fulfill all normal graduation requirements, including residency requirements, for their academic program or plan (see Graduation Requirements for Degrees). Nothing in this military transfer credit policy should be construed otherwise.

Section 2.09   Credit by Assessment of Prior Learning
Procedures: Credit by Assessment of Prior Learning – Procedures.

College credit may be granted for college-level knowledge and skills acquired outside the classroom through credit by assessment of appropriate prior learning experiences. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations.

Section 2.10   Credit by Standardized Examination/Testing
College credit may be granted for college-level knowledge and skills acquired in certain high school courses and/or programs or acquired outside the classroom through evaluation by standardized tests. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point

Average (GPA) calculations. Testing fees may apply. Neither financial aid nor veterans education benefits is available for any credit awarded by evaluation/testing.

(a) College Credit for Certain High School Courses and/or Programs
College credit may be granted through standardized examinations/tests for study completed in high school.

- Advanced Placement Courses – high school students completing Advanced Placement (AP) courses and earning scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations will be awarded transfer credit for the equivalent college credit course. For more information about the Advanced Placement Program, please contact the Office of the Registrar.
- International Baccalaureate Program – high school students who have successfully completed the entire International Baccalaureate® (IB) Diploma Programme (DP) and earned an IB Diploma will be awarded college-level credit if they receive a score of 4 or higher on their subject examinations. Students who do not hold an IB Diploma but have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 5 or higher.

(b) College Credit by Standardized Examination
A student may earn college credit by successfully completing one or more of the following examinations:

- College-Level Examination Program (CLEP) General Examinations
- CLEP Foreign Language Examinations (French or Spanish)
- American Council on the Teaching of Foreign Languages (ACTFL) Foreign Language Examinations (Italian, Arabic, Polish, Chinese or Japanese)

ARTICLE III. TAKING CLASSES AT CCC

Section 3.01   Full-Time & Part-Time Status
(a) Credit Hour
- Full-time status: Students enrolled in twelve (12) or more credit hours per term (6 or more during the Summer term) are considered to be full-time students.
- Part-time status: Students enrolled in eleven (11) or fewer credit hours per term (5 or fewer during the Summer term) are considered to be part-time students.

(b) Clock (Skills) Hour
- Full-time status: Students enrolled in twenty-four (24) clock hours per week are considered full-time students.
- Part-time status: Students enrolled in twenty-three (23) or fewer clock hours per week are considered part-time students. In addition, a minimum number of contact hours per day are required to comply with other accrediting agency requirements.

Section 3.02   Maximum Credit Hours for Students
Policy history: Maximum Credit Hours for Students.

All students will need a minimum cumulative GPA of 3.0 as well as the written permission of the Vice President (or designee) to enroll in 19 or more credit hours for Fall or Spring terms or 10 or more credit hours during the Summer term.

Section 3.03   Definition of a Freshman
Students who have earned twenty-nine (29) or fewer Graduation Credit Hours (excludes remedial/pre-college level credit hours), including college level credit hours transferred from another institution, are considered Freshman.

Section 3.04   Concurrent Enrollment

(a) Concurrent Enrollment within the District
Concurrent enrollment within the District (at more than one of the City Colleges) is permitted.

(b) Concurrent Enrollment outside the District
Students who receive financial aid and are enrolled concurrently at CCC and another (non-CCC) institution must have prior written approval (a consortium agreement) from the Financial Aid Office (www.ccc.edu/financialaid) to receive financial aid based upon their enrollment at both institutions. Be sure to discuss any potential consortium agreements with the Director of Financial Aid prior to enrolling at two colleges concurrently.

(c) Concurrent Enrollment in More than One Career or Academic Program/Plan
Concurrent enrollment in more than one career is not permitted, except for concurrent enrollment in the Credit and Adult Education careers, which is permitted in certain circumstances. Concurrent enrollment in more than one program/plan within a career is not permitted. However, concurrent enrollment in courses within different careers may be allowed. Restrictions may apply depending upon the program or department requirements. Please consult the appropriate department with questions regarding admissions requirements, financial aid eligibility, etc.

(d) Concurrent Enrollment in More than One College or Academic Program – Adult Education
Students may enroll in Adult Education classes at only one of the City Colleges per term. However, students enrolled in Adult Education classes may enroll concurrently in credit classes.

Section 3.05   Class Attendance
City Colleges of Chicago is a non-attendance taking institution. For program or course specific attendance policies, refer to the instructor's syllabus. The Instructor has the right to establish his/her own attendance policy for a course. *It is the student's responsibility to officially withdraw from classes (see WTH – Student Initiated Withdrawal). Failure to withdraw may*

result in mandatory payment of tuition/charges and/or a failing grade. Colleges reserve the right to administratively withdraw a student from classes for non-attendance.

Section 3.06   Students Who Are Tardy
Policy history: [Students Who Are Tardy](#).

A student who is registered for a class cannot be excluded from that class for tardiness, but excessive tardiness may negatively affect the student's final grades. Students who disrupt the learning environment upon their late entry may be excluded from class.

Students in certain specialized programs, such as Allied Health, must comply with the requirements published in the program's student manual.

Section 3.07   Class Attendance – Adult Education
Students enrolled in Adult Education classes should attend all scheduled days. Instructors/Adult Educators are required to record student attendance for each class meeting during the term. Students who do not attend regularly may fail class assignments and/or not achieve course objectives; such students may be administratively withdrawn from the class by the Adult Educator. Students who must miss more than three (3) days of class must contact their instructor or other Adult Education staff about missed assignments and their standing in class. Instructors and/or other Adult Education staff will attempt to contact students who have not communicated after three consecutive absences. Students who miss five (5) consecutive days of class shall be administratively withdrawn (**ADW**) by the Adult Educator and shall not be readmitted into that course for the remainder of the term.

Section 3.08   Grade Designations
Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC's student information system.

Grades issued to degree seeking students are recorded on a student's permanent academic record and transcript, are used to calculate a student's Grade Point Average (GPA), serve as the basis for a student's [Academic Standing](#), and may apply towards graduation.

(a) Grading Basis for Remedial, Credit and Skills Classes

Grade	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failure	0

(b) Grading Basis for Foundational Studies & Professional & Personal Development (Continuing Education) Classes

Grade	Description	Grade Points
S	Satisfactory	-
F	Failure	-

(c) Grading Basis for Adult Education Classes

Grade	Description	Grade Points
P	Student has completed all course and level requirements and should take a course at the next level.	-
R	Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.	-

All academic transactions are recorded in a student's permanent academic record. All credit courses and letter grades earned appear on the student's transcript along with the following additional course statuses:

- ADW – courses from which the student was administratively withdrawn
- WTH – courses from which the student withdrew, if the withdrawal occurred after the Statistical Date
- VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date
- ADH – courses from which the student was withdrawn due to a finding of academic dishonesty
- ADR – courses from which the student was withdrawn as a result administrative removal from college, if the withdrawal occurred after the Statistical Date
- AUD – courses that the student audited

Note: the Statistical (STAT) Date is based on the length of the class, but is typically 7 calendar days after the class start date for a 16-week class.

Section 3.09   Eligibility for Course Enrollment

Procedures: Eligibility for Course Enrollment – Procedures.

Students taking prerequisite courses must successfully complete the prerequisites with a grade of "C" or higher to advance to the next course level. Students taking selected general education courses must show proof of eligibility for English 101 – Composition.

Section 3.10   Graduation Grade Point Average

Graduation Grade Point Average (GRAD-GPA) is calculated on the basis of all credit hours and grades, "A" through "F", earned while enrolled in the Credit Career at the City Colleges of Chicago with the following exceptions:

- All credit hours and grades earned in Allowed Repeatable Courses (ARC) appear on the permanent academic record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in the GRAD-GPA.
- All credit hours and grades earned in Other Repeated Courses appear on the permanent academic record and transcript, but only the last grade earned is included in the GRAD-GPA.
- Transfer Credit (including Military Credit), Credit by Assessment of Prior Learning, and Credit by Standardized Examination/Testing are excluded from the GRAD-GPA, although such credits appear on the transcript and may apply towards graduation.
- Credit hours and grades earned in pre-college level (remedial) coursework are excluded from the GRAD-GPA, although such credits appear on the permanent academic record and transcript.
- ADWs received from Fall 1982 through Spring 1988 will be counted as "F" grades in a student's GPA.

Section 3.11   Cumulative Grade Point Average

Cumulative Grade Point Average (CUM-GPA) is calculated the same way as GRAD-GPA, but includes credit hours and grades earned in pre-college level (remedial) coursework.

Section 3.12   Academic Standing

Procedures: Academic Standing – Procedures.

A student must maintain a cumulative grade point average of 2.0 or higher to remain in good Academic Standing.

Section 3.13   Non-Grade Designations

Procedures: Non-Grade Designations – Procedures.

Non-grade designations are recorded on a student's permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.

(a) I – Incomplete

Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades are awarded upon request of the student and at the

discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:

- Have completed at least eighty percent (80%) of the course
- Be able to complete all remaining course requirements without further classroom instruction

All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the "I" grade will convert to an "F" grade.

(b) AUD – Audit

Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Students are required to attend and pursue the completion of all required assignments while attending the audited class. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student's Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.

(c) NSW – No-Show Withdrawal

Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds for information about NSW refund policies):

- Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.
- Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class.

(d) NSW – No-Show Withdrawal from Online Courses

Students registered in online classes will be issued a no-show withdrawal (NSW) if they fail to log-on to the Blackboard website and enter into the course content areas (in **each course** in which they are registered) at least once on two different days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). Note: the Statistical (STAT) Date is based on the length of the class, but is typically 7 calendar days after the class start date for a 16-week class.

(e) ADW – Administrative Withdrawal

Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

A student in an **ONLINE** class may be awarded an administrative withdrawal (ADW) **between midterm and the last day for student initiated withdrawal** if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into Blackboard or another e-learning platform and engages in no other academic activities is **NOT** actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.

A student who receives an ADW at midterm and is reinstated (RNS) by the instructor may not elect to withdraw from the class at a later time. Students may not be reinstated after the last date (available on my.ccc.edu) for student initiated withdrawals (WTH). If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine satisfactory academic progress, academic warning, and academically dismissed status. *ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation.*

(f) WTH – Student Initiated Withdrawal

It is the *student's responsibility* to officially withdraw from classes. Failure to withdraw may result in mandatory payment of tuition and book charges, forfeiture of financial aid eligibility, and/or a failing grade (see Student Initiated Withdrawals & Refunds).

A student may withdraw from a course prior to or on the Last Day for Student Initiated Withdrawal (available on my.ccc.edu) if the student has not already received an NSW or ADW from the instructor. Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.

A student may drop a class (student initiated withdrawal, WTH) by visiting my.ccc.edu or the Office of the Registrar. The WTH will appear on the student's permanent academic record but will be excluded from Grade Point Average (GPA) calculations. Student initiated withdrawals occurring after the Statistical Date will be counted as registered hours (i.e., class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the

[Registrar](#) for more information. Note: the Statistical (STAT) Date is based on the length of the class, but is typically 7 calendar days after the class start date for a 16-week class.

(g) VMW – Voluntary Medical Withdrawal

A student who is experiencing a physical or mental health issue that significantly interferes with the student's wellbeing, safety, or academic performance may request a voluntary medical withdrawal, which must be made for all classes.

The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student's request.

(h) ADH – Academic Dishonesty Withdrawal

A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see [Academic Integrity and Dishonesty](#).

(i) ADR – Administrative Removal from College

In situations where a student's presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College's SIT, and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see [Administrative Removal from College](#).

Prior to any removal being finalized the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for SIT review.

An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply.

(j) NSW (No-Show Withdrawal) & ADW (Administrative Withdrawal) – Adult Education Students

NSW – no-show withdrawal. A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW.

ADW – administrative withdrawal. After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term.

Section 3.14   Adult Education Program Enrollment Exclusions

Adult Education students who are unable to complete coursework must officially withdraw from classes by completing withdrawal forms in the Office of the Registrar or in the Adult Education Office.

Section 3.15   Midterm Grades

Procedures: Midterm Grades – Credit Students – Procedures.

(a) Midterm Grades – Credit Students

Midterm grades are issued to students after the mid-point of the session and/or class.

(b) Midterm Grades – Adult Education Students

At midterm, a non-grade designation or grade on the midterm class list, as appropriate, will be issued to each Adult Education student. The course instructor/Adult Educator is required to maintain on file documentation to support the basis of non-grade designations given.

Section 3.16   Appeal Instructional Grading or Academic Dishonesty

Procedures: Appeal Instructional Grading or Academic Dishonesty – Procedures.

Students may appeal a final grade or a finding of academic dishonesty (see Academic Integrity and Dishonesty) following the prescribed process.

The process must be initiated by the student within thirty (30) calendar days after the student's final grade is posted in the student information system, and must conclude within one term (excluding the Summer term) of the original final grade's assignment (one additional term will be allowed for Incomplete ("I") grades) and must follow the prescribed grade or academic dishonesty appeal process.

Section 3.17   Repeating Courses

Procedures: Repeating Courses – Procedures.

There are two categories of courses that a student may repeat. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated and be eligible for financial aid and federal veterans educational benefits.

- For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student's Satisfactory Academic Progress (SAP).
- For the purpose of federal veterans educational benefits (see Veterans Education Benefits), a student may be certified for a repeated class if his/her program requires that the student repeat the class to earn a higher grade. However, repeating a class more than twice may lead to a revision of the student's enrollment certification in a

previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated courses with the Veteran Certifying Official (in the Financial Aid Office) prior to requesting that the repeated course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition waivers (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30)).

(a) Allowed Repeatable Courses (ARC)

Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student's permanent record and transcript, but only the **last credit hours and grades** earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an "F" grade on an ARC course may repeat the course to improve the "F" grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the "F" grade).

(b) Other Repeated Courses

Students may repeat a course to improve a grade: students who earn a "D" or "F" grade in a course may repeat the course; students who earn a grade of "C" or better may repeat the course only once. All credit hours and grades earned appear on the student's permanent record and transcript, but only the **last credit hours and grade** earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations.

(c) Repeating a Course – Adult Education

A student may take an Adult Education course up to four times if required.

(d) Repeating a Course – Professional & Personal Development (Continuing Education)

Courses designated as repeatable by the Illinois Community College Board (ICCB) may be repeated for the approved number of times. Courses not designated by ICCB as repeatable may be repeated only if a failing grade has been received.

Section 3.18   Scholastic Honors

(a) CCC Scholastic Honors

Full-time students (those completing at least 12 credit hours within a term) are awarded scholastic honors based upon their term grade point average, as follows:
- Honor's List: 3.0 - 3.49
- Dean's List: 3.5 - 3.99
- Presidential Scholars List: 4.0

Graduates of Associate Degree programs are awarded scholastic honors based upon their Graduation GPA (prior to August 1, 2013, the requirement is based upon the higher of Graduation GPA or Cumulative GPA), as follows:
- High Honors: 3.5 or higher

- Honors: 3.0 - 3.49

(b) Phi Theta Kappa International Honor Society

Phi Theta Kappa (PTK) is a two-year international honor society that has as its hallmark scholarship, leadership, fellowship and service to the community. PTK is the two-year equivalent of, and is in international partnership with, Phi Beta Kappa. To join, students must:
- Be invited to join by the chapter at the college where presently enrolled
- Have completed at least twelve (12) college credit hours of coursework that may be applied to an associate degree
- Have earned a Graduation Grade Point Average (GPA) of 3.5 or higher
- Adhere to the moral standards of the society

(c) Psi Beta Honor Society

The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. To join, students must have completed:
- A college psychology course with a grade of B or higher; and
- Twelve (12) credit hours of college level coursework with a Graduation GPA of 3.0 or higher on a 4.0 grading scale

(d) Sigma Kappa Delta

Sigma Kappa Delta is the English Honor Society for two-year colleges. Students who join this honor society earn the recognition and prestige of membership in a national honor society. Students must meet the following eligibility requirements:
- All English course grades must be a "B" or higher; and
- Graduation GPA of 3.0 or higher on a 4.0 grading scale

(e) National Adult Education Honor Society

To be eligible for the National Adult Education Honor Society, a student must obtain a qualifying score on the GED® or HiSET® examination and pass the Constitution examination. Eligible students should speak with the Dean of Adult Education of their college for more information.

ARTICLE IV. UNDERSTANDING PROGRAM REQUIREMENTS AT CCC

Section 4.01   Guidelines for Degree Programs and Certificate Programs

Policy history: Guidelines for Degree Programs and Certificate Programs.

The City Colleges of Chicago offer six Associate degree programs:
- Associate in Arts (A.A.)

- Associate in Applied Science (A.A.S.)
- Associate in Engineering Science (A.E.S.)
- Associate in Fine Arts (A.F.A.)
- Associate in General Studies (A.G.S.)
- Associate in Science (A.S.)

The A.A., A.E.S., A.F.A., A.G.S., and A.S. degrees are highly flexible, allowing students to customize their electives in a variety of concentrations to meet their academic and career goals.

For each degree:
- Degree requirements must be completed with a [Graduation Grade Point Average](#) (GPA) of 2.0 or higher.
- A student must earn a grade of C or higher for all courses used to complete the general education core requirements. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.
- All courses submitted for graduation must be numbered 101 or higher, have a PCS code of 1.1 and/or 1.2, and must be part of the approved program of study. Applicable coursework with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago (CCC).

(a) Human Diversity Requirement (HD)

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive terms, seeking a degree are required to take at least one course to fulfill the State of Illinois Human Diversity (HD) requirement for an Associate degree. The HD requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either an HD course that is approved by the Illinois Articulation Initiative (IAI) or a course designated as an HD course by CCC. IAI approved courses have an IAI number that ends with either the letter 'D' (diversity within the USA) or 'N' (diversity from a non-western perspective, which are designed specifically to examine aspects of human diversity from a non-European perspective). Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses, including a course that fulfills the HD requirement.

Effective requirement term Spring 2017, students seeking an AAS degree in the following programs are no longer exempt from fulfilling the HD requirement:
- Communications Technology
- Electrical Construction Technology

- Mortuary Science
- Nursing
- Nursing (RN Completion Program)
- Occupational Therapy
- Paralegal Studies
- Physician Assistant
- Radiography
- Surgical Technology

(b) Certificate Programs

Career Program Certificates are awarded for satisfactory completion of a series of credit courses (PCS 1.2, 1.1) or curriculum of 50 semester credit hours or less. Career Programs certificates comprise prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with employability skills (i.e., "soft skills").

City Colleges of Chicago awards Basic and Advanced Career Programs certificates.
- Basic Certificates range from .5 to 29 credit hours
- Advanced Certificates range from 30 to 50 credit hours

Section 4.02   Illinois Articulation Initiative

Policy history: Illinois Articulation Initiative.
Procedures: Illinois Articulation Initiative – Procedures.

City Colleges of Chicago is a participant in the Illinois Articulation Initiative (IAI) which is a comprehensive statewide effort among more than 100 colleges and universities in Illinois to ease the transfer of students. IAI became effective for students entering a participating college or university as first-time freshmen during the summer of 1998.

Benefits for Students
Students who complete the IAI General Education Core Curriculum (GECC) at City Colleges of Chicago fulfilling all of the GECC requirements with IAI approved General Education courses and transfer to participating institutions have the assurance that lower-division general education requirements for an associate or baccalaureate degree have been satisfied and the GECC will transfer.

A participating receiving institution may require transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum (GECC).

For each degree program, taking IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions. However, students may

fulfill CCC general education requirements and graduation requirements with courses that are not IAI approved.

Students may fulfill the Human Diversity (HD) requirement with a course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI Number that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses, including a general education course that fulfills the Human Diversity requirement.

Each of the City Colleges incorporated the GECC in the awarding of A.A. and the A.S. degrees after 1998. Students of City Colleges must earn a grade of "C" or better in all of their general education courses.

Section 4.03   Associate in Arts (A.A.) Degree

Policy history: Associate in Arts (A.A.) Degree.

The Associate in Arts (A.A.) degree prepares an individual for transfer to a four-year college or university.

The A.A. degree program places emphasis on the communications, social sciences, humanities, and professional fields. The program requires the successful completion of 60 -62 semester credit hours (CH).

Consistent with the Illinois Articulation Initiative (IAI) model and the ICCB Administrative Rules, CCC requires that the degree is inclusive of the following:

A.A. Requirement	Required Hours
Communications	3 courses/9 CH, including 3 CH in oral communications
Mathematics	1 course/minimum of 3 CH
Humanities and Fine Arts	3 courses/minimum of 9 CH
Social and Behavioral Sciences	3 courses/minimum of 9 CH
Physical and Life Sciences	2 courses/minimum of 7 CH
General Education	**37 – 41 CH**
Electives	19-27 CH (selected to meet transfer and career goals of student)
Total	**60-64 CH**

Specific degree requirements for graduation are set by the governing Academic Catalog (see Governing Academic Catalog).

A student may elect to earn an A.A. degree without following any specific area of focus, provided all minimum degree requirements as stated above are met. The wording on the diploma for the Associate in Arts degree shall stipulate only the Associate in Arts degree.

Section 4.04   Associate in Science (A.S.) Degree

Policy history: Associate in Science (A.S.) Degree.

Pursuant to ICCB Administrative Rules, the Associate in Science (A.S.) degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the mathematical, biological, or physical sciences or one of the professional fields with these disciplines as a base.

Emphasis in the A.S. degree program is placed on science, mathematics, and professional fields. The program requires the successful completion of 60 -64 semester credit hours (CH).

Consistent with the IAI model and the ICCB Administrative Rules, CCC requires that the degree is inclusive of the following:

A.S. Requirement	Required Hours
Communications	3 courses/9 CH, including 3 CH in oral communications
Mathematics	2 course/minimum of 6 CH
Humanities and Fine Arts	2 courses/minimum of 6 CH
Social and Behavioral Sciences	2 courses/minimum of 6 CH
Physical and Life Sciences	3 courses/minimum of 10 CH
General Education	**37 CH**
Electives	23-27 CH (selected to meet transfer and career goals of student)
Total	**60-64 CH**

Specific degree requirements for graduation are set by the governing Academic Catalog (see Governing Academic Catalog).

The wording on the diploma for the Associate in Science degree shall stipulate only the Associate in Science degree.

Section 4.05   Associate in Applied Science (A.A.S.) Degree

Policy history: Associate in Applied Science (A.A.S) Degree.

An Associate in Applied Science (A.A.S.) degree is an award for the satisfactory completion of a prescribed career programs curriculum intended to prepare students for employment in a specific field. Traditionally, the A.A.S. is not a transferable degree. However, some four-year colleges and universities may accept A.A.S. coursework towards their degree completion requirement.

Emphasis in the A.A.S. degree program is placed on the specialized skills that prepare the individual for employment at the professional/technical level.

The total number of semester credit hours required varies by A.A.S. degree program. However, a student must earn at least 60 semester credit hours (CH) but no more than 72 credit hours, except in such fields in which accreditation or licensure by a state or national organization requires additional coursework.

Pursuant to ICCB Administrative Rule 1501.302, A.A.S. degrees shall be inclusive of the following:

A.A.S. Requirement	Required Hours
Communications	English 101/minimum of 3 CH
Mathematics	12 CH (in some cases, distribution determined by the A.A.S. degree program)
Humanities and Fine Arts	
Social and Behavioral Sciences	
Physical and Life Sciences	
General Education	15 CH
Program Requirements and Electives	45+ CH (prescribed by the A.A.S. degree program)
Total	60+ CH

Specific degree requirements for graduation are set by the governing Academic Catalog (see Governing Academic Catalog).

A.A.S. degrees shall include a prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with workforce entry skills (i.e., "soft skills").

The wording on the diploma for the Associate in Applied Science degree shall stipulate the Associate in Applied Science degree in (Specific Program Name).

Section 4.06   Associate in General Studies (A.G.S.) Degree
Policy history: Associate in General Studies (A.G.S) Degree.

An Associate in General Studies (A.G.S.) degree is an award for the satisfactory completion of a curriculum that has been individually designed by mutual agreement between the student and the student's academic advisor to meet the student's educational intent. It is intended for the student who is not pursuing a specified curriculum in the lower division transfer or professional-technical focus areas. A student may find that it may not fulfill all of the requirements of full junior standing when transferred to a four year institution.

Pursuant to ICCB Administrative Rule 1501.302, A.G.S. degrees shall be inclusive of the following:

A.G.S. Requirement	Required Hours
Communications	English 101/minimum of 3 CH
Mathematics	17 CH
Humanities and Fine Arts	
Social and Behavioral Sciences	
Physical and Life Sciences	
General Education	20 CH
Electives	40 – 40 CH
Total	60 – 64 CH

Specific degree requirements for graduation are set by the governing Academic Catalog (see Governing Academic Catalog).

The wording on the diploma for the Associate in General Studies degree shall stipulate only the Associate in General Studies degree.

Section 4.07   Associate in Engineering Science (A.E.S.) Degree
Policy history: Associate in Engineering Science (A.E.S) Degree.

An Associate in Engineering Science (A.E.S.) degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering.

Emphasis in the A.E.S. degree program is placed on the preparation of the student to transfer to baccalaureate programs in Aeronautical, Manufacturing, Mechanical, Civil and Industrial Engineering. The program requires the successful completion of 60-68 semester credit hours (CH).

Pursuant to ICCB Administrative Rule 1501.302, A.E.S. degrees shall be inclusive of the following:

A.E.S. Requirement	Required Hours
Communications	6 CH: English 101 & English 102
Mathematics	11 – 13 CH
Humanities and Fine Arts	0 – 9 CH
Social and Behavioral Sciences	0 – 9 CH
Physical and Life Sciences	4 – 5 CH
General Education	**21 – 42 CH**
Program Requirements and Electives	18 – 47 CH
Total	**60 – 68 CH**

Specific degree requirements for graduation are set by the governing Academic Catalog (see Governing Academic Catalog).

The wording on the diploma for the Associate in Engineering Science degree shall stipulate only the Associate in Engineering Science degree.

Section 4.08   Associate in Fine Arts (A.F.A.) Degree
Policy history: Associate in Fine Arts (A.F.A) Degree.

The Associate in Fine Arts (A.F.A.) degree prepares an individual for transfer to a four-year college or university.

Emphasis in the A.F.A. degree program is placed on the focus areas in art and music. The program requires the successful completion of 60 -68 semester credit hours (CH).

Pursuant to ICCB Administrative Rule 1501.302, A.E.S. degrees shall be inclusive of the following:

A.F.A. Requirement	Required Hours
Communications	9 CH: English 101, English 102 and Speech
Mathematics	3 – 4 CH
Humanities and Fine Arts	6 – 9 CH
Social and Behavioral Sciences	3 – 9 CH
Physical and Life Sciences	7 – 8 CH
General Education	**27 – 39 CH**
Program Requirements and Electives	24 – 35 CH
Total	**60 – 68 CH**

Specific degree requirements for graduation are set by the governing Academic Catalog (see Governing Academic Catalog).

The wording on the diploma for the Associate in Fine Arts degree shall stipulate the Associate in Fine Arts degree in (Specific Program Name).

Section 4.09   Associate in Applied Science (A.A.S.) Degree in Nursing
Policy history: Associate in Applied Science (A.A.S.) Degree in Nursing.

In order to maintain high quality programs which successfully prepare Associates in Applied Science students to enter nursing practice, the following policy has been established:

1. The number of newly admitted and returning nursing students will be limited to the number of available nursing faculty and clinical sites.

   In order to be considered for admission to the A.A.S. Degree in the Nursing Program, a student must successfully complete all prerequisite coursework prior to the posted application deadline date.

   Prerequisite requirements for admission:
   - Biology 121 with a "C" or higher
   - Chemistry 121 with a "B" or higher or Chemistry 201 with a "C" or higher
   - Math 118 or 125 or higher with a "C" or higher or equivalent transferred Math course
   - English 101 with a "C" or higher

(a) A.A.S. 2-Year Program
   - ATI Test for Essential Academic Skills (TEAS V) score of 60% or higher
     – <u>LPN Bridge and RN Completion Program</u>: ATI Standard Testing to Evaluate Preparedness (LPN STEP) score of 60% or higher.
     – An established minimum cumulative (CGPA) of 2.75 or higher at City Colleges of Chicago (CCC). An applicant must have taken one or more courses at CCC to establish a CGPA prior to applying to the Nursing Program.
       ▪ All Chemistry and Biological Science courses must be completed within five years of the nursing application deadline. Students must retake Chemistry and Biological Science courses after five years or may sit for the equivalent CLEP exam and earn the numerical score equivalent to the required pre-requisite course grade.

   - By July 1, students must submit all health and CPR requirements as indicated by the CCC Nursing Program clinical requirement guidelines to their respective campus nursing office.
     – In addition, an initial 10-panel urine drug screen will be completed by July 1 and again prior to the start of the last year in the program and will be paid for by the student.

- The CCC Nursing Program has a "Zero Tolerance" drug policy. The drug screen results must depict all 'negative' readings.
- If all requirements are not submitted by July 1, students will forfeit their admission seat. If a student forfeits their seat, a new application must be submitted in the next admission cycle.

- All students must submit to an initial criminal background check by February 10 and a second criminal background check prior to the start of their last year in the program. By authorizing a criminal background check, the student is acknowledging that he/she is aware that any notation in the student's record, including an arrest, may prevent the student from participating in the clinical program.
  - If a student is not accepted in a clinical program based on the results of a positive criminal background check, the student will not be eligible to further progress in the nursing program.
  - Students are responsible for the costs and must pay the criminal background check company online and in advance for the service.

- All student applicants will be reviewed for admission to the program by the Nursing Admission Committee. The college president or his/her designee(s) are to review and approve all applicants considered for admission to the program.

- As part of the Nursing 203 course, a comprehensive assessment examination is administered to all students prior to completion of the nursing program to assist them in reviewing nursing program content in preparation to sit for the NCLEX-RN Examination.

- Criteria for student progression will be determined by this Policy which is incorporated in the Nursing Student Handbook.

2. Each student must earn a minimum grade of "C" for progression and completion of the Associate in Applied Science Nursing degree in each of the following nursing courses:

Nursing 101	Nursing 210	Nursing 212
Nursing 102	Nursing 211	Nursing 213
		Nursing 203

Program Progression
- Students who do not earn a minimum grade of "C" in nursing courses will be allowed two (2) attempts to successfully obtain the required minimum grade of "C" for program progression.
- A maximum of two (2) nursing courses can be repeated. Students will be allowed to repeat a single course only once.

- If a student fails the same course after a second attempt, he/she will be dismissed from the nursing program. For the purpose of determining program progression, courses withdrawn from with a failing grade, will be considered a failed course.

(b) LPN Bridge Course Completion

Students successfully completing the Nursing Bridge course (Nursing 140) will be considered as advanced standing students in the A.A.S. in Nursing Program. Prospective LPN candidates will be admitted if space is available and after continuing students have completed their registration. LPN/ ADN Bridge program completion students have priority for admission to the A.A.S. in Nursing Program before returning "repeat" students.

If an LPN student, admitted to one college campus, successfully completes the Nursing Bridge course and wishes to complete the nursing program at another college campus, the student may do so provided the student submits a formal request letter to and receives approval from the Executive Director of Nursing Programs to be transferred. It is to be understood that a student cannot automatically transfer from one college campus to another just on the basis of successfully completing the LPN/ADN Bridge course.

1. Admissions Requirements to Bridge Program
   Applications will be accepted for potential students who meet the following criteria:
   A. Must successfully complete all A.A.S. courses before starting Nursing 140.
   B. All general education and prerequisites courses must be successfully completed prior to registering for Nursing 140.
   C. Must possess current Illinois LPN License.

   LPNs accepted to the program and who successfully complete the LPN/ADN Bridge course can then enroll in second level (semester 3) nursing courses:

   These courses will be taken in the following semesters/sequences.*

Semester III	Semester IV
Nursing 210	Nursing 212
Nursing 211	Nursing 213
	Nursing 203

   * See college course catalog.

   A. Credit for Nursing 101 and Nursing 102 will be recommended for a LPN by the Office of Testing and Assessment to the Office of the Registrar contingent upon the following:
   1) Successful completion of Nursing 140 with a minimum grade of "C."
   2) The recommendation to award credit for Nursing 101 and Nursing 102 is to be held in escrow and issued by the Office of Testing and Assessment upon completion of Nursing 210 and 211. Students will be assessed a fee for this service.
   3) Recommendation by the Nursing Director of the sponsoring college will be made to the Office of Testing and Assessment upon completion of Nursing 210 and 211.

The credit for Nursing 101 and Nursing 102 shall be listed on the student's transcript as "credit only". No grade is to be awarded for this assessment. These courses are not to be used in calculating the student's GPA.

B. Students who do not earn a minimum grade of "C" in nursing courses will be allowed two (2) attempts to successfully obtain the required minimum grade of "C" for program progression. A maximum of two (2) nursing courses can be repeated. Students will be allowed to repeat a single course only once. If a student fails the same course after a second attempt, he/she will be dismissed from the nursing program. For the purpose of determining program progression, courses withdrawn from with a failing grade, will be considered a failed course.

(c) Registered Nurse Completion Program

A. Students who successfully complete a PN program will be considered for admission into the Registered Nursing Completion program. Students must have a GPA of 2.75 on a 4.0 scale for all course work at the City Colleges of Chicago.

B. Admission Requirements to Registered Nursing Completion Program:
1. Must meet all prerequisites for A.A.S. in Nursing Program.
2. All general education courses must be completed before starting A.A.S. 200 level courses.

Program Progression

- Students who do not earn a minimum grade of "C" in nursing courses will be allowed two (2) attempts to successfully obtain the required minimum grade of "C" for program progression.
- A maximum of two (2) nursing courses can be repeated. Students will be allowed to repeat a single course only once.
- If a student fails the same course after a second attempt, he/she will be dismissed from the nursing program. For the purpose of determining program progression, courses withdrawn from with a failing grade, will be considered a failed course.

Section 4.10   Consortium Agreement among the Seven City Colleges of Chicago – Community College District 508 – to Accept Courses from Another CCC

Policy history: Consortium Agreement among the Seven City Colleges of Chicago – Community College District 508 – to Accept Courses from Another CCC.

Each of the seven (7) Colleges of the City Colleges of Chicago (CCC), as individually accredited institutions, agrees to accept courses from another CCC, for the purpose of assuring that students can complete programs and certificates when courses are taken at multiple colleges of the CCC.

Any student who completes a general education course at one college will receive credit for that course at another City College of Chicago, provided the student completes the course satisfactorily. Students may receive general education credit with a grade of 'C'' or better or elective credit with a grade of 'D' or better.

For any given degree or certificate program offered by two or more CCC colleges, any college credit course (including credit by testing, prior learning, or advanced placement) that satisfies a requirement at one CCC college will be honored by all CCC colleges unless specifically precluded by a specialized accreditation or certification, whether or not the course is offered by the graduation college or any other CCC college.

Students who complete one or more core or occupational courses for a program or certificate not offered at another college will receive elective credit for these courses, provided doing so is not precluded by specialized accreditation or certification.

Section 4.11   Physical Education Courses
Policy history: Physical Education Courses (formerly Health and Fitness Science Courses).
Procedures: Physical Education Courses – Procedures.

All Physical Education courses are electives unless required for a specialized program (teaching, recreation aide, etc.).

Physical Education courses shall be treated like any other elective and count toward the Associate degrees; however, no more than a total of four credit hours may be used for this purpose.

Section 4.12   Prerequisite Course Substitution
Policy history: Prerequisite Course Substitution.

A higher level course that exceeds the outcomes of those achieved in its prerequisites will be accepted as a substitution for the lower, prerequisite course. Any student may use a higher level course as a substitute for the prerequisite when the course has the substituted course listed as one of its prerequisites (i.e. English 102 or 201 can substitute for English 101).

Requests for substitution should be presented to the Academic or Faculty Advisor and approved by the College Vice President.

This policy does not waive prerequisites or substitute alternate prerequisites for a course.

Regardless of substitution, the total number of required credits for the program must be earned.

ARTICLE V. GRADUATING FROM CCC

Section 5.01   Governing Academic Catalog
Procedures: Governing Academic Catalog – Procedures.

Each entering student is assigned an academic career, program, plan, and an academic requirement term upon admission, consistent with focus area and pathway choices made by the student. Students are required to follow the academic program/plan requirements in the Academic Catalog in effect at the time of their enrollment, subject to the following:

- Students who have not enrolled in at least one course and received a final grade for two (2) consecutive terms (excluding the Summer term) will be considered Discontinued and are required to follow the academic plan requirements of the Academic Catalog in effect on the re-enrollment date (see Former Students Returning to the City Colleges of Chicago).
- Students enrolled in the same academic program/plan for three (3) calendar years (whether consecutively enrolled or not) will be assigned a new academic requirement term effective the next academic term following the three (3) calendar year period.
- Every three (3) calendar years thereafter until graduation or completion, the student will be assigned a new academic requirement term effective the next academic term following the previous three (3) calendar year period.
- Whenever students change their academic program or plan of record they are required to follow the academic plan requirements of the Academic Catalog in effect on the date the change is made.

Notwithstanding the above, students may at any time choose to follow the academic program/plan requirements in the current Academic Catalog. Once selected, students may not return to a prior Academic Catalog.

Section 5.02   Graduation Requirements for Degrees
Procedures: Graduation Requirements for Degrees – Procedures.

To be eligible to graduate from any credit degree program, students must earn a grade of "C" or better in all courses used to satisfy core curriculum and/or general education requirements and hold a minimum GRAD-GPA of 2.0 or higher (see Graduation Grade Point Average). Elective courses with a "D" final grade may count towards graduation. Students who graduated prior to August 1, 2013 must hold either a minimum GRAD-GPA or CUM-GPA of 2.0 or higher.

As college Chief Academic Officer, the Vice President may authorize, upon student appeal, a course directive (substitution) wherein a successfully completed course outside of the curriculum may be used to satisfy a requirement of the student's degree program. Approved course directives will be honored at all CCC colleges. Course directives may not be used to reduce the residency requirement for program completion.

CCC reserves the right to award a student's academic plan of record, confirmed by the student, if all requirements for that degree have been met, even if the student has not applied for graduation.

(a) Residency Requirement for Program Completion

Prior to requirement term Spring 2016, all students must complete a minimum of fifteen (15) credit hours of residency (credit hours earned in CCC classes).

Effective requirement term Fall 2016, all students must complete a minimum of twenty-five percent (25%) of the credit hours required for a degree in residency (credit hours earned in CCC classes).

There is no limitation on the number of transfer credit hours which may be evaluated and posted to a student's academic record (see Transfer Credit), but residency requirements must be met.

(b) Credit Hour Requirements for Academic Program Completion

Students are required to fulfill total credit hours and all course requirements needed to satisfy their academic program. Transfer credit hours earned at a quarter system institution are converted to CCC semester hour equivalents (see Transfer Credit). After conversion, students who have earned transfer credit from a quarter system institution may be deficient in overall credit hours required to complete a degree. In such cases, students are not required to retake the same or an equivalent course to satisfy course/discipline credit hour deficiencies, but may need to take additional elective courses to fulfill the total hours required to complete the desired academic program. Students should meet with their College Advisor for further information.

(c) Additional CCC Degree

A student may earn an additional degree from CCC. The additional degree must be different from previous degree(s) earned and the student must enroll in and successfully complete a minimum of fifteen (15) additional credit hours toward the new degree in residency (credit hours earned in CCC classes) after the latest degree has been posted to the student's academic record.

Effective Fall 2015, a subordinate degree may not be awarded concurrently or after earning a higher level degree. A subordinate degree is defined as a degree whose requirements are inclusive within the requirements of another (higher level) degree. Accordingly, a student who has earned an A.A., A.S., A.E.S., A.F.A. or A.A.T. degree may not be awarded an A.G.S. degree, even if the student complies with the requirements for earning an additional degree. However, an A.A., A.S., A.E.S., A.F.A., A.A.T., or A.A.S. degree may be awarded after earning an A.G.S. degree.

Section 5.03   Certificate Completion Requirements

Procedures: Certificate Completion Requirements – Procedures.

To be eligible for a Certificate of Completion in any credit certificate program, students must successfully complete all certificate-specific courses which constitute a Basic Certificate or an Advanced Certificate with a final grade of "C" or better.

As college Chief Academic Officer, the Vice President may authorize, upon student appeal, a course directive (substitute) wherein a successfully completed course outside of the curriculum may be used to satisfy a requirement of the student's certificate program. Approved course directives will be honored at all CCC colleges. Course directives may not be used to reduce the residency requirement for program completion.

CCC reserves the right to auto-award certificates when a student completes all certificate requirements.

Effective for the Fall 2015 term, all students must complete a minimum of twenty-five percent (25%) of the credit hours required for a certificate in residency (credit hours earned in CCC classes).

Section 5.04   Degree or Certificate Conferral Date

Degrees and certificates are conferred on the last day of the term during in which CCC confirms that all academic program requirements have been met. Additionally:
- For degrees: students must confirm before the degree is awarded (see Graduation Requirements for Degrees)
- For certificates: see Certificate Completion Requirements

Section 5.05   Previously Conferred Credentials

Students may not enroll in an academic program/plan which has been previously conferred or in a degree program which is subordinate to a previously conferred degree (see Additional CCC Degree). Upon completion, students who wish to continue to take classes must enroll in a different academic program/plan (not previously awarded).

Section 5.06   Graduation College

(a) Graduation College for Degrees

The Graduation College (college that confers the credential) for any degree program is as follows:
- Students enrolled in a signature (selective enrollment) program: Students enrolled in a signature program will graduate from the college where the student is enrolled.
- Students enrolled in any other (non-signature) program: Students will graduate from the college that offers the academic program where the majority (or greatest number if no majority) of the student's Graduation Credit Hours (excludes remedial hours) were

earned. In case of a tie between two or more colleges (equal number of Graduation Credit hours earned from each college and each college offers the degree program), then the student may select his/her Graduation College.

(b) Graduation College for Certificates
The Graduation College (college that confers the credential) for any certificate program is as follows:
- The college where the majority of the certificate-specific credit hours were earned will confer the certificate. In case of a tie between two or more colleges (equal number of certificate-specific credit hours earned from each college and each college offers the certificate program), then the student may select his/her Graduation College.
- Students who complete all certificate requirements at a college that does not offer the certificate program when the award is conferred will be conferred at another CCC college that does.

(c) Graduation College for Additional Degrees
The Graduation College for an additional degree will be the college that offers the academic program where the majority (or greatest number if no majority) of the student's incremental Graduation Credit Hours (excludes remedial hours) required for the additional degree were earned. In case of a tie between two or more colleges (equal number of incremental Graduation Credit hours earned from each college and each college offers the academic program), then the student may select his/her Graduation College.

Section 5.07   Revocation of Degrees or Certificates
Procedures: Revocation of Degrees or Certificates – Procedures.

CCC reserves the right to revoke an awarded degree or certificate for the discovery of previously unknown fraud or academic integrity violations in receipt of the degree or certificate (see Academic Integrity and Dishonesty), or for the discovery of previously unknown egregious disciplinary violations committed by a student prior to the conferral of such degree or certificate.

Section 5.08   Posthumous Degree Awards
Policy history: Posthumous Degree Awards.
Procedures: Posthumous Degree Awards – Procedures.

In the case of a student's death from any cause, the student's academic record will be reviewed. Students who have been approved to graduate will be awarded the certificate or Associate's Degree for which the student is eligible.

Deceased students who have completed a minimum of 45 graduation hours toward any Associate's Degree or have completed a minimum of 75% of a certificate program at the time of

the student's death are also eligible for a posthumous degree or certificate award after verification of the requisite number of graduation hours or percentage of program completion.

This policy may be administered retroactively and applies also to students who have died prior to the effective date of this policy.

Section 5.09   Adult Education Graduation Requirements

To participate in the Adult Education Program graduation ceremony, students must pass a high school equivalency and U.S. Constitution examinations. Those who wish to participate should visit the Adult Education Office of their college for information and procedures.

ARTICLE VI. AFFORDING YOUR EDUCATION AT CCC

Tuition charges for the City Colleges of Chicago are determined and approved by the Board of Trustees of Community College District 508. All tuition and charges are subject to change at any time by the Board of Trustees.

Section 6.01   Residency

Procedures: Residency – Procedures.

For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.

(a) Definition of an Independent Student

CCC uses Federal Student Aid's definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.

(b) Residency Verification – New Students

New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.

(c) Residency Verification – Independent Students

Independent students must verify residency by presenting at least one of the preferred documents in the student's name listed below:
- Valid driver's license or State of Illinois identification card
- Valid voter registration card
- Copy of current lease or mortgage statement

- Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)
- Valid Mexican Consular ID card
- Current orders or a letter from Command for military service persons
- Signed letter on letterhead from a homeless shelter confirming residency in the shelter

(d) Residency Verification – Dependent Students

Dependent students are those who do not meet the definition of an independent student, above. Dependent students must verify residency by presenting the above (Independent Students) documents and/or the following document(s) in the parent's name at the student's address:

- Copy of current lease or mortgage statement
- Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)
- Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification documents. For more information, see Early College Program.

(e) Residency Verification and Updates – Continuing and Returning Students

Returning students who have not enrolled for two (2) consecutive terms (excluding the Summer term) must verify their residency.

(f) Student's Responsibility to Maintain Current Address

Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct. Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.

(g) In-District Students

To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. Active duty military service members are exempt from the thirty (30) day timeframe if they submit a copy of their current orders or a letter from their Command as verification of their residency.

(h) Out-of-District Students

Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.

Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Chargeback.

(i) Out-of-State Students

Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.

(j) International Students

In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student's application should be accompanied by documentation including but not limited to:
- Copies of employment documents and visa
- Proof of City of Chicago residency
- Letter from employer authorizing college attendance
- Proof of age for dependent visa holders

Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder's application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category.

Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.

Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.

Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.

(k) Online Learning Students

For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.

(l) Adult Education Students

All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:

- Students who reside outside of the State of Illinois, and
- Students holding an F-1 academic student or J-1 visa.

Section 6.02   Flat-Price Tuition – Credit & Skills Classes

Flat-price tuition is assessed based upon the following credit hour tiers and ranges:

Credit Hour Tier	Credit Hour Range
Tier 3	12 or more credit hours
Tier 2	5 – 11 credit hours
Tier 1	One course only

Certain academic programs may be charged a separate flat-price tuition rate. Additional charges may apply (see Non-Refundable Other Charges).

Section 6.03   Non-Refundable Other Charges

Other charges assessed to students are determined by the City Colleges of Chicago or Board of Trustees and are subject to change without prior notice. Other charges may include, but are not limited to:

- Books
- Supplies
- Payment plan enrollment
- Laptop computer
- Transcript
- Library fines
- NSF (non-sufficient funds)
- Late payment charges and/or interest
- Student ID replacement
- CTA Ventra card replacement
- Parking fines

Section 6.04   Financial Obligation

Procedures: Financial Obligation – Procedures.

Students are required to make payment arrangements to cover the cost of tuition.

Acceptable forms of payment include: cash, check, credit/debit cards, enrollment in CCC's online payment plan, or a Financial Aid Deferment. Enrollment in City Colleges of Chicago's payment plan requires a credit card, checking account, or debit card. Note: international students are permitted to participate in the payment plan.

Section 6.05   Tuition Chargeback

City Colleges of Chicago students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered.

Applications for tuition chargeback assistance are due no later than thirty (30) days prior to the first day of class at the college the student plans to attend. Application forms and further information, including program rules and requirements which are subject to change without notification, are available by visiting www.ccc.edu/chargeback.

CCC does not provide tuition chargeback tuition assistance for comparable programs or courses as determined by CCC's sole discretion. City Colleges of Chicago will not approve general education, developmental education, and/or program prerequisite courses.

Students must apply for chargebacks each term requested. Chargeback applications will only be approved for those students with no debt owed to CCC. City Colleges of Chicago does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.

If City Colleges of Chicago has authorized Chargeback for the first year of a program in another district, and subsequently City Colleges of Chicago develops a comparable program, the student is not required to transfer back to City Colleges of Chicago for the balance of the program. In general, once a program has been approved for Chargeback, City Colleges of Chicago continues that approval, upon reapplication each term, until the program is complete. However if Chargeback is authorized and the student permanently moves out of the City Colleges of Chicago district, authorization is valid only for the remaining unexpired term or semester.

Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her Chargeback letter to the Business Office of the City College of Chicago with which he/she enrolls at the time of registration.

Section 6.06   Tuition Waiver Programs – Discretionary

Procedures: Tuition Waiver Programs – Discretionary – Procedures.

Discretionary tuition waiver programs are determined by CCC, may be awarded at the discretion of the District, are subject to available funding, are non-refundable, and may be changed or cancelled at any time without prior notice. See Repeating Courses under a Waiver Program.

Section 6.07   Tuition Waiver Programs – State
Procedures: Tuition Waiver Programs – State – Procedures.

State Mandated Tuition Waiver Programs are programs mandated by state statute and granted to students meeting the specific parameters and criteria required by statute. See Repeating Courses under a Waiver Program.

Section 6.08   Tuition Waiver Programs – Federal
Procedures: Tuition Waiver Programs – Federal – Procedures.

Federally Mandated Tuition Waiver Programs are programs mandated by the federal law and granted to students meeting the specific parameters and criteria required by the law.

Section 6.09   Tuition Waiver Programs – Contractual
Procedures: Tuition Waiver Programs – Contractual – Procedures.

Contractual Obligation Tuition Waiver Programs are programs mandated by specified contract language and granted to students meeting specific parameters and criteria. See Repeating Courses under a Waiver Program.

Section 6.10   Repeating Courses under a Waiver Program
Tuition Waiver Programs may not be used to repeat a course, except in the following cases:
- Allowed Repeatable Courses – tuition waivers may be used up to the allowable limit (see Allowed Repeatable Courses (ARC)).
- All other courses – a tuition waiver may be used one (1) time to repeat a course to improve a final grade of "D" or "F". A tuition waiver may not be used to improve a final grade of "C" or higher.

Section 6.11   Student Initiated Withdrawals & Refunds
It is the *student's responsibility* to officially withdraw from classes. Failure to withdraw may result in mandatory payment of tuition and book charges, forfeiture of financial aid eligibility, and/or a failing grade. Key dates may be found in the student portal (my.ccc.edu). Financial Aid will be adjusted as appropriate for students who withdraw from classes.

(a) Refunds – Credit or Skills Classes
  (i) Refund Period

Refunds for Student Initiated Withdrawals (see WTH – Student Initiated Withdrawal) may be available, subject to the Refund Amount paragraph below, only if processed and recorded in the student information system during the first seven (7) calendar days from the published start date for a regular 16-week class (or equitable time period for any other length of class). No refund will be allowed if a student withdraws after the refund deadline. The Tuition Refund Date may be found in the student portal (my.ccc.edu). No refund is allowed for non-refundable charges (see Non-Refundable Other Charges).

(ii) Class Cancellation

If the college cancels a class, all applicable charges, subject to the Refund Amount paragraph below, will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.

(iii) Refund Amount

Students may qualify for a tuition refund **ONLY** if **BOTH** of the following criteria are satisfied:
1. The class withdrawal must be student-initiated and recorded in the student information system by the specific deadlines noted in the Refund Period paragraph, above, or the class must have been cancelled by the college, **AND**
2. The class withdrawal or cancellation moves the student's enrolled hours to a lower Credit Hour Tier (see Flat-Price Tuition – Credit & Skills Classes) or results in the withdrawal and/or cancellation of all classes.

(b) Refunds – Professional & Personal Development (Continuing Education)

Refunds for Student Initiated Withdrawals (WTH) are available at one hundred percent (100%) of tuition and charges if processed and recorded in the student information system before the published start date of class (less applicable course withdrawal charges and non-refundable charges). No refunds are issued once classes have begun.

If the college cancels a class, all applicable charges for that class will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.

Section 6.12   Refunds Issued to Students

Students who receive a refund due to financial aid (e.g., Pell Grant) or a third-party payment on their account and are no longer entitled to that refund due to change in eligibility are required to repay the amount of the refund in full. Any amount that a student receives in the form of a refund related to state, federal or third party funding cannot be waived.

Section 6.13   No-Show Withdrawals (NSW) & Refunds

No refunds (or adjustments) of tuition and/or charges will be issued for classes with no-show withdrawals (NSW). Students will be held accountable for the payment of tuition and charges for NSW courses. Financial aid may not be used to cover the cost of NSW classes. See NSW – No-Show Withdrawal more information about NSWs, specifically, under what circumstances an NSW will be applied.

Section 6.14   Federal Financial Aid Eligibility

Procedures: Federal Financial Aid Eligibility – Procedures.

The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress. As it is impossible to list all financial aid policies and

procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Direct Student Loans
- Federal Parent Loan for Undergraduate Students (PLUS Loan)
- Monetary Award Program Grant (MAP Grant)

Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs. All new students are required to have earned a high school diploma (foreign or domestic), high school equivalency, or have completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule.

Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District.

Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must:

- Complete all requested forms accurately
- Use all financial aid received solely for educational expenses related to attending CCC
- Submit in a timely manner all additional documentation requested by the Financial Aid Office
- Meet all Satisfactory Academic Progress (SAP) policies

Students have the right to:

- Know how financial need was determined
- Know how financial aid will be distributed
- Request an explanation of programs in the financial aid package
- Refuse any aid offered
- Request an explanation of CCC's refund policy

- Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures
- Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress.

Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term.

Per federal regulations, if a student is found to have provided fraudulent information to any entity in the school for the purpose of receiving federal financial aid, the U.S. Office of the Inspector General will be notified.

Section 6.15   Return of Title IV Funds
Procedures: Return of Title IV Funds – Procedures.

Students who officially withdraw (WTH) before the 60% point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. The City Colleges of Chicago (CCC) will apply a federally mandated Return to Title IV calculation, "R2T4" to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.

After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply.

If a student withdraws from all classes during a term, but at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be performed.

If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, but fails to

attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed.

If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds.

CCC performs calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation. For example, if a student completes 30 percent of the payment period, they earn 30 percent of the aid they were originally scheduled to receive. This means that 70 percent of the scheduled awards remain "unearned" and must be returned to the federal government. If a student attends at least 60% of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks at least 5 days long).

$$Percent\ earned = \frac{Number\ of\ calendar\ days\ completed\ up\ to\ the\ withdrawal\ date}{Total\ calendar\ days\ in\ the\ payment\ period\ (less\ any\ scheduled\ breaks\ at\ least\ 5\ days\ long)}$$

A standard term contains on average, 110 days.

If it is determined that a student has received financial aid in excess of his/her eligibility, the college will return the financial aid overpayment to the Department of Education on the student's behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to the college. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.

If a student stops attending classes without notifying CCC, the withdrawal date will be the midpoint of the term or the last date of academic activity as determined by CCC. If this return of funds results in a balance on the student's account, he/she is responsible for paying that balance to the school. If the student does not pay his/her balance, a delinquency hold will be applied to the student's account, and the student will not be permitted to register or order transcripts until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CCC must get the student's permission before disbursing the funds. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. CCC may automatically use all or a portion of a student's post-withdrawal disbursement of Title IV funds for tuition and fees.

Section 6.16   Satisfactory Academic Progress

Procedures: Satisfactory Academic Progress – Procedures.

CCC's Satisfactory Academic Progress (SAP) policy, procedures, and practices ensure full compliance with federal regulations that govern federal student aid programs. SAP is cumulative in nature and takes into account all degree and certificate eligible classes attempted at any CCC college, as well as any transfer hours and military credit accepted by CCC.

Effective end of term processing for the Spring 2016 term, to retain financial aid eligibility, a student must maintain satisfactory academic progress in his/her program of study in three ways:

1. **Grade Point Average (CUM GPA):** a student must maintain a cumulative GPA of 2.0 or higher, AND
2. **Pace:** a student must complete (grade "D" or higher) 67% of the cumulative credit hours attempted, AND
3. **Maximum Timeframe:** a student must stay on track to complete his/her program of study within 150% of the program's credit-hour length, or timeframe.

The Grade Point Average (CUM GPA) measure includes remedial and college level courses. Pace and Timeframe measures include transfer credits that apply toward the student's academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") grade was earned. Remedial courses are included in the GPA and Pace measures; however, staff may exclude remedial courses from Pace in an appeal review, if warranted. Remedial courses are excluded from the Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures.

A student who earns a final grade of "D" or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset may be available for a student who changes his/her academic program or who completes a certificate or degree and starts a new program.

A student who fails to maintain satisfactory academic progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.

ARTICLE VII. GETTING SUPPORT AT CCC

Section 7.01   Veterans Education Benefits
Procedures: Veterans Education Benefits – Procedures.

CCC participates in a variety of veteran educational benefit programs.

Section 7.02   Advance Pay for Veterans
In order to ease the transition to college, the City Colleges will request Advance Pay for a new or returning student if he/she meets certain eligibility criteria. In order to qualify for Advance Pay, a student must:
- Be enrolled at least half-time in program-applicable coursework, and
- Qualify for the certification of VA benefits in an eligible program (Chapters 30, 35, and 1606 only), and
- Not have received GI Bill benefits through CCC in the previous term, and
- Submit a CCC Advance Pay Form to the VA Certifying Official no later than forty-five (45) days before the start of his/her classes.

At the discretion of the Veteran Certifying Official, some exceptions may be made to these eligibility criteria if documented mitigating circumstances prevented the veteran from applying forty-five (45) days prior to the start of his/her classes.

Per the VA, an Advance Pay will pay the first and second month of benefits. If a student's first month of classes is a partial month, the payment will be prorated for the number of days in that month. Since the VA normally pays after a month is completed, a veteran would not receive another payment from the VA for up to 3 months. CCC advises that a student consider this gap between payments before he/she chooses to participate in Advance Pay.

If a student requests Advance Pay and decides not to attend CCC or does not qualify for federal veterans educational benefits for any other reason, he/she will be responsible for repaying the amount of the Advance Pay to Veterans Affairs. The earliest that an Advance Pay check will be available for pick-up from the Business Services office is 30 days prior to the start of his/her courses. The Business Services office will notify the student when his/her check has arrived. If

a student requests that his/her Advance Pay be applied to his/her tuition and charges, any remaining credit balance will be refunded to the student according to CCC's regular refund schedule.

Section 7.03   Academic Standards and Veterans

Students who use federal and/or state veterans educational benefits are required to adhere to CCC's Academic Standing Policy (see Academic Standing). However, they are not subject to the financial aid Satisfactory Academic Progress (SAP) standards unless they are also applying for financial aid (see Satisfactory Academic Progress).

A veteran, service member, or their family member receiving federal veterans educational benefits can only be certified for courses that are required per his/her Education Plan. Non-required courses will not be eligible for certification. For information about repeated courses and federal veterans educational benefits, see Repeating Courses.

If a student who is receiving federal veterans educational benefits changes his/her enrollment (NSW, ADW, WTH), the change will be reported to Veterans Affairs within thirty (30) days (see NSW – No-Show Withdrawal; see ADW – Administrative Withdrawal; see WTH – Student Initiated Withdrawal). The military affiliated student is responsible for any overpayments due to enrollment changes and may owe a debt to CCC and/or Veterans Affairs as a consequence of the enrollment change.

A student who is receiving federal veterans educational benefits is required to submit official transcripts for all colleges he/she previously attended to the Office of the Registrar by the end of his/her second term of enrollment at CCC. CCC will not certify future terms of enrollment for any student who fails to submit his/her transcripts within this timeline.

Section 7.04   Students Called to Active Military Service

The District supports federal initiatives in times of national emergency which require the activation of individuals and/or the call to active duty of reserve units. In such events, the student will not be disadvantaged due to military service prior to or after the call to active duty.

Upon receipt of verifiable documentation, e.g., military orders, the veteran must submit a copy of such documentation to the Veterans Services Specialist.

- Call to active duty on or before the midterm date: the college will withdraw the student from all classes and refund all tuition and charges paid.
- Call to active duty after the midterm date: the student may, at his/her option:
  - Request of instructors an early final examination or the assignment of an Incomplete "I" grade, provided the individual is in good academic standing in affected courses. If the instructor grants an "I" grade, the student will be subject to the normal rules regarding Incomplete Grades (see I – Incomplete); or
  - Choose to withdraw from courses and receive a full refund of all tuition and charges paid.

Any dispute in matters controlled by this policy will be resolved by the College President after involvement of all parties to the issue.

Section 7.05   Early College Program

Policy history: Early College Program (formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment).

(a) Definitions
- **Early College Program:** CCC's Dual Enrollment and Dual Credit program for eligible currently enrolled high school students.
- **Dual Enrollment:** An instructional arrangement where an academically qualified junior or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F).
- **Dual Credit:** An instructional arrangement where an academically qualified junior or senior student currently enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F).
- **Professional & Personal Development Courses:** Professional & Personal Development (Continuing Education) courses are **not eligible** for Dual Enrollment or Dual Credit.

Note: high school seniors are not eligible for dual enrollment/dual credit (DE/DC) courses in the summer following their graduation.

(b) Tuition and Charges
Tuition and charges are waived for Early College participants enrolled in approved Dual Enrollment/Dual Credit classes (DE/DC). All high school students enrolled in Early College programs must comply with the requirements of CCC's Early College Program regardless of funding source or location of classes. Students are limited in the number of DE/DC classes they may take per term:
- Students may take only **one dual enrollment class** per term, tuition and charges free. However, students may enroll in additional courses but are responsible for all tuition and charges associated with them.
- Students may take **up to four dual credit classes** per term, tuition and charges free.

(c) Eligibility Requirements
Early College students must meet the following eligibility requirements:
- Admissions requirements for high school students (see High School Students).
- Must be either:
    – Currently enrolled at a Chicago Public Schools (CPS) high school, or
    – A City of Chicago resident enrolled in high school, including home schooled students.
- Residency verification requirements, see Residency.

- Home schooled students: Must be at least 16 years old, completing high school coursework, and must prove age by a valid State of Illinois ID card or driver's license.
- Submit a Parental Permission Form completed with signatures from their parent/guardian and high school guidance counselor.
- Meet all course entry (prerequisites) and academic program requirements.

(d) Revocation of Early College Eligibility
A student's Early College eligibility will be revoked if any of the following occur:
- Earn a final grade "D" or "F" in a Dual Enrollment or Dual Credit course.
- Receive an NSW for a Dual Enrollment or Dual Credit course.
- Are administratively withdrawn (ADW) from a Dual Enrollment or Dual Credit course.
- Withdraw (WTH) from a Dual Enrollment or Dual Credit course after the Statistical Date. Note: the Statistical (STAT) Date is based on the length of the class, but is typically 7 calendar days after the class start date for a 16-week class.

(e) Reinstatement of Early College Eligibility
A student whose Early College eligibility has been revoked may be reinstated into the Early College program by:
- Repeating a previously enrolled Early College course in which he/she earned a final grade of "D" or "F," received an NSW or ADW, or from which they withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and
- Successfully completing the course with a final grade of "C" or higher.

(f) Discretionary Status
The Early College Program is offered at the sole discretion of CCC. Accordingly, it may be awarded or limited at the discretion of the District, is subject to available funding, is non-refundable, and may be changed or cancelled at any time without prior notice.

Section 7.06   Email Account & Portal
Procedures: Email Account & Portal – Procedures.

CCC provides a free email account to all students, faculty, and staff. CCC sends all official correspondence via the CCC email account only, and takes measures to ensure that email services operate in a reliable and secure environment and comply with the Family Educational Rights and Privacy Act (FERPA).

Students and faculty are responsible for checking their email account frequently for important information, including financial aid, academic advising, grades, registration, communications from faculty or students, important course updates, assignments and deadlines, quiz and exam dates, general information of interest, etc. In some cases, email is the only notification students or faculty may receive.

ARTICLE VIII. UNDERSTANDING YOUR RIGHTS & RESPONSIBILITIES AT CCC

Section 8.01 Students with Disabilities
Procedures: Students with Disabilities – Procedures.

No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC's goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Center (DAC). DACs (www.ccc.edu/DAC) will provide reasonable accommodations for qualified students with disabilities as required by law.

Section 8.02 Name Change
Procedures: Name Change – Procedures.

(a) Legal Name Change
Name change requests must be made in writing; forms are available in the Office of the Registrar. Three identification documents must accompany the request. All documents must indicate the student's new name, and at least one of the documents must be a valid photo ID. Approved identification documents include:

- Marriage certificate
- Divorce decree
- Driver's license (with picture)
- State ID (with picture)
- U.S. military ID (with picture)
- Mexican Consular ID (with picture)
- Social Security card
- Passport

The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student's name will be changed in the student information system and on the student's record; the former name will remain as history in the student information system. Note: for financial aid purposes, a student's legal name is the name that is on file with the Social Security Administration.

(b) Preferred First Name

CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a preferred first name in addition to their legal (primary) name within the student information system.

Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student's preferred pronoun.

CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use:
- Is a first name which the student is already using in day-to-day life
- Is not used to avoid a legal obligation or misrepresent oneself, and
- Is not offensive or otherwise inappropriate.

Students may not change their preferred name more often than once per academic year.

Section 8.03   Educational Records – Student Access

Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the chief administrator of the office in which the desired education records are located. The requested educational records will be made available to the student within forty-five (45) calendar days of the student's written request. A staff member of the college office where the student's records are located must be present at all times during the course of the inspection.

During the inspection, the student has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records, with the following exceptions:
- The college may refuse the copy, but may not limit the student's right to inspect and review that record. For example, a copy of a student's transcript may be refused if a negative service indicator (hold) for a financial obligation exists. In such a case, no transcripts will be released to other educational institutions.
- The City Colleges does not provide original or copies of third party educational records that have been submitted to the City Colleges.

Section 8.04   Educational Records – Limitations of Students' Rights to Inspect and Review

The college is not required to permit students to inspect and review the following:
- Financial information submitted by parents.

- Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purpose(s) for which collected.
- Confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived right of inspection and review.
- Education records containing information about more than one student; however, in such cases the institutions must permit access to that part of the record which pertains only to the inquiring student.

Section 8.05   Educational Records – Challenge of the Contents
Procedures: Educational Records – Challenge of the Contents – Procedures.

Students have the right within two (2) calendar years to challenge the contents of their records which they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.

Section 8.06   Educational Records – Disclosure
Procedures: Education Records – Disclosure – Procedures.

(a) Disclosure with Written Consent of the Student
CCC may not release information from a student's record without the student's written consent, except as noted below. Written consent must positively identify the student (student ID number or otherwise), be signed and dated by the student, and specify:
- Records to be released
- Purpose of the disclosure
- Identity of the party(ies) to whom disclosure may be made

(b) Disclosure without Written Consent of the Student
Written consent of the student is not always required. CCC must release a student's record, as follows:

- Students who request information from their own records; such requests must be appropriately documented.

- Authorized representatives who audit and evaluate federally supported programs or for the enforcement of or compliance with federal legal requirements related to those programs:
  - Comptroller General or Attorney General of the United States
  - Secretary of the United States Department of Health, Education and Welfare
  - United States Commissioner of Education, Director of National Institute of Education
  - Assistant Secretary of Education
  - State or local educational authorities

- External auditing firms who contract with the District for the purpose of annual compliance reviews

- Student education records may be disclosed to the following:
  - College personnel determined by the college to have a legitimate interest in or need for such records.
  - Officials of other colleges in which a student seeks to enroll, on condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, or makes such transfer of information a stated institutional policy.
  - Persons or organizations providing to the student financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
  - Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
  - Accrediting organizations carrying out their accrediting functions.
  - Parents of a student who has established that a student's status as a dependent according to Internal Revenue Code 4 of 1954, Section 152.
  - Persons in compliance with a judicial order or a lawfully issued subpoena provided that the institution first make a reasonable attempt to notify the student. In such cases, a letter will be sent to the student at his/her last known address. A copy of this letter should be retained along with the subpoena in the student's file.
  - Persons in compliance with a lawfully signed release form from the student.
  - Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.
  - In specific circumstances, to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
  - In specific circumstances, final results of disciplinary proceedings held against a student for a crime of violence or a non-forcible sex offense may be disclosed including disclosure to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.
  - In specific circumstances, to a parent of a student under the age of 21 years old regarding the student's violation of any federal, state or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Section 8.07   Educational Records – Records of Requests and Disclosures

The college office where the records are located will be required to maintain separated records of requests and disclosures, or personally identifiable information. The records of requests,

whether granted or not, will include the name and address of the person(s) requesting the information and his/her legitimate interest in the information. Records of requests and disclosures should not be maintained for the following:

- Those requests made by students for their own use.
- Those disclosures made in response to written requests from students.
- Those made by college officials, administrators, faculty or other college staff member deemed to have the right of access by the administrator in charge of the office from which the student records are being requested.
- Those specified as Directory Information.

Documentation of requests and disclosures of student information must also be made by the college office where the records are kept, and kept in the student's file. This document, once completed, is deemed part of the student's education record and should be incorporated as such; thereby, it must be retained as an official student record for the life of the document to which it refers.

Section 8.08   Educational Records – Parental Access to Information

A student's parent may obtain personally identifiable information from a student's educational records by:

- Obtaining the student's written consent, or
- Having the parent establish the student's dependency as defined by Internal Revenue Code 4 of 1954, Section 152. If the parent is claiming dependency, proof of such must be submitted at the time the request is made.

Section 8.09   Wellness Center Records

Wellness Center records are never part of a student's educational record. Specifically, Illinois and federal laws subject mental health information, including psychotherapy, counseling, and case management records, to special protections. Generally, the Wellness Centers release such client records only with the client's written authorization or with an appropriate court order.

The Wellness Centers release confidential records to an individual or agency outside of the Wellness Center only when at least one of the following conditions is present:

- The client provides written permission to release the confidential information by signing an Authorization for Release of Information form.
- There is a clear and substantial risk that the client is in imminent danger of causing serious physical harm to him/herself or others. In these circumstances, staff is legally required to take action for safety and life preservation.
- The client discloses information indicating that a minor child or a vulnerable adult is being abused; in these cases, staff is legally required to report the abuse to the appropriate child or adult protective services agency.
- A court subpoena mandates that the information must be disclosed to a court of law.

- A Wellness Center staff member, intern, therapist, case manager, or counselor is subjected to an investigation or charges against the individual by a state licensing or professional board.
- To comply with the Illinois Student Optional Disclosure of Private Mental Health Information Act.

Section 8.10   College Responsibility Regarding Released Information

A college is responsible for informing parties to whom personally identifiable information is released, that the recipients are not permitted to disclose the information to others without written consent of the student(s). When a response is made pursuant to any request for student information, other than those requests by students, a document with the following statement should be attached to the disclosed information:

"The attached information has been forwarded to you at the request of the student with understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

Section 8.11   Student Responsibilities Regarding Registration and Enrollment

It is the responsibility of each student to become knowledgeable of the policies, procedures, and requirements to satisfy the conditions of registration, and criteria for enrollment in and completion of courses and academic programs. Students are responsible for developing their class schedules, enrolling in the required laboratory courses, and satisfying the prerequisite and/or co-requisite course requirements. Each student must accurately record and provide proof of their residential status (see Student's Responsibility to Maintain Current Address) and demographic data to complete their registration. Failure to fulfill these responsibilities can cause additional charges and/or affect enrollment status. The Colleges will provide a variety of services to help students satisfy their responsibilities.

Section 8.12   Student Records Maintenance

The following records may be maintained by the Office of the Registrar:
- Admissions data and information
- Educational information which constitutes a student's academic record, including bio/demographic information, terms enrolled, course enrollments and class schedules, midterm and final grades, non-grade designations, course withdrawals, service indicators (holds), transferred in courses and credits, credits earned by testing or assessment, grade point average, etc.
- International student records
- Test scores
- Permanent record cards
- Student information cards and class scheduling cards
- Class revisions cards

- Transcripts from other educational institutions
- Appeals for readmission
- Attendance records
- Correspondence from Social Security, Department of Homeland Security, etc.

The following records may be found in the [Financial Aid Office](#):
- Applications for financial aid
- Grants awarded
- Supplemental documentation in support of financial aid applications

The following records may be found in the Business Office:
- Student financial records, including tuition and charges, payment and credit transactions, amounts owed, etc.

Section 8.13   Directory Information

City Colleges of Chicago hereby designates the following student information as "Directory Information." Such information may be disclosed by the colleges for any purpose, at their discretion.

Student's name, address, telephone listing, electronic mail (email) address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/certificates, honors and awards received, and the most recent educational agency or institution attended.

Currently enrolled students may withhold disclosure of any of the above "Directory Information" under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be received in the Office of Admissions and Registration. Forms requesting the withholding of "Directory Information" are available in the Office of the Registrar at each of the City Colleges of Chicago.

Failure on the part of a student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure. The FERPA hold remains on the student's record until removal requested in writing by student and they apply districtwide. For additional information regarding FERPA, please check its web site at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Section 8.14   Supportive Intervention Team (SIT)

Procedures: [Supportive Intervention Team (SIT) – Procedures](#).

CCC is committed to protecting the health, safety, and well-being of its students, faculty, and staff. Under the guidance of the 2008 *Illinois Higher Education Safety Enhancement Act,* CCC has established Supportive Intervention Teams at each of its Colleges and the District Office.

Supportive Intervention Teams (SITs) are dedicated to maintaining a healthy and safe environment for the CCC community. To achieve this goal, SITs conduct behavioral threat assessments for persons who might pose a safety risk to themselves or others. SITs investigate concerning behavior and assess the level of threat by:

    a. Developing and implementing an intervention plan for the safety of all;

    b. Identifying sources of support for the person of concern; and

    c. Providing ongoing support, monitoring, and recommendations to the College President.

SITs can provide referrals for counseling and other supportive intervention, recommend administrative removal from campus, or recommend that no action be taken.

The SIT Process does not replace the Student Disciplinary Process regarding violations of the Student Conduct Code or the Office of Safety and Security's responsibility for safety on campus. Violations of the Student Conduct Code should be addressed via the Student Disciplinary Hearing process and safety concerns should be reported to Campus Security.

Each City College has its own SIT, as does the District Office. SITs are composed of CCC faculty and staff from a broad range of disciplines and departments including Student Services, Wellness Center, Security, Human Resources, Disability Access Center, and Faculty personnel. College SIT members are appointed by the President of the College and District SIT members are appointed by the Office of Strategy and Academic Governance.

(a) Administrative Removal from College

In situations where a student's presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College's SIT, and with the approval of the District SIT Team, may remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see ADR – Administrative Removal from College.

(b) Appeal for Readmission after Administrative Removal

The student will also have the opportunity to appeal any administrative removal to the Chief Academic Officer, in consultation with the CCC District SIT.

Section 8.15   Student Citizen Rights

The rights afforded students by virtue of registration and enrollment at CCC shall in no manner be construed to nullify or limit any other constitutional or legal rights or freedoms possessed by students as citizens or residents of the United States or the State of Illinois. Foreign-born students have the same rights and responsibilities, except as limited by law.

Section 8.16   Right to Organize

Students have a right to form or join any college organization or club provided that: 1) the organization or club does not violate CCC's non-discrimination policies; and 2) they submit to

(and receive approval from) the Director of Student Activities (or designee). Such organizations or clubs will be permitted to use college facilities during normal operating hours when such use does not interfere with instructional or other activities at the college. Such organizations or clubs must comply with the rules and regulations of the District.

Section 8.17   Academic Integrity and Dishonesty

CCC is committed to the ideals of truth and honesty. Students are expected to adhere to high standards of honesty and integrity in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards.

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing another's ideas as one's own.

In individual cases of academic dishonesty, sanctions may include one or more of the following: an F grade on an assignment where academic dishonesty occurred, a written warning, a failing grade for the course, and/or issuing of an academic dishonesty withdrawal (see ADH – Academic Dishonesty Withdrawal. The severity of the penalty is left to the discretion of the instructor. A student may appeal a finding of academic dishonesty (see Appeal Instructional Grading or Academic Dishonesty).

Additional sanctions may be imposed up to and including dismissal from CCC when circumstances warrant it and/or the revocation of a previously awarded degree or certificate (see Revocation of Degrees or Certificates). A student may appeal additional sanctions (see Disciplinary Hearings and Appeal of Discipline).

Section 8.18   Standards of Conduct

City Colleges of Chicago students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college.   Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities.

> *"The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any*

College-sponsored event, or at any College supervised or provided activity, transportation or facility."

Misconduct for which students are subject to college discipline, up to and including expulsion from the college, falls into the following categories:

- All forms of dishonesty such as stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.
- Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities.
- Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or creates a hostile working or learning environment which includes but is not limited to verbal abuse, threats, intimidation, and harassment on any telecommunication device.
- Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible or biological materials.
- Theft or damage to college premises or damage to property of a member of the college community on institution premises.
- Unauthorized or inappropriate use of City Colleges' facilities and resources.
- Failure to comply with college officials acting in the performance of their duties.
- Violations of the following City Colleges of Chicago Policies: (1) Academic Integrity, (2) Policy on Equal Opportunity in Employment (EEO), Programs, Services and Activities, (3) Drug and Alcohol Free Campus Policy, (4) Safety and Security Policy, (5) Responsible Computer Use Policy, (6) Identification Policy, (7) Smoke Free Campus Policy, and (8) Dress Code Policy.
- Retaliation against any students, program participants, employees or other persons who made complaints or who cooperate in the investigation of EEO matters and complaints, Student Grievances and/or Student Disciplinary matters.

Section 8.19   Student Optional Disclosure of Private Mental Health Information

Procedures: Student Optional Disclosure of Private Mental Health Information – Procedures.

In accordance with the Student Optional Disclosure of Private Mental Health Act (2016), City Colleges of Chicago provides students the option to authorize in writing the disclosure of certain private mental health information to a designated person. Under this Act, CCC will disclose information to this designated person if a physician, clinical psychologist or other qualified examiner employed by CCC makes a determination that the student poses a clear danger to himself, herself or to others, or to protect the student or other person against a clear, imminent risk of serious mental or physical injury, disease, or death.

Students may opt to designate an emergency mental health contact, opt not to designate a contact, change their contact, or delete a previously designated contact.

The physician, clinical psychologist, mental health provider, or other qualified examiner will, as soon as practicable, but in no more than 24 hours after making the determination, attempt to contact the designated person and notify the designated person that a determination has been made that the student poses a clear, imminent danger to himself, herself, or others.

Section 8.20   Mediation

If, based upon existing evidence, the College President or designee determines that the alleged student misconduct can be addressed without engaging in the disciplinary process, college representatives may hold a mediation involving the affected parties.

Students may receive up to three warnings per term for violations of CCC's Identification Policy, Smoke Free Campus Policy, and Dress Code Policy. After the third warning, a mediation will be held. If continued violations occur, the matter will be referred to an informal or formal disciplinary hearing.

Section 8.21   Disciplinary Hearings

Procedures: Disciplinary Hearings – Procedures.

(a) Informal Hearing (suspensions of up to 5 days)

If, based upon existing evidence, the College President or designee determines that the alleged student misconduct warrants proactive intervention, college representatives are authorized to conduct an informal hearing with a student to address the infraction.

(b) Formal Hearing (suspensions of 6 or more days or expulsion)

If evidence and circumstances suggest that discipline of a suspension of six (6) or more academic days, college dismissal, or district-wide expulsion is appropriate, the College President or designee will convene a formal disciplinary hearing.

(c) Remote Hearing Participation

In situations where the accused student's presence at the College constitutes a substantial threat of harm to members of the College community, the President in consultation with the College's Supportive Intervention Team, can order that the student participate in the disciplinary hearing remotely via telephone, videophone, video-conference, or by other means determined by the College.

(d) Disciplinary Hearings Involving Allegations of Sexual Harassment

Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where: (1)submission to such conduct is made a condition of employment or education; (2) submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the

individual; or (3) such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile or offensive learning or work environment. Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault.

Section 8.22   Appeal of Discipline
Procedures: Appeal of Discipline – Procedures.

In the event the student charged disagrees with any suspension in excess of five (5) academic days, college dismissal, or expulsion, the student may appeal the decision in writing.

Section 8.23   Student Grievances (Non-Academic)
Procedures: Student Grievances (Non-Academic) – Procedures.

If any student feels he/she had been mistreated by another student, or a member of the college staff, the student may file a "non-academic grievance."

Section 8.24   Equal Opportunity in Employment, Programs, Services and Activities
EQUAL EMPLOYMENT OPPORTUNITY POLICY, TITLE IX – GENDER DISCRIMINATION POLICY, SECTION 504/ADA COMPLIANCE POLICY.[1]
Procedures: Equal Opportunity in Employment, Programs, Services and Activities – Procedures.

The City Colleges of Chicago is strongly committed to ensuring that its learning and working environments are free of discrimination and harassment, including sexual harassment. City Colleges of Chicago will take action to stop discrimination or harassment, remedy discrimination or harassment and prevent recurrence of discrimination or harassment. The Board of Trustees of the City Colleges of Chicago ("CCC") prohibits unlawful discrimination or harassment with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board programs, services, or activities (regardless of whether such programs, services or activities occur on CCC property) on the basis of race, color, national origin, ethnicity, sex, age, religion, citizenship status, sexual orientation including gender identity, marital status, pregnancy, order of protection status, disability, genetic information, military status, or status as a member of any other protected class under federal, state, or city law.[2]

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[1] City Colleges' EEO Policy can be viewed in its entirety at *www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx.*
[2] As a public community college district, CCC adheres to federal, state and city laws and regulations regarding non-discrimination. Should any federal, state or city law or regulations be adopted that prohibits discrimination based on characteristics not included in this policy, discrimination on those additional bases will also be prohibited by this policy.

Prohibited harassment under this policy includes: using racial or ethnic slurs, making religious, ethnic, or gender specific jokes, distributing offensive cartons or figures, spreading sexual rumors, and other conduct which interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Sexual harassment is a form of sex discrimination and is prohibited by this policy, Title VII of the Civil Rights Act of 1964 ("Title VII"), and Title IX of the Education Amendments of 1972 ("Title IX"). Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where:
- Submission to such conduct is made a condition of employment or education;
- Submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or
- Such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile or offensive learning or work environment.

Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault. Under Illinois law (720 ILCS 5/12-13) the crime of criminal sexual assault is committed when a person does any of the following:
- Commits an act of sexual penetration by the use of force or threat of force
- Commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent
- Commits an act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member
- Commits an act of sexual penetration with a victim who was at least 13 years of age but less than 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim

Section 8.25   College Rules
- Except on special occasions, all food consumption is limited to the student lounges and cafeteria. Food and drink may not be taken to other unauthorized places.
- Students must leave college premises at closing time unless written permission has been received from an authorized official.
- Every student is required to carry an official college identification card at all times and to display it upon request of any member of the faculty, staff, administration, and security officers.
- Children must not be left unattended and should not be on campus for extended periods.
- Gambling is not allowed on college premises.
- Changes of names and addresses must be reported promptly to the Office of the Registrar.

Section 8.26   Drug and Alcohol Free Campus

Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action:

- Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
- Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.

More information is available on our Consumer Information webpages.

Section 8.27   Headcovering Policy

Students entering City Colleges of Chicago buildings are required to remove all head coverings unless such coverings are associated with religious beliefs or documented medical conditions.

Section 8.28   Religious Accommodations

City Colleges of Chicago will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Students who are unable to attend classes or to participate in any examination, study, or work requirement on a particular day based upon a sincerely held religious belief may be excused and have an opportunity to make up the examination, study or work requirement missed because of such absence on a particular day. To be excused for such absences, students must notify their instructors well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance, provided that the make-up examination, study, or work does not create undue hardship for the college. No charges of any kind shall be assessed by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this policy. Excused absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination. Students may raise any claim that they have been denied an educational benefit due to their religious beliefs or practices under this policy through the EEO Office.

Section 8.29   Health Examinations

All students must comply with any requirement of the Department of Health of the City of Chicago as a precondition to their admission or continuance as students of CCC and must submit to a health examination when directed to do so by the College President.

Section 8.30   Infectious Diseases

The Chancellor, College President or their designees will report all incidents of infectious diseases to the City of Chicago Department of Health or other responsible public agency as required by law upon report, to the Chancellor, College President or their designees will follows the direction of the responsible public agency.

Section 8.31   Tobacco-Free Campus

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, the use of all tobacco products (including smokeless tobacco products) is prohibited on all CCC campuses, satellite locations, District Office and offsite facilities, including parking lots. A healthy campus is defined as a tobacco-free campus which prohibits the use of all forms of tobacco (including but not limited to cigarettes, cigars, pipes, hookah, electronic cigarettes, chew, snuff, and other smokeless tobacco products) and the sale of these products on campus-owned or leased property, including buildings, grounds, plazas, ramps, parking lots and outdoor common areas. No ashtrays or smoking shelters are provided on tobacco-free campus grounds.

To minimize health risk, improve the quality of air and enhance the CCC environment, no consumption of tobacco or tobacco product is allowed on any College property or in any College facility; this includes all buildings, College owned or leased vehicles, walkways, inside College or fleet vehicles, College grounds, sidewalks and streets within the campus proper and any other college owned property. Littering the campus with the remains of tobacco products or any other disposable product is prohibited.

In furtherance of this policy, CCC actively promotes smoking cessation assistance and prevention services to students, faculty and employees who wish to stop using tobacco products. Assistance to students, faculty and employees to overcome addiction to tobacco products and information regarding cessation programs is available through the various CCC Wellness Centers or other partners.

Section 8.32   Safety & Security Policy

The City Colleges of Chicago has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, it is the intent of CCC to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property. More information is available at the Office of Safety & Security.

Section 8.33   Alert System

In case of emergency CCC students will be notified via email, home or cell phone, and/or text message as indicated by registering with the CCC Emergency Alert System.

Section 8.34   Responsible Computer Use

Faculty, staff and students are required to comply with CCC's Responsible Computer Use Policy in Article 6, *Board Policies and Procedures for Management & Government*.

Section 8.35   Student Misconduct

Any violation of the above stated categories may result in an informal or formal hearing resulting in one or more of the sanctions as deemed appropriate by a City Colleges of Chicago official:

Disciplinary Warning	A written reprimand stating that further misconduct will bring more serious action.
Disciplinary Probation	A written statement disqualifying a student for a specific period of time up to one (1) calendar year from participating in extra/co-curricular activities at any college. Additionally, written sanctions may be detailed describing more serious action if further violations occur.
Restitution	A written requirement that the student provide reimbursement for misappropriation of funds or damage to City Colleges' property, or that of an individual. Reimbursement may take the form of appropriate service to repair or compensate for damages.
Community Service	A written requirement that a student perform a certain number of community service hours at CCC prior to the end of term. Completion will afford students full reinstatement of privileges.
College Suspension	A written notice of exclusion from the college, and/or class(es), privileges, and all college activities for a specified period of time of up to one (1) calendar year after which the student may be eligible to return. Conditions for readmission may be specified.
College Dismissal	Privileges to attend a certain college are permanently revoked. Attendance at another City College are contingent on the other college's approval.
Districtwide Expulsion	Student indefinitely restricted from enrolling or attending classes, or accessing any extra or co-curricular activities or privileges offered at any of the City Colleges of Chicago. A permanent notation of expulsion will be placed on the student's transcript.
Revocation of a Previously Awarded Degree or Certificate	The revocation of a previously awarded degree or certificate. Note: both the student's previously awarded degree or certificate and the revocation of such award will be included in the student's permanent academic record and will appear on the student's official transcript.

Section 8.36   Access to College Facilities

Policy history: [Access to College Facilities](#).

During the hours* when the Office of Admissions, Administration, Office of the Registrar, Financial Aid and auxiliary services of the college are normally open to the students and faculty, the offices of each college shall be opened also to members of the public having business with, or seeking information from, the college. However, visitors or outsiders may be required by college personnel to present identification and to state or record their presence, destination, and purpose when seeking admission to the college's facilities under security procedures deemed necessary by the Vice Chancellor of Safety and Security or the Director of Safety and Security.

Except as otherwise ordered, college facilities shall be closed to unauthorized personnel after normal college hours. College facilities also shall be closed to the public in emergency situations and at such other times as may be necessary for the orderly conduct of the college's business.

Admission to college facilities during periods when such facilities are closed to the public will be limited to authorized individuals who may be required to sign the register and/or display identification documents when requested by security staff or other authorized individuals.

* Hours vary at each college.

Section 8.37   Student Travel and Chaperone Policy

Procedures: [Student Travel and Chaperone Policy – Procedures](#).

CCC encourages its students to participate in off-campus programs that provide valuable learning opportunities and enforces specific student travel policies to support student well-being and safety and responsible management of travel expenses. Students and Chaperones are required to follow specific guidelines based upon the type of student group that is traveling. While travel approval requirements vary by student group, travel must be pre-approved by following the specific student group's guidelines for release forms, medical forms, MOU certifications, trip sponsor and chaperone requirements, means of travel, and reimbursement.

Because CCC-sponsored student travel is considered an official student activity, all CCC student conduct policies apply.

Student Travel Chaperones have many responsibilities before, during, and after the sponsored trip; while in route; and while at the destination of the sponsored trip. Chaperones follow CCC chaperone guidelines for handling of emergencies, response to participant concerns and problems, on-the-spot provision of trip documents, and monitoring of participant's behavior and whereabouts. Chaperones adhere to CCC drug and alcohol policies and other policies and guidelines including the Clery Act, FERPA, and HIPAA.

Section 8.38   Individuals Visiting Classes

Policy history: [Individuals Visiting Classes](#).

Only individuals who are officially registered for a class shall be allowed to be present in a class. Students may not bring children into the classroom while instruction is occurring. College administrators do not require written permission to visit a class.

INSTITUTIONAL POLICIES

ARTICLE IX. APPROVING, REVIEWING & SUNSETTING PROGRAMS

Section 9.01   Application of Rationale for Awarding Student Semester Credit
Policy history: Application of Rationale for Awarding Student Semester Credit.

City Colleges of Chicago defines credit hour in accordance with applicable federal, state, and regional accreditation standards and regulations[3]. The basic measure shall be adjusted proportionately to translate the credit hour value to all academic calendars and modalities of instructional delivery.

CCC defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that as an institutionally established equivalency that reasonably approximates not less than:

1. One contact hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester hour of credit; or
2. At least the equivalent amount of work over a different amount of time; or
3. The equivalent amount of work as required in this definition for other academic activities as established by the college, including laboratory work, internships, directed studies, practicums, studio/performance work, and other work leading to the award of credit hours.

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[3] *Federal definition of credit hour, U.S. Dept. of Education - 34 CFR 600.2 (11/1/2010).*
Higher Learning Commission, Policy Number FDCR.A.10.020 available at
http://policy.hlcommission.org/Federal-Regulation/assignment-of-credits-program-length-and-tuition.html.

(a) Definition for Awarding Student Credit

The definition for awarding student credit is as follows:

Category	Semester Credit Hours	Minimum Number of Contact Hour(s)* Per Week
Lecture/Discussion/Demonstration/Seminar	1	1
Laboratory or Studio	1	2**
Clinical Lab	1	2**
Independent Projects	1	3
Cooperative Work Experience full-time (20 hours or more)	1	10
Cooperative Work Experience part-time	1	5
Field Trips	1	3
Open Laboratory Experience	0	1
Dependent upon external accrediting agency requirements.		

Notes:
> One Contact Hour = 50 minutes.
> *Based on an approximately 16-week term; other term lengths should be pro-rated accordingly.
> **It is possible to increase the number of contact hours per credit hour when justified by the type of instruction necessary to meet the learning outcomes and/or for specific programmatic accreditation/licensure.
> > Laboratory or Studio – Up to 3:1
> > Clinical Lab – Up to 4:1

Section 9.02   Course and/or Program Approval

Policy history: Course and/or Program Approval.
Procedures: Course and/or Program Approval – Procedures.

Curriculum must address the requirements set forth by external governmental and accrediting agencies and the City Colleges of Chicago Board of Trustee policies. Accordingly, curriculum development shall be structured through a development, review and recommendation of a collaborative process known, effective August, 2014, as the Proposed Academic Curriculum Changes process (PACC), which replaces the former twelve-step curriculum review process known as Proposed Academic Changes process (PAC).

This structured process, which shall be collaboratively implemented and conducted by faculty, district and college administrators, will provide a clearly defined development, revision, and recommendation process for all credit (Program Classification System Codes 1.1, 1.2, and 1.4) courses and programs offered by any of the City Colleges of Chicago (CCC).

The PACC process shall:
- Promote and ensure collaboration among administrators and faculty;
- Designate a tenured, faculty member to facilitate (curriculum facilitator) curriculum initiatives for each college and the district;

- Distinguish curriculum development and curriculum review;
- Increase understanding of required compliance with outside agencies and governing bodies;
- Provide a curriculum development framework that supports the goals and expectations of external agencies and accrediting bodies;
- Assure that new and revised courses and programs support the mission and goals of the City Colleges of Chicago (CCC);
- Provide a web-based solution to store, manage, and track changes to courses and programs.

Substantial changes to the PACC process, (e.g., curriculum development rubrics for courses and programs) will be a collaborative process with the mutual agreement of faculty, district and college administrators.

Section 9.03   Program Review
Policy history: Program Review.
Procedures: Program Review – Procedures.

The City Colleges of Chicago (CCC) provides administrative support, guidance, and training for the annual Illinois Community College Board (ICCB) Five-Year Program Review reporting and submission process for the seven colleges within Community College District 508. CCC's compliance with the schedule of reviews mandated by ICCB guarantees that each of the seven colleges is actively engaged in a systematic, college wide program review process for evaluating:
- Transfer/General Education,
- Adult Education,
- College to Careers (C2C),
- Vocational/Tech Programs,
- Student Services, and
- Academic Support Programs.

In accordance with ICCB regulations, at least once within a five-year cycle, each instructional program, student service, and academic support function is evaluated. CCC will provide access to the most current ICCB Five-Year Program Review Schedule and the ICCB Five Year Review Grid.

Section 9.04   Sunsetting Programs
Policy history: Sunsetting Programs.
Procedures: Sunsetting Programs – Procedures.

CCC periodically reviews its academic programs and services to ensure:
- Relevance
- Fit with CCC capabilities

- Excellence in the delivery of instruction and services
- Pathways to careers or transfer

Such reviews may result in the discontinuation of certain academic programs. In such cases, CCC works to provide a pathway to completion for students currently pursuing such programs.

Section 9.05 Cooperative Sub-Contractual Arrangements with Outside Agencies

Policy history: Cooperative Sub-Contractual Arrangements with Outside Agencies.

The principle of open enrollment must be maintained in all cooperative or sub-contractual instructional arrangements with outside agencies, public or private. The only legal basis for restricting enrollment, according to the Illinois Public Community College Act, are space limitations, relevant course pre-requisites, and program admissions requirements. This policy does not preclude off-campus courses or courses offered at the request of a particular public or private agency as long as reasonable provisions for the entry of any City Colleges of Chicago student are maintained.

College credit for courses offered in a cooperative or sub-contractual arrangement may be allowed only if:
1. Courses are approved by the Illinois Community College Board.
2. Courses are listed in the City Colleges of Chicago catalogs and City Colleges of Chicago Course Master Files or are eligible for listing.

ARTICLE X.   UNDERSTANDING CCC INSTRUCTIONAL POLICIES

Section 10.01   Academic Assessment
Policy history: Academic Assessment.

At the City Colleges of Chicago, assessment is considered a systematic and ongoing process that collects aggregate data about what students know and can do based on measurable student learning outcomes for:
- General Education: Communications, Mathematics, Physical/Life Sciences, Humanities/Fine Arts, Social/Behavioral Sciences, and Human Diversity;
- College to Careers (C2C) programs;
- Core courses for academic programs;
- Early College;
- Adult Education.

Our assessment processes are driven by the imperative to consistently improve student learning for all of our students. Data, analysis, and discourse resulting from the assessment process serve to inform improvements in pedagogy, course content, curricula, learning resources, and student services. The faculty must own and drive the assessment process with administrative support. Faculty and administration will use assessment findings and recommendations to improve student performance, student development, and student achievement.

Section 10.02   Criteria for Approval of Faculty Programs

Policy history: [Criteria for Approval of Faculty Programs](.).

The preparation of teacher programs shall be the responsibility of the Department Chairperson in consultation with the faculty member and subject to the limits established by the seniority provisions listed in the collective bargaining agreement.

1. Scheduling must meet the needs of students.

2. All full-time faculty members must have classes on four (4) days of their duty week. No faculty member shall be required to teach on more than five (5) days per week for his/her regular program. A faculty member of variable load light may have a duty week of four (4) days in which case there shall be teaching duties on at least three (3) days. All librarians shall show their meal times, which shall not be the beginning or end of the duty day. (Note: Faculty may select overtime in a manner that leads to a six-day work week.)

3. No additional hours are to be allowed for combined classes.

4. Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit.

5. No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. Article VIII.D.3 of the collective bargaining agreement states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed (a) to complete the program of a faculty member, or (b) where student needs, as determined by the Administration, make such scheduling necessary.

6. Conference and advisement hours are sixty (60) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member's program. No conference and advisement hours may begin or end within ten (10) minutes of the faculty member's class time. Wherever possible, they should not be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day

of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member's students.

7. Teacher program forms should accurately reflect all activities.

8. Each full-time faculty member shall be available for thirty (30) hours per week for teaching, advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (per Article VIII.D.2 of the collective bargaining agreement).

9. **An instructor teaching an online or a hybrid course may use virtual hours proportional to the number of online or hybrid courses she/he is teaching during the academic semester** to meet their contractual office hours for that course. The instructor must document virtual hours appropriately by using a medium (e.g., real-time chat or teleconferencing) that will record their virtual hour sessions. All faculty irrespective of the medium (face-to-face, online, or blended/hybrid) are expected to schedule and keep seven office/advising hours as stated in number 8 above.

10. Overtime beyond the 6 hours permitted by Article VI.A.4 of the collective bargaining agreement may not be assigned until authorization is given by the Vice President of Academic Affairs at the college and approved by the District Office.

11. All full-time faculty members are required to participate in the annual graduation ceremony.

Section 10.03   Cooperative Education Guidelines
Policy history: [Cooperative Education Guidelines](#).

Students who have completed 12 hours of credit in their major field of study and who are following the prescribed program sequence in the catalog may enroll in Cooperative Education programs.

The following schedule reflects a clarification of faculty load for the cooperative education program:
    Seminars = 1:1, maximum of contact hours for load
    Visitations in Field = 2:1, minimum of 4 hours for a maximum of 2 contact hours for load

Example:
    2 seminars + 2 visitations per week = 3 contact hours for load
    2 seminars + 4 visitations per week = 4 hours for load

Faculty may not exceed six (6) contact hours of load for coordinating Cooperative Education programs.

Section 10.04   Copyright
Policy history: [Copyright](#).

The Board of Trustees recognizes that the value of all copyrighted prints and technological works as intellectual and academic property must be properly attributed to the author of the work whenever used fairly by the City Colleges of Chicago in academic programs. The Board of Trustees does not condone copyright violations which would harm an author's or representative's right to royalties or licensing fees in unfair use. The Board of Trustees will take appropriate disciplinary action against unfair uses which would subject the Board to liability for copyright infringement whenever these abuses become known, or when copyrighted work which is the property of the Board is improperly appropriated or used for the profit of others without the Board's knowledge or prior written consent.

Section 10.05   Substitutes for Librarians
Policy history: [Substitutes for Librarians](#).

Because the purpose of providing substitutes for academic instruction is to minimize the loss of instructional time for students, such a need does not exist for the non-instructional professional activities of librarians. Therefore, substitution shall <u>not</u> be authorized for librarians absent from their librarian duties because of illness or personal business.

1.   In the case of librarians who are performing classroom instruction, a substitute shall be authorized in the event of absence for reasons of illness or personal business as of the second day of the second hour of a three (3) or more contact hour class of each absence. Such substitution must be provided by a qualified faculty member and, for there to be substitute compensation, the substitution must be performed outside of the regularly scheduled six-hour day. Compensation shall be at the prevailing substitute rate shown in section VI.A.3 of the Board-Union Agreement (Local 1600).

Section 10.06   Arrangements for Substitute Teaching
Policy history: [Arrangements for Substitute Teaching](#).

A faculty member may not, on his/her own initiative, make arrangements for class coverage when said faculty member is on an approved leave or is otherwise absent. Arrangements for such substituting shall be made by the Department Chair, within in the provisions of the Board-Union Agreement (Local 1600), with the approval of the Academic Dean and/or Academic Vice President.

It shall be the primary responsibility of the Department Chair to insure that all instances of absence and substitute coverage, including unauthorized coverage, are reported to the Academic Dean and/or Academic Vice President.

Faculty members will not be compensated for substituting unless the coverage was arranged by the Department Chair with the approval of the Academic Dean and/or Academic Vice President.

Section 10.07   Assignment of Faculty from Other City Colleges
Policy history: [Assignment of Faculty from Other City Colleges](#).

The Academic Vice President of a faculty member's home college and the Academic Vice President of the receiving college must review all assignments (classes and/or special assignments) <u>before</u> they are finalized. This is essential so that the effect of these assignments is reflected in the teacher loads at the home college.

Any assignments, including Professional & Personal Development (Continuing Education) and online learning, that apply to faculty members from other colleges must follow the above procedures.

Section 10.08   Full-Time Faculty Assignments at Other City Colleges
Policy history: [Full-Time Faculty Teaching from Other City Colleges](#).

Pursuant provisions of the collective bargaining agreement, Article VIII.F.3 and 4 of the Board Union Agreement (Local 1600), the priority for the assignment of regular programs or extra work is:
   a.   Faculty within the department
   b.   Faculty from other Colleges
   c.   Lecturers (according to the union board agreement)
   d.   Administrators
   e.   Emeritus retired faculty

Section 10.09   Overtime/Extra Work
Policy history: [Overtime/Extra Work](#).
Procedures: [Overtime/Extra Work – Procedures](#).

Pursuant to the collective bargaining agreement, Article VI.A.4 Faculty members shall be permitted to teach up to six contact hours of overtime each term.

Section 10.10   Summer Term Assignments
Policy history: [Summer Term Assignments](#).

   1.   Pursuant to the collective bargaining agreement, Article VI.A.4 faculty members shall be permitted to teach up to eight contact hours each summer school term. The rate of pay for summer school assignment for a faculty member shall be 75% of a pro-rata portion of his base rate of pay. In no instance shall the total load for a faculty member be in excess of eight (8) contact hours.

2. Bumping will be permitted until the first day of class, if course cancellations have occurred. A faculty member with a greater number of rotation points shall not be permitted to eliminate the teaching program of a less senior faculty member on the basis of seniority. All claims based on seniority are subject to review of qualifications, which shall be controlling.

3. Where a faculty member is replaced <u>after</u> a textbook selection has been made and opportunity offered for purchase, such textbook <u>shall</u> be utilized by the replacing faculty member.

4. Summer term faculty members are to hold two (2)conference hours and two (2) advisement hours per week if teaching six (6) contact hours and one (1) additional conference/advisement hour for seven (7) and/or eight (8) contact hours. Faculty members teaching less than 6 contact hours in the summer shall hold conference hours on a prorated basis.

5. Faculty can be assigned up to thirty (30) hours of professional duties when granted a full-time summer assignment. Such hours are to be prorated where faculty members are assigned less than a full-time summer assignment.

Section 10.11   Overtime Assignments for Faculty at Other City Colleges

Policy history: Overtime Assignments.

No overtime assignments are to be given to a faculty member from another of the City Colleges until the Academic Vice President of the faculty member's home college has been contacted and has reviewed the assignment.

This notification is vital in order to keep the Academic Vice President informed as to which faculty members at their college are being proposed for overtime to prevent any "double" overtime assignments. This applies to College Credit, online learning, Adult Education, and Professional & Personal Development (Continuing Education) class assignments.

Section 10.12   Payment for Classes with Excess Enrollment

Policy history: Payment for Classes with Excess Enrollment.
Procedures: Payment for Classes with Excess Enrollment – Procedures.

Class size maximums shall follow the guidelines set forth in Article VIII.A of the collective bargaining agreement. Based on the determining factors listed in the CBA, faculty members will be eligible for payment for classes with excess enrollment.

Section 10.13   Extra Work Compensation
Policy history: [Extra Work Compensation](#).

Extra work time and compensation shall be in accordance with the collective bargaining agreements and Memorandum of Understanding for Bargained for Employees at City Colleges of Chicago: http://www.ccc.edu/menu/Pages/Union-Contracts.aspx.

(a) Semester Teaching Load: Full-Time Faculty
In accordance with the Memorandum of Understanding English Composition between City Colleges and Local 1600, effective June 16, 2013:

Class Load for Faculty Credentialed to Teach English Composition shall be dictated by the following:
- The following courses are English Composition courses in department 035: 098, 100, 101, 102, 105, 107, 201, and 241. The following courses are ESL English Composition courses in department 135: 098, 099, and 100.
- In order to receive the class load of 12 hours, faculty who teach English composition courses must teach a minimum of nine (9) contact hours of English Composition.
- Integrated courses, which are six-hour courses in department 136 and 139, will be counted as three (3) contact hours of English Composition. English faculty who teach two integrated courses and teach an additional English Composition course, as defined above will be compensated for overtime for the additional three-hour composition course.
- Faculty with three (3) hours of release time in an English Department must teach six (6) contact hours of English Composition in order to receive the class load of 12 hours. Faculty with six (6) hours of release time must teach three (3) contact hours of English Composition in order to receive the class load of 12 hours.

(b) Faculty Assigned to Teach Clinical Hours
Effective fall 2005, faculty members assigned to teach clinical hours in nursing shall receive one contact hour for each hour of clinical work.

(c) Semester Teaching Load: Part-Time Faculty
Per the Memorandum of Understanding Regarding Workloads for CCCLOC, January 2009:

Maximum Contact Hours – probationary and non-probationary part-time faculty members may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term.

Part-time faculty teaching Composition may be assigned to teach no more than three (3) courses or eleven (11) contact hours, whichever is less per regular academic term. English Composition courses are courses in department 035: 098 100, 101, 102, 105, 107, 201, and 241 and ESL English Composition courses in department 135: 098, 099, and 100.

Part-time faculty may be assigned to teach up to two (2) courses or ten (10) contact hours during the summer term. The foregoing workloads are exclusive of intermittent substitution assignments.

(d) Semester Teaching Load for Part-time faculty and Adult Educators teaching Foundational Studies

Probationary and non-probationary part-time faculty teaching foundational studies may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term which is consistent with the Memorandum of Understanding, dated January 2009.

The maximum combined contact hours for Adult Educators to teach adult education courses and foundational studies reading, writing, and math must not exceed the total contact hours per week allowed by AFSCME contract.

(e) Overtime and Summer Session Pay

Pursuant to Article VI.A.4 of the collective bargaining agreement, the rate of pay for overtime assignments for a faculty member shall be 30% of a pro-rata portion of his/her base rate of pay. However, the minimum rate of pay for overtime assignments shall be $625 per contact hour. The rate of pay for summer school assignment for a faculty member shall be 75% of a pro-rata portion of his/her base rate of pay.

Section 10.14   Funded Project Salaries and CCC Faculty

Policy history: Funded Project Salaries and CCC Faculty.

1. A project activity may become part of a faculty member's regular program. In this case, salary payment <u>must</u> be (by the faculty member's employment contract) at the regular rate of pay. If the project budget does not allow for this rate, i.e., contains insufficient dollars for the purpose, such an assignment cannot and should not be made.

2. A faculty member <u>may</u> be assigned to a project activity in addition to his/her regular full-time program provided:
    a. The assignment is not in excess of 25% working load equivalent and is performed <u>in addition</u> to his/her regular duties.
    b. The project budgeted dollars or line item is adhered to. When such assignments are made, it must be clear that the rate of pay is governed <u>by the grant budget and City Colleges of Chicago salary guidelines</u>, and not by the <u>Board-Union Agreement</u>.
    c. The grant budget cannot, by law, be exceeded, except where warranted by the grantor agency. Monies from grant budgets cannot be used for any purpose other than that specified by the grant as a whole. In other words, grant account monies <u>may not</u> be transferred to an unrestricted account, nor can unrestricted account monies be transferred to a grant account.

d. No faculty member should be given an assignment at a salary rate which differs from his/her regular salary rate without a written justification by the college administration.

Section 10.15   Physical Education Instruction

Policy history: Physical Education Instruction (formerly Health and Fitness Science Instruction).

City Colleges may adopt the job titled Physical Education Instructor at various colleges. The job description is for a faculty position in Local 1600.

- Faculty members teaching Physical Education shall have a regular teaching load of 24 contact hours per semester.
- Extracurricular sports and physical education instruction are and shall remain separate functions of City Colleges. The parties expressly acknowledge that coaching opportunities shall be allocated by the Presidents of the Colleges in accordance with the needs of the extracurricular programs. No faculty member shall have rights to or priority in selection for coaching assignments.

New faculty teaching Physical Education must adhere to the Memorandum of Understanding (Cook County College Teachers Union, Local 1600 AFT, AFL-CIO) Regarding Health and Physical Fitness Instructors and Coaches signed spring 2009.

Section 10.16   Guidelines for Special Non-Teaching Assignment for Faculty

Policy history: Guidelines for Special Non-Teaching Assignment for Faculty.

(a) Definition

A. For purposes of these guidelines, special assignments are referred to as non-teaching assignments for faculty members and defined as special purpose, professional activities of college-wide or district-wide significance that are dependent upon faculty leadership and coordination for achieving desired outcomes and are beyond the normal duties and obligations of a full-time faculty member.

B. Full-time faculty members have professional duties and obligations for up to 30 hours per week as part of their regular program. (See Article VIII.F.4.c of the collective bargaining agreement "Criteria for Approval of Faculty Programs,")

C. The following assignments are not covered by these guidelines:
    a. Course instruction, including Adult Education, Professional & Personal Development (Continuing Education), special interest, and professional development;
    b. Course coordination and supporting curricular work for online learning courses; and
    c. Clinical coordination for allied health programs, requiring separate accreditation or regulatory standards.

(b) Approval of Assignments

A. Non-teaching assignments must be approved by the President, for hours within the college's allotment. Additional hours may be approved by the Chancellor. Requests must be submitted through the Special Assignment process.

B. Work may <u>not</u> be initiated on a non-teaching assignment until formal approval has been given.

C. Non-teaching assignments of the following types are among those that may be approved:

   a. <u>Academic</u>: Work of an academic nature that is outcome or product-oriented, best performed by a faculty member, and beyond normal academic, professional, and department activities.

   b. <u>Administrative Support</u>: Administrative work related to academic management, governance, academic support, or similar college function that requires a work product.

   c. <u>Project</u>: Implementation of a pilot program, research project, or grant activity beyond normal required faculty duties.

   d. <u>Publication</u>: Writing, editing, or production coordination of a major publication or report.

(c) General Policies

A. A President may authorize non-teaching assignments of release time at his/her discretion. No additional approvals are required. At colleges preparing a self-study for HLC/NCA accreditation, the President may assign additional contact hours per semester for a faculty coordinator.

B. A Vice Chancellor may request approval from the Chancellor for the services of a faculty member on a non-teaching assignment for released time. The request is subject to the approval of the President of the college to which the faculty member is assigned.

C. Specific qualifications for faculty selection will be determined by the President or Vice Chancellor who initiates the assignment.

D. Any assignment of a faculty member to non-teaching duties for more than six (6) contact hours of released time during a semester is reserved for the Chancellor.

(d) Released Time for Load/Compensation by Stipend

A. Released time will be for load. Combinations of stipend and released time for one assignment are not allowed.

B. Stipends must be approved in advance. Payment will be based upon the number of working hours projected for the assignment. The cost center shall be included for all requests.

(e) Reporting, Processing and Evaluation

A. All non-teaching assignments beyond the college allotment must be submitted to the Chancellor for approval preferably at least 30 days prior to the beginning date of the semester. If approved, copies will be forwarded to the Vice Chancellor for Human Resources for processing.

B. An evaluation report may be requested by the college or Vice Chancellor who initiates the assignment at the end of each semester or academic year for each non-teaching assignment. This report may be written by the faculty member performing the non-teaching assignment, then reviewed by the President or Vice Chancellor, and, finally, submitted to the Executive Vice Chancellor & Chief Strategy Officer.

NOTE: Administrators/non-bargained for personnel shall not be awarded compensation to work on special assignments. Non-academic personnel may be awarded compensation to work on special assignments subject to applicable collective bargaining agreements.

Section 10.17   Outside Employment
Policy history: [Outside Employment](#).

In accordance with Board policy, all Full-Time Administrators, Full-Time Faculty and Full-Time Training Specialists are required, when requested, to report all outside employment by completing an Outside Employment form. (See Employee Manual Section III, page 60.)

The Office of Human Resources will furnish the actual date when certification forms are due.

The holding of the equivalent of two or more full-time positions is prohibited by District policy.

Section 10.18   Faculty Pre-Registration Assignments
Policy history: [Faculty Pre-Registration Assignments](#).

Faculty members who agree to perform registration duties outside of the week before class at the request of the administration, over and above regularly scheduled advising and conference hours, can be given credit for time logged. Such hours are to be credited toward the six-hour day required during the regular registration period.

Credit awarded for pre-registration assignments will be an hour-for-hour exchange.

Section 10.19   Faculty Teaching Professional & Personal Development (Continuing Education)
Policy history: [Faculty Teaching Professional & Personal Development (Continuing Education)](#).

College credit faculty members may teach Professional & Personal Development (Continuing Education) courses provided their load in combination with these classes does not exceed the limit set by the collective bargaining agreement. Payment for PPD courses is based on the PPD scale.

The lectureship must be approved by the Academic Vice President and the PPD Dean.

Section 10.20   Full-time Faculty Teaching Online Learning and College Success Courses

Policy history: Full-time Faculty Teaching Online Learning and College Success Courses.

(a) Online Courses Taught for Load

In accordance with the Memorandum of Understanding dated December 9, 2008 and supported by Article IX.Q of the collective bargaining agreement regarding online learning courses, college credit full-time faculty members may teach one online course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600) and the faculty member has successfully completed the required training.

(b) College Success Courses Taught for Load

College Credit full-time faculty members may teach one College Success course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each semester.

(c) Training Requirements for Teaching Online and College Success Courses

Faculty teaching online or College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses.

NOTES:
- Full-time faculty may teach:
  — One online learning course for load and one course for stipend, or
  — One College Success course for load and one course for stipend, or
  — Either one online learning course or one College Success course for load and one for stipend.

- College credit full-time faculty *cannot* teach both online learning courses and College Success courses concurrently in the same semester for load. If the online course taught by the faculty member is the college success seminar, then the faculty member may not teach an additional on line course for load.

- All online learning and College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic departments take precedence over faculty load requests for either College Success or online learning.

- Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses and College Success courses acknowledge that the textbook, online course shell (available via the learning

management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. Therefore, online course and College Success course instructors must agree to use them as a condition of teaching the course.

- Payment for online learning and College Success courses is based on established payment for full-time load or stipends as stated in the Local 1600 contract.

Section 10.21   Guidelines for Non-Instructional Employees to Teach
Policy history: Guidelines for Non-Instructional Employees to Teach.

(a) Purpose
To establish eligible employees and guidelines to manage the assignment of non-instructional employees to teach part-time.

(b) Eligible Employees
Full time, salaried, non-bargained for employees that are classified as Exempt in accordance with the Fair Labor Standards Act, may teach ONLY one class per term.

(c) Guidelines
Following are the teaching guidelines for full time, salaried, non-bargained for, exempt employees ("non-instructional)".
1. A non-instructional, exempt employee who wishes to teach MUST meet the appropriate qualifications to teach.
2. A non-instructional exempt employee may be assigned to teach AFTER the assignment of courses to Full-Time Faculty within the department, Full-Time Faculty from other Colleges, and lecturers (according to the union board agreement).
3. A non-instructional, exempt employee who wishes to teach during regular work hours must first obtain pre approval from his/her immediate supervisor for an appropriate adjusted work schedule.
4. The teaching request and the adjusted work schedule must be reviewed, approved and signed by the College Vice President.
5. A non-instructional, exempt employee approved and assigned to teach credit courses may teach no more than one (1) course per semester. If approved to teach non-credit courses, the employee may teach no more than 6 to 8 hours per semester.
6. A non-instructional, exempt employee assigned to teach must complete the necessary preparation time outside of the employee's regular or adjusted work schedule hours. Preparation must not be completed during scheduled work hours.
7. A full-time, non-instructional, exempt employee teaching classes after hours, on the weekends or online is subject to the same rules as any part-time instructor. Preparation is not to be completed during scheduled work hours.

(d) Calculation of Pay

A non-instructional, exempt employee assigned to teach shall be paid at the established rate approved by the Board of Trustees for non-union, adjunct faculty.

(e) Exceptions

Any exceptions to this policy must be submitted by the college VP or their designee to the Executive Vice Chancellor and Chief Strategy Officer <u>and</u> VC of HR for approval <u>prior</u> to assigning the non-instructional employee to teach any course.

Section 10.22   Criteria for Lane Advancement

Policy history: Criteria for Lane Advancement.

Pursuant to Article VI.G.3 lane advances are effective on the anniversary date of the faculty member, only after the faculty member meets the requirements for advancement. The anniversary date is the day that commemorates the full-time hire date on the same day of the year as the initial event.

Faculty members employed as of July 15, 2013 will be advanced to a higher lane if he meets the criteria set forth below for each lane:

(a) Lane II

A master's degree plus fifteen (15) semester hours of graduate credit and the achievement of tenure in the City Colleges of Chicago, except that faculty members in active service status in Lane I prior to September 1, 1971, shall not be required to earn any credit hours but shall be automatically advanced to Lane II upon the achievement of tenure in the City College of Chicago.

(b) Lane III

Earned doctorate degree (Ph.D. or Ed.D.) or master's degree plus thirty (30) semester hours of graduate credit, and, in either case, six (6) years of college teaching experience, which shall include four (4) years of continuous teaching service in the City Colleges of Chicago in Lane II.

(c) Lane IV

Earned doctorate degree (Ph.D. or Ed.D.) or master's degree plus sixty (60) semester hours of graduate credit, and, in either case, eight (8) years of college teaching experience which shall include four (4) years of continuous teaching service in the City Colleges of Chicago in Lane III.

Pursuant to Article VI.G.3.b.(1), all graduate credit (to be counted towards lane advancement) must be earned subsequent to the time when the master's degree was awarded, and either 1) in the faculty member's teaching certificate, or 2) in a subject that faculty member has taught at the college level or might reasonably be asked to teach, or 3) in a formalized in-service program offered by the college administration.

Section 10.23   Contract Renewal and the Issuance of Tenure

Policy history: [Contract Renewal and the Issuance of Tenure](.).

Faculty members hired for full-time employment after the Spring 2013 term must comply with the following policy:

(a) External Jurisdictions

Tenure at CCC must comply with both Illinois state law and the Agreement between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter "the contract").

(b) Faculty Progress in the Talents of Teaching

Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows:

1. In the first semester, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching.
2. In the second semester, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution.
3. In the third semester, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan.
4. Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth semester.
5. In the fifth semester, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching.

(c) Tenure Assistance Program

Tenure-track faculty members will participate in and complete the Tenure Assistance Program (hereafter "TAP"). This program includes an orientation before the faculty member's first semester of full-time teaching, a seminar during the second semester, and participation in a mentor program. Faculty members hired for full-time employment for the Spring 2013 term or earlier may not participate in the TAP.

The initial orientation of faculty members will be a formalized in service program.

Tenure Track Faculty	Orientation Completed	Credit earned = two (2) graduate credit hours toward Lane Advancement
Tenure Track Faculty	Second Semester Seminar Completed	Credit earned = four (4) graduate credit hours toward Lane Advancement

(d) Required Evidence for Evaluation

Evidence of a tenure-track faculty member's teaching quality and progress towards achieving tenure will be evaluated using the following sources of evidence:

1. Formal classroom observations
2. Student course evaluations
3. Retention and course success data
4. Second Semester Review Report
5. Self-evaluative and reflective documents in each portfolio
6. Teaching and service philosophy.
7. Individualized Learning and Service Plan,
8. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching.

(e) Evaluation Procedures

A faculty member's department will recommend to the college president for or against contract renewal (first and third semesters) and on the issuance of a tenure contract (fifth semester). The college president will submit for board approval either a contract renewal or tenure contract recommendation as appropriate.

1. Evaluation by the Department
   As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.

   Before voting, the members of the department will review the completed portfolio.

   As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.

2. Evaluation by the College Administration and President
   i. Use the Talents of Teaching to evaluate tenure track faculty members.
   ii. Complete a portfolio rubric and recommendation with rationale based upon a review of the portfolio and department chair letter.
   iii. Submit the portfolio rubric and recommendation with rationale for board approval. Provide copy for tenure track member.
   iv. Meet deadlines for February Board approval.

3. Action by the Board
   Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract.

The faculty member is informed of the Board decision by the College President. All Board decisions are documented in the minutes which are posted on the CCC website.

(f) Ongoing Process Review

1. TAP leaders, Deans, and District administration will meet regularly to review the tenure process and its implementation.
2. In instances where there is a conflict between the timing of college wide events and district-wide tap events all efforts should be made by college administrators to support the TTFM's attendance of the district-wide tenure assistance program event.
3. Annual College Administration Tenure Process Report.
    i. Each college will conduct a self-study of their tenure process and activities for the preceding year that examines:
        a. The College TAP and Mentor Program
        b. TAP Leader performance
    ii. Submit an annual Tenure Process Report Part 1 that:
        a. Describes the process used to conduct the self-study.
        b. Summarizes the results of the self-study.

4. District Review – District Tenure Process Report
    District administration will review each College's Annual College Administration Tenure Process Report and conduct a review of portfolios submitted by tenure-track faculty members following Board approval of renewal/tenure decisions for the purpose of:
    i. Establishing whether the college is adhering to the district process.
    ii. Affirming effective use of rubrics and application of standards to support tenure decisions.
    iii. Reporting college adherence to established Tenure Process to the Executive Vice Chancellor and Chief Strategy Officer.
    iv. Meeting with each college to review strengths and areas for growth.
    v. Working with each college to author an action plan and timeline for addressing and correcting any noted compliance concerns.

5. Changes to the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the tenure process will be a collaborative process with the mutual agreement of District administration and the district-wide Faculty Council.

Section 10.24   Criteria for Promotion in Rank

Policy history: Criteria for Promotion in Rank.
Procedures: Criteria for Promotion in Rank – Procedures.

Full-time faculty members are eligible for a Promotion in Rank after meeting the minimum criteria set for each rank. The Rank Committee of the Faculty Council of the City Colleges of Chicago and the Administration have agreed on the specific minimum criteria for each rank as described below.

- Performance in Teaching
- Creative Teaching Methods
- Professional Growth
- College Service
- Creative Productivity
- Community Service
- Professional Associations

The Department Committee, Department Chairperson, Local College Rank Committee, and College President will review each set of criteria and determine if the faculty member is Satisfactory or Needs Improvement. Emphasis on effective teaching is a distinguishing and important characteristic of the City Colleges of Chicago. Each candidate for promotion shall be evaluated separately and confidentially by:
- The Rank Committee of the candidate's faculty unit (faculty unit is described as the candidate's department or discipline)
- Department Chair or Director
- Dean or Vice President for Academic Affairs, or equivalent administrator as the college President may direct.

Tenure shall be a requirement for promotion in rank after initial placement.

It is expected, as always, that a high rank demands a more distinguished performance than a lower rank. It shall be understood that strict adherence in the application of the criteria is desirable and that only the best qualified candidates may achieve promotion.

(a) Experience and Length of Service
The following experience and length of services requirements for each rank are minimums for qualification to be considered for promotion.

Assistant Professor	Associate Professor	Professor
Three years of college teaching experience.	Six years of college teaching experience and three years in rank of Assistant Professor in the City Colleges of Chicago.	Ten years of college teaching experience and four years in the rank of Associate Professor in the City Colleges of Chicago.

(b) Educational Requirements
The following educational preparation requirements for each rank are minimums for qualification to be considered for promotion. Less than the stipulated requirements in this area shall be acceptable if there is evidence of substantial or distinguished performance in any one or more of the other areas of this category.

Assistant Professor	Associate Professor	Professor
15 semester hours of graduate credit* more than the minimum requirements for certification for employment in CCC.	30 semester hours** of graduate credit* more than the minimum requirements for certification for employment in CCC.	60 semester hours** of graduate credit* more than the minimum requirements for certification for employment in CCC or an earned Doctorate degree.

Graduate credit must be extended by a regionally accredited institution of Higher Education and appear on an official college transcript.

**The Rank Promotions Committee may also take into consideration under this category advanced study with recognized teachers (as in the Fine Arts), participation in workshops, institutes and seminars, practical experience in related non-academic fields (including travel), and applied experience in the field of specialization.

Credit hour totals indicated above shall be cumulative for each rank. The candidate for Professor needs only the total of 60 semester hours of graduate credit more than the minimum requirements for certification for employment in the City Colleges of Chicago.

Credits outside the field of specialization or certification shall be taken into consideration under this category if evidence is presented of their relevance or value to the performance and/or professional growth of the candidate as a faculty member. Courses and credits shall be considered graduate if the university so transcripts the course.

Section 10.25   Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review

Policy history: Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review.

Copies of official transcripts from regionally accredited institutions of higher education showing award of a graduate degree (Masters or doctorate degree as appropriate) accompanied by a current resume/curriculum vitae shall be submitted for all new faculty hires to the college for review and approval. Current licensure documents, as appropriate, as well as copies of an official foreign transcript evaluation must be submitted for review and approval. The College will accept the foreign transcript evaluation without the original transcript. Foreign transcripts must be evaluated by an official foreign educational credential evaluation service accredited by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org).

Faculty official transcripts, resumes/CV, and other licensure documents must be submitted and approved prior to the offer of employment at the City Colleges of Chicago.

Utilizing the most current CCC credential guidelines, the appropriate Vice President will determine the teaching field for the given faculty candidate. Whenever a consensus cannot be reached, the Executive Vice Chancellor & Chief Strategy Officer and the College President will determine the teaching field.

In addition, copies of official transcripts showing award of degree, as appropriate, accompanied by a current resume/CV shall be submitted for all new hires in Adult Education to the District Office of Adult Education for review and approval. Official transcripts, current resumes/CVs must be submitted for approval prior to the offer of employment at the City Colleges of Chicago.

The District Office of Strategy and Academic Governance maintains the current list of approved credentials guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit and skills courses, and Interdisciplinary Studies 101. Grandfathering of credentials will be prohibited, faculty must meet current CCC credential guidelines. If a faculty member does not possess the requisite credentials to teach in a particular field, the faculty has 24 months to comply and provide evidence of obtained credential.

Section 10.26   Faculty Absences from Professional Duties: Procedures for Reporting Attendance

Policy history: Faculty Absences from Professional Duties: Procedures for Reporting Attendance.

1. Article VIII.D.2 of the collective bargaining agreement requires faculty members to "be present on campus for all professional duties and obligations, including classes, department meetings, faculty meetings called by the College President or Chancellor, and student conference hours." Since compensation is for the performance of professional duties and obligations, an absence shall be charged for non-attendance at any scheduled activity that a faculty member is required to attend by administrative directive or contracted obligation.

2. If a faculty member is absent without administrative permission (except for illness or personal leave) from all classroom assignments or other scheduled professional duties or obligations on a given day, said faculty member shall be docked one day of pay or have one day charged to personal leave provided days are available in the personal leave bank, with this decision to be made by the faculty member. In the event the faculty member is absent without administrative permission (except for illness or scheduled personal leave) from one or more but not from all required activities on a given day that person shall be docked one-half day. (Note: Per Virginia Reyes Step II Grievance Ruling June 2002.)

3. Absence from scheduled professional duties on a day when no instructional duties are required shall be charged on the same basis as an absence from all class(es), i.e. one day.

Section 10.27   Carry-Over of Seniority in the Event of Departmental Reassignment

Policy history: [Carry-Over of Seniority in the Event of Departmental Reassignment](#).

For certain purposes, seniority can be exercised within a department and for other purposes with the colleges. Each faculty member is assigned to a department where a list of those assigned members in order of their "date of beginning continuous full-time employment" is maintained to establish the order for their exercise of departmental seniority rights. Therefore, when a faculty member's assignment is changed from one department to another within a college, that faculty member shall be placed on the seniority list of the receiving department in a sequence reflecting "the date of beginning continuous full-time employment" by the City Colleges of Chicago.

Section 10.28   Seniority Rights of Faculty Members Split Between Departments

Policy history: [Seniority Rights of Faculty Members Split Between Departments](#).

Faculty members shall be shown on one department seniority list only. Except for purposes of reduction in force, and college wide bidding for extra work, where rotation points are the same, they shall not exercise rights of seniority over faculty members on a different seniority list.

Therefore, where a department cannot generate sufficient contact hours to fill the program of faculty assigned to it, and some of those faculty are qualified to teach courses in a different department where there are classes where load requirements have been met, then those faculty members may be assigned those classes. Faculty shall not have seniority rights of course selection over other full-time members of the department to which the faculty member is not assigned and who are on a different seniority list.

Section 10.29   Authentic Signatures

Policy history: [Authentic Signatures](#).

Authentic, not facsimile or rubber-stamp, signatures must appear on all documents being authorized for processing (i.e. board reports, purchase orders, authorizations for payment, certificates of attendance, payrolls, etc.).

Note that in accordance with the Electronic Signatures in Global and National Commerce Act, an electronic signature is to be considered "authentic."

Section 10.30   Instructor Processes

Policy history: Instructor Processes (formerly Certification of Active Pursuit [for Credit, Skills, and Professional & Personal Development (Continuing Education)].

All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term:
- Create and post the syllabus
- No-show withdrawal (NSW) process – initial class meeting attendance
- Midterm administrative withdrawal (ADW), active pursuit certification, and grading process
- Final grading
- Grading after end of term (for Incomplete "I" grades)

(a) Create and Post the Syllabus
On the first day of class, each instructor is required to provide (see Learning Management System) each student with a written copy of the syllabus (printed or electronic), which includes (minimum):
- Course objectives
- Student learning outcomes
- Course requirements, methods of evaluation, and grading policies
- Measures of active pursuit, which may include: class attendance, class participation, taking required quizzes and examinations, submission of required papers and homework assignments, and/or completion of online academic activities.
- Expectations for student attendance and make-up work should also be included in the syllabus.

Final grades of A, B, C, D, F, or I (Incomplete) (depending upon the applicable grading basis; see Grade Designations) will be awarded in accordance with the grading policy distributed by the instructor at the beginning of the class. In order to satisfy audits, legal requirements, and to protect student rights, instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades.

Department Chairs should collect this information from instructors and retain it in departmental files.

(b) No-Show Withdrawal Process
Instructors must monitor student attendance at the beginning of the term and must complete the no-show withdrawal (NSW) certification online process (manual backup available) for each class no later than the provided deadline date. Instructors will enter an NSW for each student who did not attend the required initial class session(s). For more information about when to issue an NSW, see NSW – No-Show Withdrawal.

Note: this process MUST be completed even if there are no NSWs to report.

If circumstances warrant, a student who has been designated as NSW may be reinstated. In such cases, the instructor only must submit a reinstatement form with appropriate administrative approval to the Office of the Registrar for processing.

(c) Midterm administrative withdrawal (ADW), active pursuit certification, and grading process

Instructors are required to complete the online midterm administrative withdrawal (ADW), active pursuit certification, and grading process for each student on the class roster no later than the provided deadline date. Note: midterm certification of active pursuit is an ICCB required process that is subject to audit and serves as the basis for the ICCB credit hour reimbursement process. Note: this process MUST be completed by the instructor even if there are no ADWs to report.

Instructors must complete the following three midterm process components using the online midterm process (manual backup available):
- ADW – each student who is not actively pursuing course completion in accordance with the published measures of active pursuit must be administratively withdrawn.
- Active pursuit certification – each student who is actively pursuing course completion must be certified. Measures of active pursuit will be selected and recorded.
- Grade entry – each student who is actively pursuing course completion will receive a midterm grade of A, B, C, D, or F.

(d) Final Grading

Instructors are required to enter a final grade for each student on the class roster by the provided deadline date using the online process (manual backup available). Each student will receive a final grade of A, B, C, D, or F (depending upon the applicable grading basis; see Grade Designations) in accordance with the published grading policy. In certain circumstances, students may receive an Incomplete "I" grade. For more information about "I" grades, see I – Incomplete.

Note: any missing final grades will be automatically assigned as NG (no grade), indicating that the instructor failed to submit a final grade. In this case, the instructor will be required to submit a grade change form with the correct final grade to the Office of the Registrar.

(e) Grading after End of Term (for Incomplete "I" Grades)

Instructors must complete final grading for any student issued an "I" grade by end of term processing for the next term (excluding the Summer term). For more information about "I" grades, see I – Incomplete.

At the end of each term, instructors must submit to the Department Chair a copy of the grade reports (only if manual grade reports were used) on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of "I" (Incomplete) grades.

The Registrar shall certify to the Academic Vice President and Department Chairs that the grade report for each instructor's class has been received. The Department Chair shall further verify that a course syllabus, copy of all assignments, and/or tests required for the removal of each "I" grade have been recorded in the student information system (and if required, placed in the Department files) and shall so certify to the Vice President.

Section 10.31   Learning Management System

Policy history: Learning Management System.

(a) Learning management system
A. Effective fall 2009, all full-time faculty are required, at a minimum, to post their syllabi on the learning management system (LMS). An external link to the course syllabus is not acceptable.
B. Effective fall 2010, all part-time faculty are required, at a minimum, to post their syllabi on the LMS.
C. The LMS Course Menu must contain a content area labeled *Syllabus.*

(b) Syllabi
A. The Course Syllabus must be made available on the LMS Syllabus Course Menu area to students, guests, and observers no later than the first week of the semester. Any exceptions must be approved by the Vice President for Academic and Student Affairs.
B. All posted syllabi will contain measurable student learning outcomes.

Section 10.32   Adult Educator Compliance with Professional Development Hours

Policy history: Adult Educator Compliance with Professional Development Hours.

ICCB requires that all adult educators receive a minimum of eight hours of professional development training each fiscal year, which runs from July 1st through June 30th. The purpose of this policy is to enable adult educators to effectively meet the critical needs of students and to enhance student learning achievement. Professional development activities assist adult educators in improving their understanding of philosophies, methods, materials, and the latest research in their profession.

The following policy is proposed under the collective bargaining agreement between the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO and its Local 3506 Article VI, Section 5: Rules of Conduct, which states, "The Board may establish

reasonable rules of conduct. The Union shall be notified of such rules at least twenty-five (25) days in advance whenever reasonably possible, which shall also be made available for employee inspection at each President's Office and at each Learning Resource Center."

Each adult educator must demonstrate that he or she has earned eight hours of ICCB mandated professional development during each fiscal year. Adult Educators who have not completed the eight ICCB mandated professional development hours before the start of the Summer term shall be given timely notice that they are in danger of being out of compliance and will not be assigned to teach the following fall term unless they provide proof of having fulfilled the required hours by the end of the current Summer term. The Adult Educator will not be reinstated to teach at City Colleges until he or she provides proof of having fulfilled the required hours from the previous fiscal year by the end of the current Summer term.

In accordance with this policy, management will:
- Provide and promote ample opportunities for both on campus and off campus professional development.
- Maintain records of professional development activities attended by adult educators in paper files and in the PeopleSoft System. (The Adult Educator is responsible for submitting records of attendance in professional development activities to management in a timely manner.)
- Provide timely notice of failure to accrue the required hours and of termination of assignment due to a failure to comply with this policy.
- Comply with the requirements of the collective bargaining agreement of the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO and its Local 3506, Article VI, Section I: Staff Development.

GLOSSARY OF TERMS

AA   The Associate in Arts degree is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities. Incoming students may choose from a broad selection of liberal arts and science courses leading to an AA degree.

AAS   The Associate in Applied Science degree is designed for students primarily interested in acquiring technical-occupational skills to enter the job market immediately upon graduation. Although the AAS is not considered a transfer degree program, it may permit students to transfer to a four-year college or university that could lead to a baccalaureate degree.

AC   Advanced certificate; generally certificates with a credit hour value of 30 or more.

Adult Education   Program for students without a high school diploma, who wish to prepare for a high school equivalency examination, who want to improve their basic skills, or for whom English is a non-native language.

AES   The Associate in Engineering Science degree is designed to prepare students to transfer with junior class standing to a baccalaureate engineering program. Students will complete general education core courses; required Mathematics, Physical and Life Sciences and Computer Science courses, as well as specialty courses in Engineering Science. Admission to the AES degree program is competitive, and students must meet program admission requirements.

AFA   The Associate in Fine Arts degree is designed to prepare students to transfer with junior class standing to a baccalaureate institution. Students may major in one of the following areas: Music Education and Music Performance. Application to the AFA program is competitive and students must meet program admission requirements.

AGS   The Associate in General Studies degree is a flexible alternative for students who wish to explore a range of subject areas without concentrating on any particular one or who are undecided about future educational or career goals. The AGS is neither a transfer nor a career entry degree. While other colleges may accept credit earned toward this degree, no articulation agreements guaranteeing that the student will enter a Bachelor's Degree program with junior standing has been established.

AS   The Associate in Science is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities. Incoming students may choose from a broad selection of liberal arts and science courses leading to an AS degree.

BC   Basic certificate; generally certificates with a credit hour value of 29 or less.

Careers   CCC has four careers in which students can enroll: Credit, Skills, Professional & Personal Development (Continuing Education), and Adult Education.

CCC   The [City Colleges of Chicago](), Community College District Number 508, County of Cook and State of Illinois.

College Dismissal   Privileges to attend a certain College are permanently revoked. Attendance at another City College are contingent on the other College's approval.

College Suspension   A written notice of exclusion from the College, classes, privileges, and all College activities for a specified period of time. Reinstatement would be contingent on an appeal to the Dean of Student Services.

Community Service   A written requirement that a student must perform a certain number of community service hours either at the college or at a partnering community-based agency prior to end of term at CCC. Completion will afford students full reinstatement of privileges.

Disciplinary Probation   A written statement disqualifying a student for a specific period of time from participating in extra/co-curricular activities at any college. Additionally, written sanctions may be detailed describing more serious action if further violations occur.

Disciplinary Warning   A written reprimand stating that further misconduct will bring more serious action.

Expulsion   Student indefinitely restricted from enrolling or attending classes, or accessing any extra or co-curricular activities offered at any of the City Colleges of Chicago.

FERPA Family Educational Rights and Privacy Act of 1974. More information may be found at [http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html]().

Full-Time Student   Full-time students carry a course load of 12 or more semester/term hours (6 credit hours or more during the Summer term).

ISIR   Institutional Student Information Record is the college electronic output document of student's Free Application for Federal Student Aid (FASFA).

Part-Time Student   Part-time students carry a course load of less than 12 semester/term hours (5 credit hours or fewer during the Summer term).

Professional & Personal Development (Continuing Education)   Educational programs designed to provide students lifelong learning opportunities. These non-credit courses include enrichment, career advancement, customized training for businesses and organizations, and certificate training programs.

Program   Type of degree, certificate, or course of study pursued (i.e., AA, AAS, AAT, AES, AFA, AGS, and AS degrees and AC and BC certificates).

Requirement Term   The graduation requirements in effect at the beginning of a particular term. All credential seeking students are assigned a Requirement Term (set of academic catalog requirements).

Restitution   A written requirement that the student provide reimbursement for misappropriation or damage to City Colleges property, or that of an individual.

Service Indicators   Used to indicate either an academic, financial, or business issue which may affect a student's ability to register or receive financial assistance.

Session   A time period within a term in which a group of classes begin and end.

Student   Any person taking classes at CCC – whether full-time or part-time, credit or non-credit – or enrolled in any academic program, plan, or course, or accessing any service offered by CCC. Persons who are not officially enrolled for a particular term but who have a continuing relationship with CCC are considered students.

Transfer   Refers to the process of enrolling at a four-year institution to pursue a baccalaureate degree after attending a CCC college or to students who enroll at a CCC college after attending another two-year institution or a four-year institution.

Vocational Skills Program   Short-term training in business, health, and industrial occupations.

APPENDIX – POLICY HISTORY

Maximum Credit Hours for Students

Source: Academic Affairs	**Issued by:** H Chausow	**Date:** 6/5/1980
Reviewed: 1991, 1998, 2002, 2009, 2012	**Approved:**	**Effective:**
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Provost		
Prior Index number: Index 2.31A	Maximum Credit Hours for Students	

Students Who Are Tardy

Source: Chancellor	**Issued by:** O. Shabat	**Date:** 2/8/1978
Reviewed: 1991, 1998, 2002, 2009	**Approved:**	**Effective:**
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.30B	Students Who Are Tardy	

Guidelines for Degree Programs and Certificate Programs

Source: Academic Affairs	**Issued by:** W. Watson	**Date:** 8/1989
Reviewed: 1991, 1998, 2000, 2009, 2014, 2016	**Approved:** 3/4/2016	**Effective:** 3/4/2016
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.10	Guidelines for Degree Programs and Certificate Programs	

Illinois Articulation Initiative

Source: Chancellor	**Issued by:** W. Watson	**DATE:** 2000
Reviewed: 2000, 2003, 2009, 2010, 2011, 2016	**Approved:** 3/4/2016	**Effective:**
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.3	Illinois Articulation Initiative	

Associate in Arts (A.A.) Degree

Source: Academic Affairs	**Issued by:** W. Watson	**Date:** 8/1989
Reviewed: 1991, 1998, 2000, 2009, 2010, 2011, 2012, 2014, 2016	**Approved:** 3/4/2016	**Effective:**
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.10A	Associate in Arts (A.A.) Degree	

Associate in Science (A.S.) Degree

Source: Academic Affairs	**Issued by:** W. Watson	**Date:** 8/1989
Reviewed: 1991, 1998, 2000, 2009, 2011, 2012, 2014, 2016	**Approved:** 3/4/2016	**Effective:**
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.11A	Associate in Science (A.S.) Degree	

Associate in Applied Science (A.A.S) Degree

Source: Academic Affairs	Issued by: W. Watson	Date: 8/1989
Reviewed: 1991, 1998, 2000, 2009, 2010, 2011, 2012, 2014, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.12A	[Associate in Applied Science (A.A.S.) Degree](#)	

Associate in General Studies (A.G.S) Degree

Source: Academic Affairs	Issued by: W. Watson	Date: 8/1989
Reviewed: 1991, 1998, 2000, 2009, 2010, 2011, 2012, 2015, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.13A	[Associate in General Studies (A.G.S.) Degree](#)	

Associate in Engineering Science (A.E.S) Degree

Source: Academic Affairs	Issued by: O. Suarez	Date: 7/1996
Reviewed: 1998, 2000, 2009, 2010, 2011, 2012, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior index number: Index 1.14A	[Associate in Engineering Science (A.E.S.) Degree](#)	

Associate in Fine Arts (A.F.A) Degree

Source: Academic Affairs	Issued by: O. Suarez	Date: 11/1996
Reviewed: 1998, 2000, 2009, 2010, 2011, 2012, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.15A	[Associate in Fine Arts (A.F.A.) Degree](#)	

Associate in Arts in Teaching (A.A.T.) Degree

Source: Academic Affairs	Issued by: W. Watson	Date : 3/2009
Reviewed: 2009, 2010, 2011, 2012, 2016	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.16A	DELETED: March 2016	

Associate in Applied Science (A.A.S.) Degree in Nursing

Source: Academic Affairs	Issued by: W. Watson	Date: 8/20/1990
Reviewed: 1991, 2002, 2004, 2006, 2008, 2010, 2011, 2012	Approved:	Effective:
Reviewed by: Nursing Faculty, Nursing Directors, Executive Director – Nursing Programs, Vice Presidents and Presidents, Associate Vice Chancellors, and Provost		
Prior Index number: Index 2.32A	[Associate in Applied Science (A.A.S.) Degree in Nursing](#)	

Consortium Agreement among the Seven City Colleges of Chicago – Community College District 508 – to Accept Courses from Another CCC

Source: Academic Affairs	Issued by: Chancellor	Date: 2013
Reviewed:	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Provost		
Prior Index number: Index 2.33B	Consortium Agreement among the Seven City Colleges of Chicago – Community College District 508 – to Accept Courses from Another CCC	

Physical Education Courses

Source: Chancellor	Issued by: O. Shabat	Date: 5/25/1972
Reviewed: 1991, 1998, 2000, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.22A (formerly Health and Fitness Science Courses)	Physical Education Courses	

Prerequisite Course Substitution

Source: Academic Affairs	Issued by: Provost	Date: 2013
Reviewed: 2013	Approved:	Effective: 9/4/2013
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Provost		
Prior Index number: Index 2.33C	Prerequisite Course Substitution	

Posthumous Degree Awards

Source: Academic Affairs	Issued by: Provost	Date: 4/2013
Reviewed: 2013, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.17A	Posthumous Degree Awards	

Early College Program

Source: Academic Affairs	Issued by: Provost	Date: 7/18/2013
Reviewed: 2013, 2016	Approved: 3/4/2016	Effective: 9/4/2013
Reviewed by: Presidents, Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 3.9 (formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment)	Early College Program	

Access to College Facilities

Source: Administrative Services	Issued by: L. Stanton	Date: 10/26/1989
Reviewed: 1991, 1998, 2000, 2003, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.34B	Access to College Facilities	

Individuals Visiting Classes

Source: Chancellor	Issued by: O. Shabat	Date: 2/8/1978
Reviewed: 1991, 1998, 2002, 2003, 2009, 2010, 2011	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Provost		
Prior Index number: Index 2.34A	Individuals Visiting Classes	

Application of Rationale for Awarding Student Semester Credit

Source: Academic Affairs	Issued by: H Chausow	Date: 8/10/1971
Reviewed: 1991, 1998, 2000, 2009, 2012, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.21A (Board Report nr. 1522)	Application of Rationale for Awarding Student Semester Credit	

Course and/or Program Approval

Source: Academic Affairs	Issued by: Provost Edghill-Walden	Date: 6/5/2014
Reviewed: 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.23A	Course and/or Program Approval	

Program Review

Source: Academic Affairs	Issued by: Provost	DATE:
Reviewed: 2013	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Provost		
Prior Index number: Index 1.23B	Program Review	

Sunsetting Programs

Source: Academic Affairs/Student Services	Issued by: Provost	Date:
Reviewed: 2012, 2013, 2016	Approved: 3/4/2016	Effective: 9/4/2013
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.25	Sunsetting Programs	

Cooperative Sub-Contractual Arrangements with Outside Agencies

Source: Chancellor	Issued by: O. Shabat	Date: 8/1970
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 1.24A	Cooperative Sub-Contractual Arrangements with Outside Agencies	

Academic Assessment

Source: Academic Affairs	Issued by: Provost	Date:
Reviewed: 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.26A	Academic Assessment	

Criteria for Approval of Faculty Programs

Source: Chancellor	Issued by: O. Shabat	Date: 5/10/1977
Reviewed: 1991, 1998, 2000, 2009, 2010, 2011, 2016	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.10	Criteria for Approval of Faculty Programs	

Cooperative Education Guidelines

Source: Academic Affairs	Issued by: H Chausow	Date: 11/30/1982
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.11	Cooperative Education Guidelines	

Copyright

Source: Academic Affairs	Issued by: W. Watson	Date: 10/28/1991
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.12	Copyright	

Substitutes for Librarians

Source: Chancellor	Issued by: D. Hill	Date: 8/9/1977
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.13A	Substitutes for Librarians	

Arrangements for Substitute Teaching

Source: Academic Affairs	Issued by: D. Hill	Date: 1/13/1983
Reviewed: 1991, 1998, 2000, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.13B	Arrangements for Substitute Teaching	

Assignment of Faculty from Other City Colleges

Source: Academic Affairs	Issued by: H Chausow	Date: 5/8/1980
Reviewed: 1991, 1998, 2000, 2009, 2014	Approved:	Effective: 2/6/2014
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Provost		
Prior Index number: Index 2.14A	Assignment of Faculty from Other City Colleges	

Full-Time Faculty Teaching from Other City Colleges

Source: Academic Affairs	Issued by: H Chausow	Date: 7/1/1981
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.14B	Full-Time Faculty Assignments at Other City Colleges	

Overtime/Extra Work

Source: Chancellor	Issued by: O. Shabat	Date: 3/31/1971
Reviewed: 1991, 1998, 2000, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15A	Overtime/Extra Work	

Summer Term Assignments

Source: Academic Affairs	Issued by: H Chausow	Date: 6/4/1981
Reviewed: 1991, 1998, 2000, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15B	Summer Term Assignments	

Overtime Assignments

Source: Academic Affairs	Issued by: H Chausow	Date: 2/20/1981
Reviewed: 1991, 1998, 2000, 2009, 2014, 2016	Approved: 3/4/2016	Effective: 2/6/2014
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15C	[Overtime Assignments](#)	

Payment for Classes with Excess Enrollment

Source: Academic Affairs	Issued by: W. Watson	Date: 9/4/1990
Reviewed: 1991, 1998, 2000, 2003, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15D	[Payment for Classes with Excess Enrollment](#)	

Extra Work Compensation

Source: Academic Affairs	Issued by: W. Holm, Labor Relations Updated by: V. Edghill-Walden	Date: 8/7/1980
Reviewed: 1991, 1998, 2000, 2003, 2009, 2012, 2013, 2014, 2016	Approved: 3/4/2016	Effective: 9/30/2013
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15E	[Extra Work Compensation](#)	

Funded Project Salaries and CCC Faculty

Source: Labor Relations	Issued by: W. Stevens	Date: 11/15/1973
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.15F	[Funded Project Salaries and CCC Faculty](#)	

Physical Education Instruction

Source: Chancellor	Issued by: O. Shabat	Date: 5/25/1972
Reviewed: 1991, 1998, 2000, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 1.22A, formerly Health and Fitness Science Instruction	[Physical Education Instruction](#)	

Guidelines for Special Non-Teaching Assignment for Faculty

Source: Chancellor	Issued by: N. Brady	Date: 9/4/1989
Reviewed: 1991, 1998, 2000, 2009, 2012, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15G	[Guidelines for Special Non-Teaching Assignment for Faculty](#)	

Outside Employment

Source: Chancellor	Issued by: D. Hill	Date: 11/21/1980
Reviewed: 1991, 1998, 2000, 2003, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.15H	[Outside Employment](#)	

Faculty Pre-Registration Assignments

Source: Chancellor	Issued by: O. Shabat	Date: 2/28/1974
Reviewed: 1991, 1998, 2000, 2003, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.15I	Faculty Pre-Registration Assignments	

Faculty Teaching Professional & Personal Development (Continuing Education)

Source: Academic Affairs	Issued by: W. Watson	Date: 3/5/1987
Reviewed: 1991, 1998, 2000, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15J	Faculty Teaching Professional & Personal Development (Continuing Education)	

Full-time Faculty Teaching Online Learning and College Success Courses

Source: Academic Affairs/Student Services	Issued by: Academic Affairs	Date: 9/6/2011
Reviewed: 6/2012, 2/2014, 12/2015, 3/2016	Approved: 3/4/2016	Effective: 3/2016
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15L	Full-time Faculty Teaching Online Learning and College Success Courses	

Guidelines for Non-Instructional Employees to Teach

Source: Human Resources	Issued by: VC, Human Resources	Date: 9/25/2012
Reviewed: 2012, 2013, 2016	Approved: 3/4/2016	Effective: 8/1/2013
Reviewed by: Academic Affairs, Human Resources, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15M	Guidelines for Non-Instructional Employees to Teach	

Criteria for Lane Advancement

Source: Academic Affairs	Issued by: W. Watson	Date: 3/2009
Reviewed: 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.16	Criteria for Lane Advancement	

Contract Renewal and the Issuance of Tenure

Source: Academic Affairs	Issued by:	Date:
Reviewed: 1991, 1994, 1998, 2000, 2003, 2009, 2010, 2011, 2013, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.20A	Contract Renewal and the Issuance of Tenure	

Criteria for Promotion in Rank

Source: Chancellor	Issued by: O. Shabat	Date: 7/3/1973
Reviewed: 1991, 2002, 2003, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.21A	Criteria for Promotion in Rank	

Procedural Guidelines for Promotion in Rank

Source: Chancellor's Office	Issued by: O. Shabbat	Date: 12/10/1979
Reviewed: 1991, 2002, 2009, 2016	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.21B	DELETED: combined with former Index 2.21A (Criteria for Promotion in Rank), March 2016	

Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review

Source: Academic Affairs	Issued by: W. Watson	Date: 3/2009
Reviewed: 2009, 2012, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.21D	Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review	

Faculty Absences from Professional Duties: Procedures for Reporting Attendance

Source: Academic Affairs	Issued by: D. Hill	Date: 6/7/1982
Reviewed: 1991, 2002, 2003, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.22	Faculty Absences from Professional Duties: Procedures for Reporting Attendance	

Carry-Over of Seniority in the Event of Departmental Reassignment

Source: Chancellor	Issued by: O. Shabat	Date: 3/29/1977
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.23A	Carry-Over of Seniority in the Event of Departmental Reassignment	

Seniority Rights of Faculty Members Split Between Departments

Source: Chancellor	Issued by: O. Shabat	Date: 3/29/1977
Reviewed: 1991, 1998, 2000, 2009	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor		
Prior Index number: Index 2.23B	Seniority Rights of Faculty Members Split Between Departments	

Authentic Signatures

Source: Chancellor	Issued by: D. Hill	Date: 2/15/1978
Reviewed: 1991, 1998, 2000, 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.30A	Authentic Signatures	

Instructor Processes

Source: Academic Affairs	Issued by: H Chausow	Date: 8/1/1983
Reviewed: 1991, 1998, 2002, 2003, 2009, 2012, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.30D (formerly Certification of Active Pursuit [for Credit, Skills, and Professional & Personal Development (Continuing Education)]	Instructor Processes	

Procedures for Documentation of Active Pursuit and Grading by CCC Instructors

Source: Academic Affairs	Issued by: W. Watson	Date: 8/2/1983
Reviewed: 1991, 1998, 2002, 2003, 2009, 2014, 2016	Approved:	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.30E	DELETED: combined with former Index 2.30D (Instructor Processes; formerly Certification of Active Pursuit [for Credit, Skills, and Professional & Personal Development (Continuing Education)]), March 2016	

Learning Management System

Source: Academic Affairs	Issued by: W. Watson	Date: 3/2009
Reviewed: 2009, 2010, 2011, 2015, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.21C	Learning Management System	

Adult Educator Compliance with Professional Development Hours

Source: Adult Education	Issued by: W. Watson	Date: 11/20/2008
Reviewed: 2009, 2016	Approved: 3/4/2016	Effective:
Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer		
Prior Index number: Index 2.15K	Adult Educator Compliance with Professional Development Hours	

APPENDIX – PROCEDURES

Procedures revised March 2016.
Note: Procedures are not board approved.

Admissions – Credit Students – Procedures
Policy: Admissions – Credit Students.

(a) New Credit Students (degree/certificate seeking)
New full-time and part-time students who are seeking a degree or certificate must complete the following steps:

1. *Complete and submit an Online Admissions Application;*
2. *Submit official transcripts from all colleges and universities previously attended (for more information, see Transfer Credit);*
3. *Verify identity and residency (see Residency)*
4. *Attend New Student Orientation;*
5. *Take the appropriate City Colleges of Chicago placement test(s) as required of all new students. Placement test waivers may be granted in certain situations (see Assessment & Placement);*
6. *Meet with a College Advisor (www.ccc.edu/advising) to discuss career and education goals and to select an academic plan of study, and register for classes; and,*
7. *Make payment arrangements. If desired, apply for financial aid and meet with a Financial Aid Advisor.*

(b) Admission for Signature Program/Plan
Students who have not been formally admitted to the selective admission program will be temporarily assigned to the Associate of General Studies (AGS) or other degree program plan with a focus area that identifies the selective admission program of interest. (For example, a student interested in Nursing will be temporarily assigned to the AGS program and assigned a secondary program plan of 0239 Nursing.) While enrolled in the AGS program, these students can complete the prerequisite requirements for admission to the program and/or complete general education courses. Once the student has been formally admitted to the selective admission program, their program plan will be updated to reflect their admission into the program.

Students are not automatically readmitted into a signature program. For readmission into a signature program, students are required to consult with the program director and comply with program policies. Degree requirements for students who are accepted into signature programs are based on the academic year for which they are accepted.

> ### (c) Admission for High School Student
> *Registration and parental/guardian consent forms are available by visiting www.ccc.edu/earlycollege. Questions regarding enrollment of high school-age students should be referred to the Admissions and/or Advising Offices.*
>
> ### (d) Academically Dismissed Students
> *To appeal, students must submit an Academic Standing Appeal along with necessary documentation. For more information, see Academic Standing and http://www.ccc.edu/services/Pages/SAP-Appeal.aspx.*

> ## Admissions – International Students – Procedures
> *Policy: Admissions – International Students.*
>
> ### (a) International Students with F-1 Academic Student Visas
> *F-1 academic students seeking foreign transfer credits must submit evaluated results completed by a CCC approved vendor.*
>
> *International students must comply with the following requirements:*
> 1. *Submit an International Students Admissions Application*
> 2. *Submit transcripts from all secondary (high school equivalent) institutions attended*
> 3. *Pay the Form I-20 student visa processing fee*
> 4. *Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement).*
>
> *International students already in the United States on F-1 academic student visas must:*
> 1. *Complete the International Students Admissions Application*
> 2. *Complete the transfer verification form*
> 3. *Submit transcripts:*
>   - *If no previous U.S. college or university attendance, submit the secondary (high school equivalent) transcript showing diploma award*
>   - *If previous U.S. college or university attendance, submit official transcripts from all U.S. colleges or universities attended*
> 4. *Pay the Form I-20 student visa processing fee*
> 5. *Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement)*
>
> *The I-20 student seeking a change of status will only be granted after providing <u>one</u> of the following documents:*
> - *Notice of Action INS Form I-797 with approval*
> - *Passport with the INS stamp showing approval for 1-551c*
> - *Permanent Alien Card I-551-B 6*

(b) International Students in All Other Visa Classes (Not F-1 Academic Student)

Students holding non-immigrant visas other than F-1 academic student visas (see Admissions – International Students) must complete the same steps as new students (see New Credit Students (degree/certificate seeking)). Additionally, the prospective student may be required to submit additional documentation proving his or her eligibility to study.

For more information see: www.ccc.edu/internationalstudents.

Admissions – Adult Education Students – Procedures

Policy: Admissions – Adult Education Students.

In order to enroll in Adult Education classes, students must:
- *Complete a Student Information Card and outcome form.*
- Take placement tests to *determine level of instruction (see* Assessment & Placement – Adult Education Students*).*
- *Supply additional documentation, as needed.*
- *Participate in an orientation provided by their college.*

Assessment & Placement – Credit Students – Procedures

Policy: Assessment & Placement – Credit Students.
Note: see Testing & Placement Guidelines for approved exams and more information.

If you are a credit student, attempting to place into English 101…

ACT English	SAT Critical Writing	COMPASS			TABE		Placement	
		e-Write	*Human*	*Reading*	*Writing*	*Reading*	*English*	*Reading*
12-13	320-350	5-6	3	50-64	11 – 11.9	5.6 – 8.0	English 98	Reading 99
14-20	360-470	7	4	65-79	12.1 - 12.8	8.2 - 10.5	English 100, 101 +co-req	Reading 125
21+	490+	8+	5	80+	12.9	10.6+	English 101	

If you receive an e-Write or Human Grading score that places you higher than the equivalent reading, CCC will accelerate you in the Reading sequence and, if you place into English 101 and Reading 125, or into English 100 and out of Reading 125, then enrollment in Reading 125 is optional. Otherwise, you must enroll in the same English / Reading placement band.

If you are a credit student, attempting to place into credit-bearing math…

| ACT Math | SAT Math | COMPASS | | | | TABE Math | Placement |
		Pre-Algebra	Algebra	College Algebra	Trigonometry		
15-16	*350-390*	*29+*	*15-23*	*-*	*-*	*7.8+*	*Math 90*, 98*
17-20	*400-490*		*24-42*	*-*	*-*	*-*	*Math 99, 118/125+co-req*
21-23	*500-550*	*Any*		*< 51*	*-*	*-*	*Math 118, 121, 125, 140, 143*
24+	*560+*		*43+*	*51+*	*< 50*	*-*	*Math 141, 143, 146, 204*
					51+	*-*	*Math 207*

*You must also place into Reading 125 or higher.

Additional college-credit placement notes:

- *If you score lower than the first placement level for either English or Mathematics, you must enroll in Foundational Studies courses.*
- *The above tables reflect District testing guidelines; however, a College President or designee reserves the right to accelerate a student beyond their test-based placement level.*
- *Enrolling in a co-requisite pair including English 101 or Math 118/125 makes one eligible for courses with the pre-requisite of English 101 or Math 118/125 eligibility.*
- *You can submit placement test results taken elsewhere within the last year.*
- *You may retake any placement test, or the full battery, up to three times per term.*
- *You can retake a CLEP test six months from the original testing date.*
- *You can retake ACTFL three months from the original testing date.*

The only permitted devices for placement tests are non-graphical calculators. If you use any other devices, notes or other materials during a placement test or disturb the testing environment for other students, CCC will remove you from the testing environment immediately and invalidate any scores from the session.

If you wish to take French or Spanish classes for college credit and you already know some of the language, you are encouraged to take the webCAPE Exam (available at Placement Testing for Spanish or French) and follow the placement guidelines below. Once you place, you proceed along the sequence in accordance with the Academic Catalog.

French Placement	Spanish Placement	Course Number(s)
0-259	*0-269*	*101*
260-336	*270-345*	*102*
337-402	*346-426*	*103*
403+	*427+*	*104, 206, 210, 213, 214*

In addition to the above, if you are taking webCAPE to place, note that:

- *Both French and Spanish placements of 103 or higher are subject to departmental chairperson review*
- *Spanish 104 and French 104 and above all require English 101 eligibility*

> - *Spanish 191, 192, 206, 210, 213 and 214 require English 100 eligibility*
> - *Spanish 111, 113 and 114 are for native or near native speakers*
> - *Placement testing is encouraged but not required for Spanish 191, 192, 198, 199*

Assessment & Placement – Adult Education Students – Procedures

Policy: Assessment & Placement – Adult Education Students.

If you are an Adult Education student, you will take a BEST Literacy, BEST Plus or CASAS exam if you want to place into ESL courses, and a TABE test for high school equivalency. All are valid through the current fiscal year, at which point you must test again to re-enroll in anything but Spanish high school equivalency or vocational courses. If you are a new student, you must pre-test by the third class meeting. All post-tests must be the same exam as the pre-test. We will use only the most recent post-test score to place you.

ESL Placement Guidelines

BEST Literacy	CASAS	Level Placed
< 20	< 180	ESL Beginning Literacy
21 – 52	181 – 190	ESL Low Beginning
53 – 63	191 – 200	ESL High Beginning
64 – 67	201 – 210	ESL Low Intermediate
68 – 75	211 – 220	ESL High Intermediate
Retest with BEST Plus or CASAS	221 – 235	ESL Advanced
	235+	Ineligible for ESL coursework

High school equivalency placement guidelines
1. *Determine which placement exam – Literacy, Easy, Medium, Difficult, or Advanced – you will take by taking the TABE Locator (see Table 2, below).*
2. *Then, choose whether to take a Battery or Survey exam.*
3. *Take the exam to determine Level Placed (see Table 3, below).*

Tables 1 and 2, Level Equivalencies and TABE Locator

Level	Description	Grade Level	Content Range		TABE Locator, to determine level of test		
					Reading	Math	Language
1	Beginning Literacy	< 2nd	Literacy (L)		--------------- < 7 ---------------		
2	Beginning ABE	2nd – 3rd	Easy (E)	<----			
3	Low Intermediate ABE	4th – 5th	Medium (M)	<----	7-10	7-11	7-9
4	High Intermediate ABE	6th – 8th	Difficult (D)	<----	11-14	12-15	10-12
5	Low Advanced ASE	9th – 11th	Advanced (A)	<----	15-17	16-18	13-15
6	High Advanced ASE	11th – 12th		<----			

Table 3, TABE Placement Guidelines

Complete Battery 9					Complete Battery 10					Survey 9				Survey 10				Level
L	E	M	D	A	L	E	M	D	A	E	M	D	A	E	M	D	A	Placed
< 25	< 19	< 14	< 13	< 14	< 24	< 21	< 15	< 14	< 14	< 10	< 7	< 7	< 7	< 10	< 8	< 7	< 8	1
25-30	19-35	14-26	13-21	14-20	24-30	21-35	15-26	14-23	14-19	10-16	7-12	7-10	7-9	11-17	8-13	7-10	8-10	2
31-32	36-44	27-38	22-31	21-28	31-32	36-44	27-38	24-33	20-28	17-21	13-18	11-15	10-13	18-21	14-19	11-15	11-13	3
-	45-50	39-44	32-39	29-37	-	45-50	39-45	34-40	29-36	22-25	19-22	16-18	14-17	22-25	20-22	16-19	14-17	4
-	-	45-50	40-43	38-41	-	-	46-50	41-44	37-40	-	23-25	19-20	18-19	-	23-25	20-21	18-20	5
-	-	-	44-50	42-50	-	-	-	45-50	41-50	-	-	21-25	20-25	-	-	22-25	21-25	6

The only permitted devices for placement tests are non-graphical calculators. If you use any other devices, notes or other materials during a placement test or disturb the testing environment for other students, CCC will remove you from the testing environment immediately and invalidate any scores from the session.

Transfer Credit – Procedures

Policy: Transfer Credit.

Students should request their official transcripts be sent to the Office of the Registrar at their college. Approved transfer credits will be posted to degree seeking students' academic records by the Office of the Registrar.

Note: unofficial transcripts may be submitted to complete the admission process, but they will not be evaluated for transfer credits and official transcripts will still be required for future enrollment and transfer credit evaluation.

Posting transfer credit is important and will improve accuracy in advising and course selection, and may reduce the time to graduate.

Note: eligible transfer credits (including college credits earned at foreign institutions) will be awarded based upon the number of credits earned at the transfer institution. Transfer credit hours earned at a quarter system institution will be converted to a CCC semester hour equivalent, as follows: one (1) credit hour earned on the quarter system is equivalent to 0.67 semester hours (see table below).

Quarter System Course Credits	CCC Transfer Equivalency Credit Hours
3	2.01
4	2.68
5	3.35
6	4.02

College credits earned at foreign institutions must be evaluated by an approved transcript evaluation service.

Military Credit – Procedures

Policy: Military Credit.

The process for awarding Military Credit differs from the process used to award other transfer credit. Military Credit is not automatically posted to a student's record following evaluation. Credit will be awarded only after the student completes a mandatory military transfer advising session with a CCC Veterans Services Specialist. The purpose of the advising session is to determine whether the acceptance of the articulated Military Credit serves the student's educational goals. In the mandatory military transfer advising session, the Veterans Services Specialist and the veteran will review the veteran's educational goals, academic program and plan, and other factors to agree upon the Military Credit to award so as to maximize achievement of the veteran's goals. The veteran is required to acknowledge in writing the decisions made in the mandatory military transfer advising session, and that acknowledgement will become part of the student's academic record. The Veterans Services Specialist will work with the Office of the Registrar to ensure that the agreed upon Military Credit is posted to the student's academic record.

For more information about Military Credit, please visit Veterans Services... Also see Veterans Education Benefits.

Credit by Assessment of Prior Learning – Procedures

Policy: Credit by Assessment of Prior Learning.

A student may request assessment for CCC credit for life experiences, on-the-job training or development courses, or courses taken at non-collegiate institutions. A student may earn CCC credit through one or more of the following evaluation processes: articulation agreements with other institutions, portfolio evaluation, Final Exams, and/or Evaluation for Licensed/Practical Nursing Bridge Programs.

Evaluation charges apply. Neither financial aid nor veterans educational benefits is available for credit by assessment. Contact a CCC Transfer Center for further information.

Eligibility for Course Enrollment – Procedures

Policy: Eligibility for Course Enrollment.

Students are encouraged to register for the "next course level" as early as possible, but will be dropped from the course prior to the start of the term if a grade of "C" or higher is not achieved.

Academic Standing – Procedures

Policy: Academic Standing.

(a) On an Ongoing Basis, as a Student

Students have access to informative materials, portal updates, and other campus resource information – regardless of their Academic Standing (AS) status.

The Financial Aid and student Advising teams are trained to understand and speak with students in-depth about the complexities of AS [(and Satisfactory Academic Progress (SAP)] for anyone who asks. In addition, each college holds campaigns to advise students about AS measures, strategies, and actions to take to remain in Good Standing. Advising and Financial Aid meet regularly to close the information gap.

(b) New Students

During new student orientation, we limit discussion of AS and SAP because we make the presumption of success, not failure. We include a brief explanation on what it takes to be successful, emphasizing good grades, completing all classes successfully, and a brief overview of AS and SAP policies, focused on the positives.

Students who take a College Success class receive expanded explanations of AS and SAP warnings and holds, but the focus will be on what it takes to succeed in college, earn credentials of economic value, and to thrive.

(c) When Do Students Receive an AS Warning?

Students previously in Good Standing whose CUM-GPA falls below 2.0 for one term will receive an Academic Standing Warning. This notification will occur after end-of-term processing.

Students will receive an automated email message, which displays their CUM-GPA and AS status (Good Standing, not in Good Standing) and provides links to further information, including why they received the Warning, what it means, and what they can do to return to Good Standing (and remove the Warning).

The Warning is also displayed in the student portal (my.ccc.edu), where students will find additional information and resources to guide their academic success. The Warning will

describe the importance of keeping good pace – not dropping or failing courses – as students take exactly the courses they need, as described in SmartPlanner, to meet their completion deadlines.

(d) When Do Students Receive an AS Hold?
Students will receive an Academic Standing Hold after two consecutive term during which their CUM-GPA is below 2.0. This notification will occur after end-of-term processing, and will result in a Hold.

Students will receive an automated email message, which displays their CUM-GPA and AS status (Good Standing, not in Good Standing) and provides links to further information, including why they received the Warning, what it means, and what they can do to return to Good Standing (and remove the Warning).

The Warning is also displayed in the student portal ([my.ccc.edu](my.ccc.edu)), where students will find additional information and resources to guide their academic success.

(e) Impact of Enrollment Actions and Types of Courses on AS
Different grades, enrollment actions, and types of courses have varying effects on the cumulative CUM-GPA calculation.
- *Incompletes: Incompletes ("I" grades) are not included in the CUM-GPA calculation unless they are later converted to an F grade due to the student's failure to satisfy course requirements within the mandatory timeline.*
- *No Show Withdrawals: No Show Withdrawals (NSW) are not included in the cumulative or term CUM-GPA calculations.*
- *Administrative Withdrawals: Administrative Withdrawals (ADW) are not included in the cumulative CUM-GPA calculation.*
- *Withdrawals: Student-initiated withdrawals (WTH) are not included in the cumulative CUM-GPA calculation.*
- *Remedial Courses: Remedial (developmental) courses are included in the CUM-GPA calculation.*
- *Audited Courses: Audited courses (AUD) are not included in the CUM-GPA calculation.*
- *Foundational Studies Courses: Foundational Studies courses (also known as Pre-Credit courses) are not included in the CUM-GPA calculation.*
- *Repeated Courses: When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the CUM-GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies.*
- *Earned Letter Grades: Earned letter grades of D or F contribute to lowering a student's CUM-GPA to below the required 2.0 cumulative standard.*
- *Deleted Classes: If a class is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the CUM-GPA calculation.*
- *Cancelled Courses: Cancelled classes are not included in the CUM-GPA calculation.*

- *Transfer Credit: Transfer credits are not included in the CUM-GPA calculation.*

(f) **Academic Success Workshop**
To have an AS Hold removed, students must attend an academic success workshop. Dates and times will be posted. Workshops are facilitated by Academic Support and Advising. The workshop program includes:

- *Goals of the workshop – provide tools needed to be successful, renew commitment to success.*
- *Activity – what went wrong when you were here last time? Give specific examples of behaviors that contributed to your poor performance.*
- *What are some things that you can do differently?*
- *What CCC can do for you – C2C overview, transfer and occupational goals, general education requirements overview.*
- *What it means to be a CCC student – differences between high school and college, definition of credit hour, and time needed to be successful.*
- *Activity – using a time grid, how would you break out your week?*
- *Difference between studying and learning; understanding versus memorizing.*
- *The study cycle – preview before class with textbook, attend, review notes/textbook after, study later at structured times with breaks. Assess your study technique: Was this successful? Did you commit to it? What should you change?*
- *Develop metacognition – think about your thinking. What do "A" students do?*
- *Develop successful habits.*
- *Ask for help – office hours, tutoring.*
- *Take reasonable risks – speak-up during class.*
- *Cultivate critical thinking skills – learn how to learn. What are the right questions to ask?*
- *Become self-aware – are you doing the things required to be successful?*
- *Manage your time and behavior – activity: what are some things you can do now that your future self will appreciate?*
- *Take responsibility for your actions – you earn grades, you don't "get" grades. Activity: reword sentences to take responsibility for the outcome.*
- *Develop a growth mindset: "I'm not good at this so I will never be good at this" vs "I am not good at this yet but I can change, ask for help, and become good at this."*
- *What CCC is willing to do for you – if you're willing to work hard, so will we. Activity: if you had this problem, where would you go for help?*
- *Repeat activity based upon what you've learned today. What went wrong when you were here last? What are some things you can do differently?*
- *Next Steps: visit with an advisor, discuss your answers to the previous two questions, register, get A's.*

After attending the workshop, students must meet with their advisor to remove the hold and apply a probationary indicator. Checklist items fulfilled at advising appointment include:

- *Discussion of what was learned in the workshop – what went wrong last time, what changes will be made in the future.*
- *Scheduling a recurring tutoring appointment at time of registration.*
- *Schedule an academic support check-in at a specific time in the term.*

Students who receive three terms of Hold will be scheduled for a mandatory meeting with the Dean of Student Services or designee to determine appropriate course of action, including potential dismissal. An academically dismissed student may apply for reinstatement after sitting out one (1) academic term, excluding the Summer term.

Non-Grade Designations – Procedures
Policy: Non-Grade Designations.

(a) I – Incomplete

- *Instructor responsibilities (or Department Chair in the absence of the instructor)*
  - *Document (and record in the student information system) the student's extenuating circumstances that led to the "I" grade and all requirements which must be met by the student to remove the "I" grade and replace it with a final grade.*
  - *Inform the student in writing of the requirements needed to remove the "I" grade and the date the requirements must be met (no later than the midpoint of the following term, excluding the Summer term).*
  - *Receive the completed work, finalize grading, and submit a grade change form with the final grade to the Office of the Registrar no later than End of Term processing for the following term (excluding the Summer term).*
  - *Provide documentation of the completed work to the Department Chair to be placed in department files.*

- *Student responsibilities*
  - *Request an "I" grade, including extenuating circumstances.*
  - *Complete the remaining coursework and/or final examination no later than the midpoint of the following term (excluding the Summer term).*
  - *Note: if the remaining work is not completed and turned into the instructor by this deadline, the "I" grade will convert to an "F" grade.*

- *Course enrollment*
  - *Until the "I" grade is removed, a student who receives an "I" grade may not enroll in any new course for which the "I" grade course is a prerequisite.*

- A student who has an "I" grade may not re-register in that course. However, if the "I" grade is changed to an "F" grade, the student may then re-register for the course.

- *Department Chair*
    - *Verify that a copy of all assignments and/or tests required for the removal of each "I" grade have been placed in the department files and so certify to the Academic Vice President.*

(b) VMW – Voluntary Medical Withdrawal

Withdrawals from classes for medical reasons must be made for all courses. An approved Voluntary Medical Withdrawal will result in a VMW indicator on the student's permanent academic record and transcript. CCC policies for class withdrawals and refunds apply.

- *Initiate a voluntary medical withdrawal – the* student will notify the Dean of Student Services who will determine if a voluntary medical withdrawal is appropriate. The student may be required to consent to the disclosure of relevant medical information to the appropriate CCC personnel. The Dean of Student Services will make a recommendation to the President whether or not to approve a medical withdrawal. Where withdrawal is appropriate, the Dean of Student Services will also recommend an individualized plan which will include conditions necessary to return from the medical withdrawal and may include a recommended length of medical absence. If a withdrawal is granted, the student will meet with the Dean of Student Services to review the individualized plan.

- *Return from a voluntary medical withdrawal – a student who desires to return to CCC from a voluntary medical withdrawal must notify the Dean of Student Services of the student's intent to return at least 30 days prior to the start of the relevant term. The student will meet with the Dean of Student Services to ensure that all conditions of the individualized plan have been met. The student may be required to consent to the release of relevant medical information to appropriate CCC personnel. Based upon evaluation of the relevant information, the Dean of Student Services will assess whether the student is prepared to be readmitted and make a recommendation to the President.*

Midterm Grades – Credit Students – Procedures
Policy: Midterm Grades.

Midterm grades are provided as an indicator to let students know how they are progressing through their course work. Credit students receiving midterm grades below "C" should meet with their instructor, college tutor, and College Advisor immediately to seek ways to improve their standing in the course.

Appeal Instructional Grading or Academic Dishonesty – Procedures
Policy: Appeal Instructional Grading or Academic Dishonesty.

(a) Process Steps
1. *A student who wishes to appeal a final grade or finding of academic dishonesty must first meet with the faculty member to review the criteria applied in assigning that grade or evidence supporting a finding of academic dishonesty. The student must initiate this appeal within thirty (30) calendar days after the student's final grade has been posted in the student information system or a finding of academic dishonesty by submitting a Grade or Academic Dishonesty Appeal Form to the faculty member with copies to the Department Chairperson and Academic Dean.*

2. *The faculty member shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.*

3. *If after this initial review the student is not satisfied, he or she may next appeal in writing to the Department Chairperson within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the Department Chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer. The Chairperson or Dean shall investigate the matter and communicate the outcome of the investigation and a decision to the student in writing within fourteen (14) days after receipt of the appeal. The investigation shall include a meeting with the faculty member to review the criteria applied to the student's performance in assigning the final grade and a meeting with the student to hear the basis of the grievance.*

4. *If the student does not agree with the Department Chair's decision, the student may appeal in writing to the Academic Dean within seven (7) calendar days of receipt of the Department Chair's decision. The Academic Dean shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.*

5. *If the student does not agree with the Academic Dean's decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Dean's decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.*

6. *If the student does not agree with the Academic Vice President's decision, the student may appeal in writing to the College President within seven (7) calendar days of receipt of the Academic Vice President's decision. The decision of the College President is final.*

7. *If at any step in the appeal the student does not receive a decision on the appeal by the deadlines stated above the student may proceed to the next level of appeal. The sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal.*

(b) Appeal Instructional Grading or Finding of Academic Dishonesty – Online Learning Classes
The process for appealing a grade or finding of academic dishonesty in an online course is the same as [Appeal Instructional Grading or Academic Dishonesty – Procedures](#) with one exception in Step 3. When appealing to the Department Chairperson, all CCC online students should first contact the Office of Instruction at Harold Washington College, which will facilitate communication with the respective Department Chairperson at Harold Washington College. This is done because all CCC online classes are offered through Harold Washington College. As of Step 3, the grade or academic dishonesty appeal process for online classes will be administered at Harold Washington College.

(c) Grade Change by Someone Other the Instructor
A grade may be changed by someone other than the instructor of the course or the Department Chairperson, only in the event there is objective evidence to do so and in response to a student appeal. In that event, another instructor who is credentialed to teach the course within the discipline shall be appointed by the Department Chairperson to conduct an evaluation of the student's performance and award the final grade.

Repeating Courses – Procedures
Policy: [Repeating Courses](#).

(a) Allowed Repeatable Courses (ARC)
Before registering, students should meet with their College Advisor to confirm the maximum allowable credits for the ARC course. Note: students who wish to repeat an ARC course to improve a previous grade MUST, at the time of registration, submit a CCC

grade improvement request form to his/her College Advisor. The completed request form must be submitted to the Office of the Registrar.

(b) Other Repeated Courses
Before registering, students should meet with their College Advisor and, if applicable, their Financial Aid Advisor to review the benefits and consequences of repeating the course.

Illinois Articulation Initiative – Procedures
Policy: Illinois Articulation Initiative.

Information about the IAI may be found at http://www.itransfer.org. The site includes information on requirements for general education and specific majors plus course descriptions, a student planning worksheet, IAI approved courses for participating institutions, transfer tips, etc.

Additional transfer information is available at: https://www.transferology.com/.

Physical Education Courses – Procedures
Policy: Physical Education Courses.

Students should be advised and made aware of the Physical Education (Health and Fitness Science) requirements of the four-year colleges or universities to which they may want to transfer.

Governing Academic Catalog – Procedures
Policy: Governing Academic Catalog.

(a) Requirement Term
Students are assigned a requirement term in the student information system based on the Academic Catalog in effect.

Discontinued students will be assigned their new academic requirement term upon readmission based on the Academic Catalog in effect on the re-enrollment date.

When a student changes his/her academic program/plan, a new academic requirement term will be assigned in the student information system effective:
- *Immediately if changed during a term in which the student is enrolled, or*
- *At the beginning of the next term if changed between terms or for non-enrolled students*

Once updated, students may not return to their prior academic requirement term.

Graduation Requirements for Degrees – Procedures

Policy: Graduation Requirements for Degrees.

(a) Appeals for Course Directives

Appeals for course directives (substitutions) will be initiated by the student, decided and approved on a per student basis, and entered into the student information system. No "blanket" course directives, which in effect change degree requirements, are allowed. A student's appeal will be submitted to and decided by the projected graduation college (see the Graduation College policy).

(b) Degree Confirmation

Degree confirmation must be formally declared and recorded in the student information system.

(c) Number of Semesters/Terms Needed to Earn 60 Credit Hours

Credit Hours per Term	*Terms Needed to Earn 60 Credit Hours*
15	*4*
12	*5*
9	*7*
6	*10*
3	*20*

Students who expect to complete an Associate Degree program (60+ credit hours) in two years will need to take fifteen (15) or more credit hours per term or enroll in one or more Summer terms. The length of associate degree programs can vary from 60 to 78 program credit hours. Additional credit hours may be necessary if remedial and/or prerequisite coursework is required.

Certificate Completion Requirements – Procedures

Policy: Certificate Completion Requirements.

Appeals for course directives (substitution) will be initiated by the student, decided and approved on a per student basis, and entered into the student information system. No "blanket" course directives, which in effect change degree requirements, are allowed. A student's appeal will be submitted to and decided by the projected graduation college (see the Graduation College policy).

Revocation of Degrees or Certificates – Procedures
Policy: Revocation of Degrees or Certificates.

The President of the College that awarded the degree or certificate will convene a special hearing to review the evidence surrounding the alleged violations. Upon recommendation of the College President and with the concurrence of the Provost and Chief Academic Officer, the recommendation to revoke the award will be forwarded to the Chancellor for final approval.

Upon revocation, the student's permanent academic record, official transcript, and any other relevant CCC documents will be updated to reflect the revocation of the degree or certificate. Both the conferred award and revocation will be included in the student's permanent academic record and will appear on the student's official transcript.

Posthumous Degree Awards – Procedures
Policy: Posthumous Degree Awards.

The recommendation for a degree should be made at the request of the deceased student's family, family representative, or by a faculty member and submitted to the Dean of Student Services at the same college.

The Dean of Student Services will compile student information to include current enrollment, progress toward completion, good academic standing, and support and approval of the family and will consult with other Deans and, in some cases, other faculty.

The final recommendation should be submitted to the Vice President and Chief Academic Officer of the faculty member's college who will submit the recommendation to the College President where the recommendation was made. The recommendation will be submitted to the President of the College from which the degree will be conferred (if not the same college).

After approval by the College President(s), the actual presentation of the degree should be at the discretion of the family, either presented at graduation to a family member or mailed.

Recommendations for posthumous degrees will be processed for spring graduation ceremonies. If recommendations are made other than for spring graduation, the degree will be immediately conferred or postponed until the next spring graduation at the discretion of the family.

Residency – Procedures
Policy: Residency.

Dependency status may be confirmed with the Financial Aid Office.

New students should verify their residency at the Admissions Office.

Continuing and returning students should visit the Office of the Registrar for residency verification and updates.

All students may view their official address by visiting my.ccc.edu. Students can update their official address by visiting the Office of the Registrar.

If CCC sends mail to a student which is returned by the U.S. Postal Service, a "bad address" indicator will be placed on the student's account, which will prevent future enrollment until a valid address is confirmed. Students with a bad address indicator must provide two separate verification items from the list above, and have their address updated and bad address indicator removed at the Office of the Registrar.

Document(s) submitted as proof of residency may be subject to further verification.

Financial Obligation – Procedures
Policy: Financial Obligation.

Tuition and charges are payable at the time of registration. Other charges are payable when incurred.

Failure to make payment arrangements may result in the student being dropped from his/her courses.

Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (see WTH – Student Initiated Withdrawal).

A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any career program/plan will not be allowed to register or receive transcripts, diplomas, or certificates until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register at any of the CCC colleges.

If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she may be required by the Business Services Office to pay in full at the time of enrollment for subsequent terms. Additionally, CCC may charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.

Tuition Waiver Programs – Discretionary – Procedures
Policy: Tuition Waiver Programs – Discretionary.

(a) Chicago STAR Scholarship
The Chicago STAR Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled program courses. To be eligible for waivers a student must:
- *Graduate from a Chicago Public Schools (CPS) or Chicago charter high school*
- *Have a cumulative high school GPA of 3.0 or higher on a 4.0 scale*
- *Be designated, at the sole discretion of City Colleges, "completion-ready" in Math and English*
- *Enroll in one of City Colleges' structured, relevant degree programs*
- *Complete the financial aid application process by completing the FAFSA for the appropriate academic year and receiving verification (for students not eligible to apply for financial aid, this requirement must be met by completing the "Chicago STAR Scholarship Certification of Ineligibility for Financial Aid" form)*

Chicago STAR Scholars have up to three (3) years of scholarship eligibility from their high school graduation date (Maximum Timeframe), regardless of when they begin their program. STAR scholarships end upon degree completion or reaching Maximum Timeframe, whichever comes first. They must start at City Colleges and gain completion ready status no later than the third term (excluding Summer term) following their high school graduation and must maintain program eligibility requirements. The Chicago STAR Scholarship program is open to undocumented students.

Misuse of STAR Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.

(b) CCC Academic Achievement Award
The College President may recommend CCC Academic Waivers to students with academic potential shown by:
- *Academic achievement:*
  - *Cumulative high school GPA of 3.0 or above, or*
  - *GED® score of 680 or above and passing score on each of the four (4) content areas, or*
  - *Cumulative GPA of 3.0 or above, which must be maintained*
- *Chicago residency and eligible for in-district tuition rates*

- *Full-time enrollment in a degree or certificate program for term*
- *Any other attributes recognized, in the College President's judgment, as warranting consideration*
- *Award is decided by committee based on President recommendation*

(c) CCC Service Award

The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:

- *Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (see Academic Standing)*
- *Chicago residency and eligible for in-district tuition rates*
- *Full-time enrollment in a degree or certificate program for term*
- *Recognized documented (describe type and level of service provided) service to the college community*
- *Any other attributes recognized, in the College President's judgment, as warranting consideration*
- *Award is decided by committee based on President recommendation*

(d) Student Government Association (SGA)

For students serving as a member of the SGA Executive Leadership Team, the City Colleges will waive up to a specified amount of tuition per term for students who meet all eligibility criteria and remain in good standing. In addition to the tuition waiver, students are eligible to receive a book voucher. The amount of the voucher for books will be prorated to the student's enrollment level each term. In order to be eligible for this waiver, the applicant must:

- *Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted*
- *Maintain a cumulative and term GPA of 2.75 or higher*
- *Apply for financial aid by completing the FAFSA for the appropriate academic year (this requirement can be waived if the applicant does not qualify for financial aid due to citizenship status)*
- *Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic & Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals*
- *Apply for the tuition waiver at the end of each term and submit the completed application to the Dean of Student Services before the first day of class of the following term to be considered eligible*
- *The SGA waiver applies only to classes required for the student's academic program*

(e) Gateway Scholarship

The Gateway program provides Adult Education students a special opportunity to continue their studies at CCC by taking college credit courses at a reduced cost while receiving additional support to select an academic program of study. Depending on the length of time in the program, students will be able to earn credits toward the completion of a basic certificate or advanced certificate, while working toward an associate degree. Minimum requirements include:

Test scores:
- *ESL level 6 or transitions; ABE level high-intermediate or ASE*
- *ABE must score a minimum of 9.0 on TABE*
- *ESL students must score 50 or higher on COMPASS*

Other criteria:
- *Strong academic performance and regular attendance in the Adult Education program*
- *Resident of the City of Chicago*
- *Has not previously received credit for college courses*
- *Has intention to pursue a certificate or associate degree at CCC*
- *Must complete an application, attend a Gateway orientation, and obtain the recommendation of an Adult Educator*

(f) Athletic Tuition Waiver Policy

Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is defined by the NJCAA as an "Athletic Scholarship" that provides financial assistance to a student from any source because of his or her athletic capabilities.

In accordance with NJCAA regulations, waivers are available to sport offerings designated as Division I or Division II. CCC may offer waivers not to exceed the cost of in-district full-time tuition and up to a specified amount per term for required course-related books and course required supplies. The awarded waiver can assist in the cost of tuition at any CCC campus provided the student-athlete is enrolled full-time (minimum of 12 credit hours) at the institution for which he or she participates during a defined NJCAA intercollegiate athletic season. City of Chicago residency is not required to be eligible for the waiver. Waiver details are defined in the annual NJCAA National Letter of Intent issued to each student-athlete. In accordance with NJCAA rules and regulations, student-athletes cannot receive assistance, in cash or in-kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid or scholarship as defined by the NJCAA. Consequently, those student-athletes who receive an Athletic Tuition Waiver that includes the cost of books are not allowed to sell or exchange their books. Therefore, student- athletes are required to either sign an affidavit attesting their

*understanding of this regulation or they are required to return **all** books purchased to the Athletic Department at the end of each term. Student-athletes that have an enrollment change or drop a class and have already purchased books are required to return the books to college online book store within 30 days of the order confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department.*

The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete's academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic & Student Policy.

NJCAA athletic scholarship rules and regulations can be found in the [NJCAA Handbook & Casebook](#).

(g) Non-Resident Working in the City of Chicago
Out-of-district students working thirty-five (35) or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Proof of employment may be subject to additional verification. Verification must be submitted for each term of enrollment. Acceptable documentation includes:
- *A recent pay stub, **AND***
- *A letter from the student's employer on the employer's letterhead signed by an authorized representative of the employer certifying the student's in-district employment of at least thirty-five (35) hours per week*

(h) Chicago Police and Firefighters Training Academy (CPFTA)
The (CPFTA) program provides training for high school students interested in careers in public safety, law enforcement, criminal justice, and fire science. The CPFTA curriculum allows juniors and seniors who are city residents to progress seamlessly from high school directly into CCC to complete their associate degree.

The waiver is awarded to high school graduates of the academy. Eligible awardees must maintain enrollment in a degree granting program during the award period. The waiver will cover the cost of tuition associated with college credit course work. The waiver may be used in the Fall and Spring terms only. The waiver is renewable for two consecutive

terms, however, students must apply each term and maintain the required grade point to qualify for continued eligibility.

Students are required to apply for federal and state financial aid programs. Students whose financial aid covers tuition charges are not eligible to receive a waiver. Students with remaining direct need after financial aid funds have been applied will have the difference of the applicable charges waived.

(i) Employee, Spouse/Domestic Partner and Dependents

All full-time non-bargained for Board approved employees are eligible to receive free tuition at City Colleges for themselves, a spouse/domestic partner, and dependent children up to age 25 during terms in which they are employed. Free tuition is limited to credit classes only. The employee is required to pay all applicable charges. The employee must provide documentation (e.g., tax return, divorce decree) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.

(j) Debt Forgiveness

Circumstances arise where a student may request a tuition waiver (based on a personal situation, emergency circumstances, or potential institutional error). In these cases, the student must complete and submit a written Debt Forgiveness Petition and supporting documentation to the College Business Office for review by the College Petition Waiver Committee.

The student will receive a decision by the College Petition Waiver Committee in writing; although a Debt Forgiveness Waiver will only be granted if it is determined by the committee that there is an institutional error or the student is able to demonstrate that documented mitigating circumstances led to the debt and contribute to the student's inability to repay the debt. The decision of the College Petition Waiver Committee is final and is not subject to appeal.

Tuition Waiver Programs – State – Procedures
Policy: Tuition Waiver Programs – State.

(a) Senior Citizens (age 65 or older)

Eligible senior citizens (age 65 or older) may register in credit classes tuition-free. Seniors are not required to apply for financial aid to receive a Senior Tuition Waiver. Details are as follows:

- *Qualifications: Senior Citizens (Seniors) must:*
  - *Be residents of the City of Chicago (see Residency).*
  - *Be age sixty-five (65) or older on the date of registration; acceptable documents to verify age include a valid state issued driver's license, state issued ID card, or U.S. Passport.*

> – *Have an annual household income less than the threshold amount provided in Section 4 of the "Senior Citizens and Disabled Persons Property Tax Relief Act", approved July 17, 1972, as amended. (Source: P.A. 97-689, eff. 6-14-12.)*
> - *When to register: Tuition-free registration is available each term beginning on Monday of the week prior to the week during which classes start, subject to space availability. Seniors may register at any other time during the registration cycle, but will not qualify for the Senior Tuition Waiver.*
> - *Charges: Seniors are responsible for paying all applicable charges.*
> - *Credit: As for all enrolled students in academic courses, Seniors will earn a course grade and credit unless the Senior is auditing the course. Note: audited courses do not qualify for Senior Tuition Waivers.*
>
> **(b) Post 9/11 GI Bill®[4] (Chapter 33) and Montgomery GI Bill (Chapter 30)**
> *Veterans, service members, and their family members who quality for either the Post 9/11 GI Bill (Chapter 33) or the Montgomery GI Bill (Chapter 30) and reside out-of-district will qualify for a waiver of the out-of-district portion of their tuition. The Veteran Certifying Official (located in the Financial Aid Office) can assist the student with obtaining this waiver. For more information about veterans educational benefits and repeating courses, see Veterans Education Benefits and Repeating Courses.*
>
> **(c) Illinois Veteran Grant (IVG) (110 ILCS 947/40)**
> *The IVG Program pays tuition and mandatory charges for undergraduates for honorably discharged veterans with at least one year of full-time active duty, or who served in a foreign country during a time of hostilities in that country regardless of length of service or was medically discharged for service related reasons or discharged prior to August 11, 1967. The Veteran Certifying Official (located in the Financial Aid Office) can assist the student in determining his/her eligibility for the IVG Grant. For more information about veterans benefits and repeating courses, see Veterans Education Benefits and Repeating Courses.*
>
> **(d) Illinois National Guard (ING) Grant (110 ILCS 947/45)**
> *The Illinois National Guard Grant pays tuition and eligible charges for eligible members of the Illinois National Guard. The Veteran Certifying Official (located in the Financial Aid Office) can assist the student in determining his/her eligibility for the ING Grant. For more information about veterans benefits and repeating courses, see Veterans Education Benefits and Repeating Courses.*
>
> **(e) MIA/POW Scholarship (105 ILCS 5/30-14.2)**
> *Dependent(s) of a veteran or eligible serviceperson who was an Illinois resident at the time they entered active duty and has been declared to be a prisoner of war, missing in*

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[4] GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

action, died as a result of a service-connected disability, or disabled with a 100 percent disability as the result of a service-connected cause may be eligible to receive the MIA/POW Scholarship. The Veteran Certifying Official (located in the [Financial Aid Office](#)) can assist the student in determining his/her eligibility for the MIA/POW Scholarship. For more information about veterans benefits and repeating courses, see [Veterans Education Benefits](#) and [Repeating Courses](#).

Tuition Waiver Programs – Federal – Procedures

Policy: [Tuition Waiver Programs – Federal](#).

(a) Bankruptcy

Students and employees may be eligible to receive a waiver for a debt owed to CCC if they provide official court documents confirming they have filed a petition in bankruptcy that covers the dates the debt was incurred and their debts have been discharged by the court.

Tuition Waiver Programs – Contractual – Procedures

Policy: [Tuition Waiver Programs – Contractual](#).

(a) Dual Enrollment

*The Dual Enrollment Program allows academically qualified high school students, who are college eligible based on defined enrollment criteria (see [Early College Program](#)), to enroll in college courses at one of the seven (7) City Colleges (CCC) campuses and receive college credit for their work. Courses must be selected from a list of transferable courses that have been articulated with senior institutions in Illinois or from the first-year courses in an ICCB approved associate in applied science degree program. Career Technical Education (CTE) courses are also eligible for Dual Enrollment. Course instruction occurs on the CCC campuses. Students in dual enrollment frequently enroll in English, Mathematics, Foreign Languages, Science, and Literature. A student may take more than one course. However, only **one course per term** will be covered by CCC and only if the student is a resident of Chicago or attends a Chicago high school. The waiver will cover tuition for the class.*

(b) Employee, Spouse/Domestic Partner and Dependents

Subject to the terms of the specific collective bargaining agreement provisions in place at time of registration, union employees may register at CCC for themselves, a spouse/domestic partner, and dependent children up to age 25 tuition-free. Free tuition is limited to credit classes only. The employee is required to pay all applicable charges.

Federal Financial Aid Eligibility – Procedures

Policy: [Federal Financial Aid Eligibility](.)

The first step in the financial aid process is to complete the FAFSA ([www.fafsa.gov](.)) and to list the college code for CCC at which the student plans to complete his/her degree or certificate. If the student is unsure as to which City College of Chicago he/she plans to attend, then the student should list multiple school codes on the FAFSA. Once the college receives the FAFSA, the Financial Aid Office will follow-up with the student by sending a detailed email to his/her CCC student email account. The email will either list additional requirements that are part of the financial aid process, or it will be a notification of the student's financial aid awards. The financial aid process should be completed prior to registration as a financial aid deferment will not be granted unless a student has completed all outstanding financial aid requirements.

A student's estimated financial aid award is determined based on a number of factors, including but not limited to, his/her enrollment status in eligible courses at the financial aid census date for the term, Expected Family Contribution as derived from the FAFSA, academic program duration, and federal and state eligibility limits by program. The Financial Aid Office can provide detailed information on each of these requirements.

Book Vouchers are typically available one week before classes begin for the term. A financial aid book voucher is available when a student has a Pell Grant and/or a Federal Direct Loan that exceeds his/her charges for the term. The dates and times for book vouchers will be posted in the Financial Aid Office. To receive a book voucher, a student must log into [my.ccc.edu](.), navigate to their current year financial aid information, and select "yes" in the book voucher authorization section of the portal. The book voucher authorization will remain for the duration of the student's enrollment at CCC unless he/she logs into [my.ccc.edu](.) and updates the book voucher authorization to "no". Please visit the [Financial Aid Office](.) for additional information on book vouchers.

Financial aid is disbursed at different times throughout the academic year. For the Fall and Spring terms, multiple disbursements of financial aid dollars will occur throughout the payment period/term. The first half of the disbursement will be scheduled 4 - 6 weeks after the term begins, and the remaining disbursement will be scheduled 2 weeks after mid-term. For the Summer term, 100% of the disbursement will be scheduled 2 weeks after mid-term. A student can expect his/her financial aid refund approximately 14 days after he/she has a credit balance on his/her student account due to a financial aid disbursement. Some academic programs will qualify for a different financial aid disbursement schedule. Disbursement date information can be obtained in the Financial Aid Office.

Financial aid will pay for up to 30 credit hours of remedial/developmental course work specified as prerequisites to classes required for the completion of the student's financial-aid-eligible academic program.

Note: financial aid is not available for Foundational Studies courses.

Return of Title IV Funds – Procedures
Policy: Return of Title IV Funds.

If the student does not pay his/her balance, a delinquency hold will be applied to the student's account, and the student will not be permitted to register or order transcripts until the balance is satisfied.

Satisfactory Academic Progress – Procedures
Policy: Satisfactory Academic Progress.

(a) On an Ongoing Basis, as a Student
Students have access to informative materials, portal updates, and other campus resource information – regardless of their Satisfactory Academic Progress (SAP) status.

Financial aid and student advising are both trained to understand and speak with students in-depth about the complexities of both Academic Standing (AS) and SAP for anyone who asks. In addition, there will be per-campus SAP campaigns to advise students, by segment – warning, hold, probation for GPA, Pace, and/or Maximum Timeframe. Advising and financial aid will meet regularly to close the information gap.

(b) New Students
During new student orientation, we limit discussion of academic standing and satisfactory academic progress because we make the presumption of success, not failure. There will be a brief explanation on what it takes to be successful, emphasizing good grades, completing all classes successfully, and a brief overview of AS/SAP policy that is still focused on the positives.

Students who take College Success, will hear expanded explanations of AS/SAP warnings and holds, but the focus will still very much be on what it takes to earn credentials of economic value and to remain in college and thrive.

SAP assessments are performed at the end of each term of enrollment for students in degree or certificate programs in the Credit Career. For students in clock-hour programs (Skills Career), SAP assessments are performed when the student successfully completes

the scheduled clock-hours and weeks for each payment period. Students must meet SAP standards to maintain eligibility for financial aid. Students who were previously evaluated under former SAP standards will retain their SAP status until additional coursework is attempted at which time they will be evaluated under the new SAP standards.

(c) Impact of Enrollment Actions and Types of Courses on SAP

Different grades, enrollment actions, and types of courses have varying effects on the cumulative GPA, Pace percentage, and Maximum Timeframe calculations.

- *Incompletes: Incompletes ("I" grades) are not included in the cumulative GPA calculation unless they are later converted to an F grade due to the student's failure to satisfy course requirements within the mandatory timeline. However, incompletes do lower the student's Pace percentage until they are changed to an earned letter grade of D or higher. Incompletes are included in the Maximum Timeframe calculation.*
- *No Show Withdrawals: No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations.*
- *Administrative Withdrawals: Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation.*
- *Withdrawals: Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript).*
- *Remedial Courses: Remedial (developmental) courses are included in the GPA calculation and Pace percentage; however, staff may exclude remedial courses from Pace in an appeal review, if warranted. Remedial courses are excluded from the Maximum Timeframe calculation.*
- *Audited Courses: Audited courses (AUD) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.*
- *Foundational Studies Courses: Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.*
- *Repeated Courses: When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation.*
- *Earned Letter Grades: Earned letter grades of A, B, C and D positively impact a student's Pace percentage and bring the student closer to completing his or her program within the Maximum Timeframe of the program. Although a D letter grade does not negatively impact a student's Pace percentage, it will contribute to lowering the student's GPA to below the required 2.0 CUM-GPA standard. Earning*

an F letter grade will negatively impact the student's GPA, Pace percentage and Maximum Timeframe determination.

- *Deleted Courses: If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.*
- *Cancelled Courses: If a course is cancelled, it is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.*
- *Transfer Credit: Although transferring credit hours to CCC will not impact the student's GPA, any credit hours accepted for transfer and applied to the student's academic program will be included in the Pace percentage and Maximum Timeframe calculations. Transfer hours will be included in both "hours attempted" and "hours completed" in the Pace percentage calculation.*
- *Change of Academic Program: A student may change their academic program one time with a SAP reset. Only courses from the prior program that apply to current program will be included in SAP calculations.*
- *Subsequent Degree: Students who complete a certificate or degree may request a SAP reset for a subsequent degree. Only courses from the prior program(s) that apply to the current program will be included in SAP calculations.*

(d) Maximum Timeframe

Maximum Timeframe is based on total credit hours attempted in a student's academic career, even if financial aid was not received while enrolled in those credit hours. We calculate your maximum timeframe by multiplying the length of a student's academic program in credit hours by 150%. For example, the maximum time frame for a 60 credit hour degree program would be 90 credit hours (60 credit hours x 150% = 90 credit hour timeframe). When it becomes mathematically impossible to complete within 150%, the student will receive a timeframe hold.

(e) Students with a SAP Warning

Students will receive a Satisfactory Academic Progress (SAP) warning if they have one term during which they have received a CUM-GPA of 2.0 or less, or if their cumulative pace is under 67%. This notification will occur after end-of-term processing.

Students will receive an automated email message, clearly displaying their personal CUM-GPA, Pace, and Timeframe statuses (met, not met) and linking to what this information means and to what they can do to move off warning.

Warning also shows up in the student's portal, showing exactly which issues the student has and resources to guide the student's academic success.

Students who have an Academic Standing warning will receive an academic warning, but not a duplicative SAP standing warning for CUM-GPA.

Students who have a Pace warning will receive the warning in the financial aid status area.

Students will receive a Satisfactory Academic Progress warning at 100% of degree completion time. The warning will describe the importance of keeping good Pace – not dropping or failing courses – as students take exactly the courses they need, as described in SmartPlanner, to meet their completion deadlines.

Students on financial aid warning for CUM-GPA or Pace, who improve performance at the conclusion of the next term of enrollment and are again meeting the SAP standards will be placed back in good standing and may continue to receive financial aid if otherwise eligible.

(f) Student Notification
Students who are meeting all SAP standards will not receive a communication regarding their standing. Students placed on warning or who have an SAP hold will receive a notification through their CCC student email account. Students who submit an SAP appeal will be notified of the outcome of that appeal through their CCC student email account.

(g) SAP Hold
Students will receive a Satisfactory Academic Progress (SAP) hold after two consecutive terms during which they have received a CUM-GPA of 2.0 or less, or if they have a cumulative Pace less than 67%, or if it becomes mathematically impossible to complete within 150 percent of their stated program length. This notification will occur after end-of-term processing.

Students will receive an automated email message, clearly displaying their personal CUM-GPA, Pace, and Timeframe statuses (met, not met) and linking to what this information means and to what they can do to move off hold.

Hold also shows up in the student's portal (my.ccc.edu), showing exactly which issues the student has and resources to guide the student's academic success. Such hold information will display in addition and separate from Academic Standing status.

The hold will describe the importance of keeping good Pace – not dropping or failing courses – as students take exactly the courses they need, as described in SmartPlanner, to meet their completion deadlines.

Students who do not achieve the required SAP standards and have a SAP hold may continue to attend classes, assuming they meet Academic Standards. While in a hold status, students may not receive financial aid and are responsible for paying tuition from personal resources. If the student subsequently brings their academic record into compliance with SAP standards, then financial aid eligibility is restored. Students with a

FAH hold may also appeal their SAP status online via the CCC SAP Appeal form for the term in which they seek financial aid.

The SAP Committee reviews student appeals within ten business days of submission, guaranteed to review prior to ten business days before start of the term. The submission process and technology will remain open to students who submit their appeals later, and their appeals will likely be reviewed prior to the start of classes; however, the Committee cannot guarantee it.

The Committee reviews appeals against four factors, any one or combination of which may result in acceptance of appeal:

- *Is there a mitigating circumstance outside of the student's control? If so, the student must document it and submit it for the term for which the student has a hold issue. Documentation is required to support the basis of the appeal. The student must also document what changes have occurred to remedy the mitigating circumstance that led to inadequate academic progress. The student must demonstrate that the mitigating circumstance directly contributed to poor academic progress in the term that he or she did not meet standards. Mitigating circumstances are defined as events that are outside of the student's control that interfere with his or her academic progress and could not have been remedied by the student at the time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation of that circumstance in multiple appeals.*
- *Does the student need to make a program change? A student will have a one-time program reset opportunity, which could solve pace and timeframe holds. If a reset of timeframe is warranted, the student will only be approved for up to 150% of the number of credit hours for the courses required to complete the new program. For example, if a student is approved for a second associate degree program that would require a total of 12 additional credit hours for completion, the student could be approved for up to 18 credit hours of financial aid eligibility.*
- *Is the student on-track to complete this term in the classes for which the student enrolled? If so, the student will likely have his/her appeal accepted, though all appeals are evaluated case-by-case.*
- *Can the student demonstrate recent academic improvement? A dramatic improvement here may result in an appeal acceptance, though, again, all appeals are evaluated case-by-case.*

If an appeal is not accepted, the student will receive a notification, as will his/her advisor. In addition, the student will receive information on whether a reset of degree type could help him/her to complete within their allotted timeframe. With this new knowledge, the student can make a second appeal. If the student cannot or does not make a second appeal, he/she will have resources and a financial aid appointment to discuss potential

alternative ways of financing his/her education until he/she gets back on track enough to again meet SAP standards.

Per federal financial aid regulations, appeals are not automatically approved and may be denied based on the student's failure to maintain Satisfactory Academic Progress standards, academic and financial.

When an appeal is accepted, the student will have demonstrated commitments to adhere to throughout probation and his/her time at CCC.
- *If a CUM-GPA hold – the student must comply with the Academic Standing process for fixing and returning to a CUM-GPA of 2.0 or above.*
- *If a Pace hold – the student must adhere to the resolutions he/she made on his/her appeal submission form.*
- *If a Timeframe hold – the student must adhere to his/her modified education plan, depicted in his/her SmartPlanner. Advising and financial aid will follow-up with the student during his/her probationary period to ensure he/she holds to plan and succeeds.*
- *Students must maintain progress on CUM-GPA and take classes defined on their education plan, with their advisor, to remove their probationary status. Once a student returns to meeting SAP standards, he/she will no longer be on probation status.*

Veterans Education Benefits – Procedures
Policy: Veterans Education Benefits.

The City Colleges of Chicago has two team members at each college who are dedicated to serving veterans, service members, and their dependents. The Veteran Certifying Official, located in the Financial Aid Office, is available to assist military affiliated students with utilizing state and/or federal veterans educational benefits. The Veterans Services Specialist, located in the Veterans Services Center, can assist the student with issues related to his/her education, and with connecting to external agencies (healthcare providers, counseling services, housing assistance, etc.). The Veterans Services Specialist can also assist a veteran or service member in obtaining an official copy of his/her military transcript for evaluation and college credit.

(a) State Programs
- *Illinois Veteran Grant (IVG)*
- *Illinois National Guard Grant (ING)*
- *MIA/POW Scholarship*

(b) Federal Programs
- *Montgomery GI Bill (Chapter 30) (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30))*
- *Post 9/11 GI Bill® (Chapter 33) (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30))*
- *Transfer of Entitlement (TOE) of Post 9/11 GI Bill (Chapter 33 TOE)*
- *Montgomery GI Bill Selected Reserve (Chapter 1606)*
- *Vocational Rehabilitation and Employment Program (Chapter 31)*
- *Survivors and Dependents Educational Assistance Program (Chapter 35)*
- *Marine Gunnery Sergeant John David Fry Scholarship*
- *Tuition Assistance (Active Duty, Reserves, and National Guard)*
- *Tuition Assistance Top-Up (TATU)*
- *VA Work Study*

(c) Registration Process

Veterans, service members, and their dependents who plan to use their federal and/or state veterans educational benefits must meet with the Veteran Certifying Official prior to registering for courses for the first time. Military affiliated students who are registering for the first time should follow the process outlined below:

1. *Visit the Veteran Certifying Official to submit a copy of his/her DD214 (or other applicable separation document) and documentation that supports his/her eligibility for the veterans educational benefit he/she plans to use.*
2. *Meet with a College Advisor to obtain an Education Plan and register for courses that are required per the Education Plan.*
3. *Submit a copy of his/her Class Schedule and Education Plan to the Veteran Certifying Official. If the veterans educational benefit includes a tuition component, he/she will also be asked to complete a deferment form in lieu of paying his/her tuition and charges at the time of registration.*
4. *Visit the Business Services Office to make payment arrangements for his/her registration and/or submit the deferment form in lieu of payment.*
5. *Submit official transcripts for all colleges he/she previously attended to the Office of the Registrar and complete the form to evaluate the transcripts.*
6. *Request an official copy of his/her military transcripts to be sent to the college and complete a form in the Office of the Registrar to have the transcripts evaluated.*

For each subsequent term of course registration, the student must bring his/her Class Schedule to the Veteran Certifying Official after registering and must complete the deferment form and submit it to the Business Services Office if the veteran benefit includes a tuition component.

Email Account & Portal – Procedures
Policy: Email Account & Portal.

(a) Email Account
Students may setup their accounts by visiting my.ccc.edu, and then clicking on username. Email may be accessed both on campus and off campus. Students may manage preferences, including forwarding CCC email to a personal email account if preferred. More information is available by visiting my.ccc.edu.

Email correspondence between students, faculty, and staff and auto-generated email messages sent as a part of certain districtwide processes occur via the CCC email account.

(b) Self-Service
Students, faculty and staff may access CCC information systems through the portal by logging into my.ccc.edu. By accessing the portal:
- Students may view their degree audit, create an education plan, register for or drop classes (exceptions apply), view their class schedule, check grades and academic history, upload documents required by the Financial Aid Office, review their student account, and much more. In addition, via the portal, students have access to other systems and tools, such as Blackboard and GradesFirst.
- Faculty and staff may access the student information system (Campus Solutions), Finance System, and HR System, learning management system (Blackboard), early alert system (GradesFirst), and more.

Students with Disabilities – Procedures
Policy: Students with Disabilities.

Students with disabilities may request accommodations by doing the following:

(a) Provide documentation of disability(ies)
Students with disabilities should arrange an appointment for an intake interview with DAC staff at least thirty (30) days prior to enrollment, bringing current documentation of disability(ies). Students may request an academic adjustment at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow DAC procedures to ensure sufficient time to review requests and provide appropriate academic adjustments. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in a confidential student file in the DAC. Examples of documentation include:
- Diagnostic evaluation
- Medical records

- *Audiogram evaluation*
- *Vision report*
- *Psychological evaluation*

(b) Request accommodations every term

It is important to request accommodations at least thirty (30) days before the start of the term. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should pick-up Accommodation Letters from the DAC and give them to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs.

Note: students enrolled in online learning courses should follow the above instructions. The DAC will forward a copy of the Accommodation Letters for online learning students to the online learning Associate Dean of Student Services, who is available to assist if needed.

(c) Inform the DAC of schedule changes

Students with disabilities should inform the DAC immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class).

Name Change – Procedures
Policy: Name Change.

(a) Preferred First Name

Students complete a Preferred First Name Request Form in the Dean of Student Services Office. Upon approval by the Dean of Student Services, the preferred first name is added to the student information system.

Educational Records – Challenge of the Contents – Procedures
Policy: Educational Records – Challenge of the Contents.

Students must utilize the following procedure in order to properly raise their challenge or dispute (see Appeal Instructional Grading for the procedure to appeal a final grade):

- *The challenge or dispute must: (1) be made in writing, (2) include the title and date of the document being challenged or disputed, and (3) include the reason(s) for such challenge or dispute as well as any documented evidence that the student desires to submit.*

- *The written challenge or dispute must be submitted to the college administrator in charge of the department from which the record being challenged or disputed is located, within ten (10) school days of the date of knowledge, but in no event later than one (1) year from when the record or data was placed in the student's record. The administrator will make a determination regarding the matter within a reasonable period of time and notify the student in writing of the decision.*
- *If the administrator's resolution to the challenge or dispute is not satisfactory, the student will have the right of appeal to the College President within ten (10) school days of receipt of the administrator's decision. The College President will investigate the matter and respond in writing with his/her decision within ten (10) school days.*
- *If the College President decides not to amend the record as requested, the College President shall inform the student of his or her right for a hearing to challenge or dispute the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.*

  - *If, as a result of the hearing, there is a determination that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the college shall 1) amend the record accordingly, and 2) inform the student of the amendment in writing.*
  - *If as a result of the hearing, there is a determination that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the college shall inform the student of the right to place a statement in the record commenting on the contested information in the record and stating why he/she disagrees with the decision. The student will have thirty (30) calendar days to submit a statement. If received, the college shall 1) make the statement a part of the student's official record, 2) maintain the statement with the contested part of the record for as long as the record is maintained, and 3) disclose the statement whenever it discloses the portion of the record to which the statement refers.*

Education Records – Disclosure – Procedures
Policy: Educational Records – Disclosure.

(a) Disclosure with Written Consent of the Student
Written consent must be made via an official FERPA (Family Educational Rights and Privacy Act of 1974) consent form or, if available, via student self-service in the student information system.

Supportive Intervention Team (SIT) – Procedures
Policy: Supportive Intervention Team (SIT).

(a) Appealing an Administrative Removal
Appeals must be made in writing and submitted to the Chief Academic Officer within ten (10) academic days of the student's receipt of the College President's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Chief Academic Officer, in consultation with District SIT, renders an appeal decision within ten (10) academic days after receipt of the student's appeal. The Chief Academic Officer may uphold the College President's decision, reverse the decision, permit the student to enroll in another City College or make such other disposition as the Chief Academic Officer deems just and proper under the circumstances. The Chief Academic Officer's decision on the appeal shall be final and shall be effective immediately upon issuance.

(b) Readmission after Administrative Removal
The applicable College SIT will provide an individualized assessment recommending the conditions for the readmission of any student serving an administrative removal to the College President. Conditions for readmission may include: a medical evaluation, treatment plan, personal statements, and evidence of the student's ability to meet CCC academic and code of conduct requirements.

Student Optional Disclosure of Private Mental Health Information – Procedures
Policy: Student Optional Disclosure of Private Mental Health Information.

Students exercise their option to disclose a designated mental health emergency contact via their student profile on myccc.edu. Students may add a designated contact, change their contact, or delete a previously designated contact.

Disciplinary Hearings – Procedures
Policy: Disciplinary Hearings.

(a) Informal Hearing (suspensions of up to 5 days)
The student will be given a written statement of the charges against him/her and provided an opportunity to present his/her version of the facts in writing no later than two (2) academic days[5] after receipt of the statement of charges. The College President or designee will make a final decision based upon the evidence in support of the charge

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[5] Academic days are week days, excluding holidays, when classes are in session.

and the student's response, if any.

The College President's or designee's decision will be communicated to the student in writing. The College President or designee may decide that:
- *No discipline should be issued.*
- *The student should be disciplined by disciplinary warning, disciplinary probation, restitution, community service, or suspension of up to five (5) academic days, the student should be deprived of some privilege(s) afforded other students, or a combination of the above.*

(b) Formal Hearing (suspensions of 6 or more days or expulsion)
The student has the right to be assisted by an individual of his or her choosing to advise the student at the hearing. A representative of the student government, and such other persons as the College President designates, will be entitled to attend the hearing. Formal disciplinary hearings will be conducted as follows:

- *The College President may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order. When a student has been suspended pending the hearing, the student will have a right to a hearing within five (5) academic days of the first day of the suspension.*

- *The hearing will be conducted by a hearing committee designated as follows: two (2) administrators will be appointed by the College President or designee, two (2) faculty members will be appointed by the college Faculty Council, and two (2) student representatives (at least one of which must be an elected officer) will be appointed by the college Student Government Association. Where the alleged student misconduct occurs during the last week of a term, during the Summer term, or during a term break, the hearing will be heard before an interim committee composed of available administrators, faculty, and/or students.*

- *The College President will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student will be advised in writing of the charges against him or her. The hearing will be scheduled to reasonably accommodate the student's schedule within the time frame for due process to occur.*

- *The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question*

adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.

- *If an accused student fails to attend a formal disciplinary hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student's participation.*

- *The hearing committee's written recommendation to the College President will be based solely upon evidence submitted at the hearing.*

After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence on which that recommendation is based. The College President may accept or reject the committee's recommendation. The College President will advise the student, in writing, of his/her decision within five (5) academic days of the receipt of the written recommendation of the committee.

Any written decision by a College President to dismiss the student from the College or expel the student district-wide shall be forwarded to the Office of Strategy and Academic Governance for approval and shall contain a summary of the evidence on which the decision is based.

(c) Disciplinary Hearings Involving Allegations of Sexual Harassment

- *In cases where a student is alleged to have engaged in sexual harassment, CCC's EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures ("Equal Opportunity Policy"). The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity Policy and more information about the EEO Office can be found at www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx and at Equal Opportunity in Employment, Programs, Services and Activities*

- *The preponderance of the evidence standard will be used by the EEO Office in reviewing evidence to reach its finding. Preponderance of the evidence means that there is more credible information supporting the position of one party, in comparison to the other, so that the facts in question were more likely than not to have occurred. Both the accused student and the complaining party shall be notified in writing of the final outcome.*

- *If the EEO Office makes a finding that the EEO Policy has been violated, it will provide its findings and recommendation of discipline to the Dean of Student Services to provide to the President of the College.*

- *Upon request, CCC will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of the crime of violence or non-forcible sex offense to the alleged victim or the next of kin, if the victim is deceased.*

Appeal of Discipline – Procedures
Policy: Appeal of Discipline.

The student must appeal within ten (10) academic days of the student's receipt of the College President's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Chief Academic Officer shall decide the appeal in writing within ten (10) academic days, after receipt of the student's appeal. The Office of Strategy and Academic Governance may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another college in the system or make such other disposition as the Office deems just and proper under the circumstances. The Chief Academic Officer's decision on the appeal shall be final and shall be effective immediately upon issuance.

Student Grievances (Non-Academic) – Procedures
Policy: Student Grievances (Non-Academic).

If any student feels he/she had been mistreated by another student, or a member of the college staff, the following "non-academic grievance" procedures should be followed:

   I.   *If the student believes he/she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.*

  II. *If the student feels aggrieved by a staff person, the student should submit a written complaint within five academic (5) days of the incident, describing the aggrieved incident to the staff person's supervisor. The supervisor will investigate the incident and report back to the student their finding within five (5) academic days. Based on the supervisor's findings the necessary action will be taken in accordance with the City Colleges of Chicago - Rules of the Board of Trustees, or the appropriate procedures outlined by the Collective Bargaining Unit. If the student's grievance is sexual harassment or discriminatory related, they should*

follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.

III. *If the student feels aggrieved by a fellow student, the student should submit a written complaint within five academic (5) days of the incident to the Dean of Student Services or their designated representative detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) academic days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee's recommendation and make a final decision on the matter within five (5) academic days from receiving the ruling from the Committee. The student filing the non-academic grievance should be notified in writing of the final ruling within five (5) academic days of the hearing. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.*

Equal Opportunity in Employment, Programs, Services and Activities – Procedures

Policy: Equal Opportunity in Employment, Programs, Services and Activities.

(a) EEO Office and Complaint Resolution Process

The Equal Opportunity ("EEO") Office is responsible for investigating all equal opportunity concerns of City Colleges of Chicago employees, applicants for employment, students, applicants for admission, or any other person including complaints of discrimination, harassment, hostile work or learning environment, retaliation, intimidation, sexual misconduct, and failure to accommodate due to religion or disability. The head of the EEO Office is the Executive Director of Employee and Labor Relations. The Title IX Coordinator is located within the EEO Office. Any questions regarding Title IX may be referred to the EEO Office or to the Office of Civil Rights, U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, Telephone: (312) 730-1560, Email: OCR.Chicago@ed.gov.

(b) Who May File a Complaint

Complaints of discrimination, harassment, or sexual misconduct may be made by or against employees, students, or other participants in Board programs, activities, or services.

(c) Filing a Complaint of Discrimination or Harassment

Complaints must be in writing on the City Colleges of Chicago Discrimination and Harassment form. Complaints must be filed within 180 days of the discriminatory or

harassing act complained of on the form. All complaints must be directed to the EEO Office in the Office of Human Resources and Staff Development at the District Office. The EEO Office will also accept complaints at 226 W. Jackson Blvd., Chicago, IL 60606 or at eeofficer@ccc.edu. For more information, the EEO Office can be reached at (312) 553-2865.

(d) Duty to Report

CCC employees are required to report any incidents of discrimination, harassment, or hostile work or learning environment to the EEO Office regardless of whether the individual being harassed is an employee, student, participant in Board programs, activities, or services, or other person. Additionally, if CCC employees observe acts of harassment, it is recommended that they intervene to stop the harassment unless circumstances would make intervention dangerous.

Students are encouraged to immediately report any incidents of discrimination, harassment, or hostile work or learning environment to the EEO Office.

(e) Reporting a Complaint of Sexual Harassment

1. *Any individual who believes (s) he has been a victim of sexual harassment should report the alleged sexual harassment immediately to Campus Security or the EEO Office.*
2. *If any other employee receives a report or information of sexual harassment, the employee must immediately report the alleged sexual harassment to the EEO Office.*
3. *Individuals are strongly encouraged to report incidents of, or share information about, sexual harassment as soon as possible after the incident occurred. CCC may ultimately be unable to adequately investigate if too much time has passed or if an accused individual has left CCC. Other factors that could negatively affect CCC's ability to investigate include the loss of physical evidence and the potential loss of memory or departure of witnesses.*
4. *Victims of sexual harassment should make every effort to preserve evidence as may be necessary for the proof of sexual harassment or for obtaining an order of protection.*
5. *Complaints must be submitted in writing on the City Colleges Discrimination and Harassment Form. All complaints must be directed to the EEO Office in the Office of Human Resources & Staff Development at the District Office. The EEO Office will also accept complaints at eeofficer@ccc.edu. For more information, contact the EEO Office at (312) 553-2865.*
6. *Because sexual harassment is a serious offense that may threaten the community as a whole, in some instances City Colleges of Chicago may be obliged to pursue alleged sexual harassment without the cooperation of the victim. In such instances, the EEO Office will inform the victim of its obligation to address a community safety issue.*

7. If applicable, individuals have the right to file a Complaint with the EEO Office and a criminal complaint simultaneously.

(f) Prevention and Education of Sexual Misconduct

The Wellness Center at each College is dedicated to the prevention and education of sexual harassment. The Wellness Center's goal is to educate and promote awareness of sexual assault and other sexual misconduct. In furtherance of this goal, workshops, presentations and programs are open to the College community to address issues of sexual harassment.

Wellness Center counselors are available to provide assistance to victims with counseling and resources. Information and lists of resources are also available in the Wellness Centers at each College.

(g) Interim Measures

The EEO Office, in consultation with the appropriate college authority or personnel, and the complainant, may modify academic or working situations of the complainant and/or respondent while an EEO investigation is pending if the EEO Office believes there is a threat of imminent harm.

(h) Investigation Procedures

The Equal Opportunity ("EEO") Office is responsible for investigating complaints of discrimination, harassment, and sexual misconduct made by students, employees, program participants and visitors.

1. The complainant and the respondent shall be notified in a timely manner that an investigation is being conducted.
2. An investigation will be conducted within forty-five (45) calendar days, after receiving the complaint, if feasible. Holidays, days when the City Colleges of Chicago has scheduled a recess, or emergency or other closings shall not be counted. Every effort will be made to promptly investigate the complaint.
3. Both the complainant and the respondent will have a full and fair opportunity to present evidence to the EEO Office during the investigatory process in support of or in mitigation of their respective positions. Each party may present evidence and/or witnesses on his/her behalf.
4. The preponderance of the evidence standard will be used in reviewing evidence and information obtained during the investigation to reach a determination. Preponderance of the evidence means that there is more credible information supporting the position of one party, in comparison to the other, so that the facts in question were more likely than not to have occurred.
5. The EEO Office shall file a written report of the findings with the Vice Chancellor of Human Resources and/or the College President/Vice Chancellor, which may include disciplinary and/or corrective action to stop, remedy, and prevent recurrence of discrimination, harassment, or sexual misconduct.

6. Both the complainant and the respondent shall be notified in writing of the findings of the investigation.

(i) When a Complaint Is Not Sustained

Where a complaint is found to be without substantive merit, or where a complaint of discrimination or harassment is found to be untimely, a determination of no violation of the EEO Policy will be issued to the complaining and responding individuals. That determination will advise the individuals that no further EEO action will be taken on the complaint. When applicable, the individuals will be referred to other processes which may address the issue which is the subject of the complaint.

(j) When a Complaint Is Sustained

Where a violation of the EEO Policy is found to exist, the EEO Office will make a recommendation to the Chancellor, College President, or Vice Chancellor regarding a corrective action.

Corrective action recommendations for employees may include discipline up to and including termination of employment, or any other remedy deemed appropriate to address the discriminatory or harassing conduct and to prevent its recurrence. Provisions of any applicable collective bargaining agreement will be followed when implementing any corrective action determination against union employees.

In the case of a student, where a violation of the EEO Policy is found to exist, the EEO Office will make a recommendation of an appropriate corrective action to the Dean of Student Services at the applicable College. Appropriate disciplinary action may range from written reprimands, suspensions, or other action up to and including college dismissal, or expulsion, or any other remedy deemed appropriate to address the discriminatory or harassing conduct. Depending on the EEO Office's recommended disciplinary or corrective action, the student may be entitled to an informal or formal disciplinary hearing as outlined in the Student Code of Conduct.

CCC will offer Wellness Center counseling and/or referral services to any enrolled student or current employee (and referral services to any former student) found to have been subjected to or to have engaged in harassment, discrimination, and/or sexual harassment.

(k) Prohibition against Retaliation and Intimidation

Retaliation against and/or intimidation of employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited.

Anyone who believes he or she is the victim of retaliation or intimidation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the EEO Office.

Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of this Policy and will be subject to disciplinary action.

(l) Confidentiality of the Investigation

The investigation will be conducted in such a way to maintain confidentiality, to the greatest extent possible, consistent with Board policies, and federal and state law. This confidentiality is required in order to comply with laws and regulations protecting education records of students and employment records of employees, and to provide an orderly process for the determination and consideration of relevant evidence without undue intimidation or pressure. Investigation findings may not be disclosed except as required or authorized by law or as may be authorized by the Chancellor, College President, or Vice Chancellor.

The EEO Office has a compelling interest in protecting the integrity of its investigations. In every investigation, the EEO Office has a strong desire to protect witnesses from harassment, intimidation and retaliation, and to keep evidence from being destroyed. The EEO Office may decide in some circumstances that in order to achieve these objectives, parties and witnesses must maintain the investigation in strict confidence. If the EEO Office reasonably imposes such a requirement and the parties or witnesses do not maintain such confidentiality, they may be subject to disciplinary action.

(m) Duty to Cooperate in EEO Investigations

Any employee or student called upon to participate in an EEO investigation should provide his or her full cooperation to the EEO Office during the complaint investigation process.

(n) False Reporting

Any person who knowingly files a false complaint will be in violation of this Policy and will be subject to disciplinary action.

(o) Definitions

Age means the chronological age of a person who is at least 40 years old.

Citizenship status means the status of being a born U.S. citizen a naturalized U.S. citizen, a U.S. national, or a person born outside the United States and not a U.S. citizen, or immigration status.

Disability means an individual with a physical or mental impairment that substantially limits one or more major life activities of the individual; has a record of impairment; or is being regarded as having such impairment.

Discrimination means treating an individual less favorably because of a legally protected category or characteristic.

Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, or information about the manifestation of a disease or disorder in an individual's family members (i.e. family medical history).

Harassment is the unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be verbal, written, visual, or physical. Examples of harassment prohibited by this policy include but are not limited to:

- A professor making a religious joke in class;
- A student making a joke about another student in a wheelchair;
- A professor giving a student a better grade because of his race.

Marital status means the legal status of being married, single, separated or divorced or widowed.

Military status means a person's status on active duty in or status as a veteran of the armed forces of the United States, status as a current member or veteran of any reserve component of the armed forces of the United States, including the United States Army Reserve, United States Marine Corps Reserve, United States Navy Reserve, United States Air Force Reserve, and United States Coast Guard Reserve, or status as a current member or veteran of the Illinois Army National Guard or Illinois Air National Guard.

National origin means the place in which a person or one of his or her ancestors was born.

Order of protection means a person's status as being a person protected under an order of protection issued pursuant to the Illinois Domestic Violence Act of 1986 or an order of protection issued by a court of another state.

Pregnancy means pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

Religion means all aspects of religious observations and practices, as well as belief.

Sex means the status of being a male or female.

Sexual harassment is a form of sex discrimination. Sexual harassment includes, but is not limited to, unwelcome sexual advances (including sexual assault), requests for sexual

favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment, academic performance, or participation in a Board program, service, or activity. Sexual harassment also includes situations where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault. Whether the harassing conduct is considered severe or pervasive depends upon the context, nature, scope, frequency, duration, and location(s) in which the behavior occurred, as well as, the identity, number, and relationships of the persons involved. Examples of sexual harassment include but are not limited to:

- *A professor who continually makes jokes of a sexual nature in the classroom;*
- *A student's unwanted consistent, flirtation with another student;*
- *A financial aid advisor who promises a student that she will provide him a scholarship if he goes on a date with her.*

Sexual assault is defined as sexual penetration (oral, anal, or vaginal) by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent.

Sexual penetration means any contact, however slight, between the sex organ or anus of one person and an object or the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any animal or object into the sex organ or anus of another person, including, but not limited to, cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

Sexual misconduct means any knowing touching or fondling by the victim or the accused, either directly or through clothing, of the sex organs, anus, or breast of the victim or the accused, or any part of the body of a child under 13 years of age, or any transfer or transmission of semen by the accused upon any part of the clothed or unclothed body of the victim, for the purpose of sexual gratification or arousal of the victim or the accused.

Rape is a form of sexual assault. Rape is any non-consensual acts involving the penetration of the sex organs, anus, or mouth.

Acquaintance rape is defined as forced, manipulated or coerced sexual contact by someone the victim knows.

Consent involves explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals

willingly and knowingly engage in sexual activity. The use of coercion in instances of sexual assault involves the use of pressure, manipulation, substances, and/or force. The absence of "No" is not a "Yes."

Domestic violence is defined as the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse used by a household or family member by another. Household or family members who are protected are as follows: spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, caregivers and high-risk adult with disabilities.

Dating violence is a form of domestic violence that includes persons who have or have had a dating relationship. Dating violence occurs when one partner engages in any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound the other.

Stalking occurs when an individual knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to a fear for his or her safety or the safety of others, or suffer substantial emotional distress. A person commits stalking when he or she knowingly and without lawful justification on at least two separate occasions follows another person or places the person under surveillance or any combination thereof, and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person.

Stalking also includes cyber stalking. Cyber stalking occurs when a person knowingly and without lawful justification on at least two separate occasions intimidates, torments, or terrorizes another person or that person's family member(s) through the use of electronic communication and transmits a threat of future bodily harm, sexual assault, confinement, or restraint; or knowingly solicits another person to commit stalking or cyber stalking; or creates and maintains an Internet website or webpage accessible to one or more third parties for a period of at least 24 hours containing harassing statements as outlined above toward another person or that person's family member(s). Repetitive, non-consensual communication of any kind including that which involves the use of electronic equipment or technology for the purposes of cyber stalking is also a violation of the City Colleges of Chicago Reasonable Computer Use Policy. Examples of cyber stalking include, but are not limited to e-mail, voicemail messages, text messages, instant messages, global positioning systems (GPS), and cell phone software applications.

Sexual orientation means the actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity, whether or not traditionally associated with the person's designated sex at birth.

Retaliation is adverse treatment of an individual because he or she made a discrimination or harassment complaint, or cooperated with an investigation of a discrimination or harassment complaint.

Student Travel and Chaperone Policy – Procedures
Policy: Student Travel and Chaperone Policy.

(a) Procedures for Students
Students follow Guidelines for Student Travel which can be obtained from the department or program sponsoring the travel.

(b) Procedures for Chaperones
Chaperones follow procedures contained in CCC Student Travel Chaperone Guidelines.

Course and/or Program Approval – Procedures
Policy: Course and/or Program Approval.

The PACC Process reflects collaboration between faculty and administrators to produce quality curriculum, normed with rubrics. The PACC process is conducted internally by City Colleges of Chicago stakeholders prior to external review and approval of PACC Proposals by academic governing bodies and accrediting agencies.

Step 1: Initiate
- *Principle Advocate (PA) submits request for PACC Proposal to the Curriculum Facilitator.*

Step 2: Describe
- *Principal Advocate forms proposal team and submits a Proposal Summary (justification and scope) to Vice-President of Academic Affairs, Academic Department/Discipline, and Curriculum Facilitator.*

Step 3: Develop
Principal Advocate develops the Proposal Summary; Principal Advocate and Proposal Team engage in research and development, complete appropriate documents (syllabus, ICCB forms, etc.), and gather supportive documentation.

Principal Advocate shall establish and work with a proposal team that comprises:

A. College PACC Resource Advisors* (see (PACC) Curriculum Manual), and
B. College Curriculum Committee (Faculty Council subcommittee)

Both bodies will work in tandem on:
1. Program and/or Course Development,
2. Assessment, and
3. Review.

Step 4: Integrate
Principal Advocate activates proposal for district-wide integration and dissemination at the Joint Curriculum Development Council. (JCDC).

The JCDC shall be comprised of a joint faculty and administration committee of twenty-three members that include:
- Curriculum Facilitators - Eight tenured faculty members for curriculum development (seven College Facilitators and one District Facilitator)
- Vice-Presidents of Academic Affairs and Student Services (seven Colleges)
- Curriculum Committee Chairpersons (seven Colleges)
- Office of Academic Programs (one District Representative)

Step 5: Administrate
College and District Administration submit PACC Proposal with required documentation to appropriate bodies that may include, but are not limited to:
- Illinois Community College Board (ICCB)
- Illinois Board of Higher Education (IBHE)
- Illinois Articulation Initiative (IAI)
- Higher Learning Commission (HLC)
- Department of Education (DoE)
- Accrediting Bodies

Step 6: Monitor
Office of Academic Programs monitors external agencies review for approval status.

Step 7: Establish
Office of Academic Programs updates Catalog and Student Information System.

Step 8: Implement
Office of Academic Programs notifies Colleges, Principal Advocates, and Joint Curriculum Development Council.

Program Review – Procedures

Policy: Program Review.

The Office of Strategy & Academic Governance will coordinate the Program Review process and will train college personnel.

Upon receipt of the fiscal year guidelines from ICCB, the information will be forwarded to the Presidents, Vice Presidents, Deans, and Institutional Researchers who will coordinate a collaborative review with the college faculty.

The colleges will conduct their own internal program reviews and will prepare their own reports. Evaluative claims and analyses of the effectiveness of a college's programs and services will be supported by data. Data elements include enrollment, retention, graduation, placement, academic standing, articulation agreements, and other information that documents the relevance and effectiveness of each program and service. Each college will determine which programs will be modified, inactivated, and/or withdrawn, prior to their submission to Office of Strategy and Academic Governance.

Colleges will submit draft program reports to Office of Strategy and Academic Governance to allow time for internal review prior to submitting to ICCB.

Sunsetting Programs – Procedures

Policy: Sunsetting Programs.

CCC works to ensure a fair and consistent process for inactivating or withdrawing programs across the District and a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB).

Such programs slated for discontinuation must adhere to the following procedures to ensure proper completion of the program for currently enrolled students.

1. *When a college discontinues offering an approved program to new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules of the ICCB, Section 1501.302, f, p. 27).*

2. *The college(s) will announce the pending closure of the program and the last date by which a continuing student can complete the program at one or more colleges (reported to ICCB as either inactive or withdrawn*) through all means available, such as campus postings, notification in class schedules, and the college's website. The college(s) will also identify and announce the last term that students will be*

admitted into the program. The last admit term will be posted in the catalog until the inactivation or withdrawal date.

3. *The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:*
   a. *Notify the students of the actions in items 1 & 2 above by CCC email, certified mail, or if necessary, by phone;*
   b. *Will require the student** to consult with an Academic Advisor to design an educational plan in order to complete coursework prior to the program's discontinuation.*

4. *College Advisors will:*
   a. *Design an educational program of study that facilitates the student's successful completion of all required courses and completion of all program requirements prior to the inactivation or withdrawal date;*
   b. *Identify specific courses that will meet the student's graduation requirements;*
   c. *Identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.*

5. *A document, Memorandum of Understanding (MOU), signed by both the student and the Academic Advisor will be completed that explicitly states the specific courses the student must complete and the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit, prior to the inactivation or withdrawal date. A copy of the MOU should be provided to the student and the Office of the Registrar, and retained by the Academic Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).*

6. *Students who are unable to complete the agreed upon program of study prior to the inactivation or withdrawal date should be advised to pursue:*
   a. *Enrollment in another program based or the coursework for which they have completed and credit earned;*
   b. *Transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;*
   c. *Transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.*

7. *Students will not be allowed to continue or complete the discontinued academic program after the inactivation or withdrawal date.*

**Other than attempting notification by CCC email or mail or phone, college(s) has (have) no further obligation to inactive students or students who fail to respond to the notification and a direction to meet with an Academic Advisor.*

Overtime/Extra Work – Procedures
Policy: Overtime/Extra Work.

1. *Notification of departmental courses available for overtime/extra work shall be posted in a conspicuous place in each department.*

2. *Faculty members of the department offering these courses, who meet appropriate qualifications to teach a given course(s), shall have first opportunity to be awarded such overtime/extra work according to the collective bargaining agreement, Article VIII.F.3 and 4 (Local 1600).*

3. *After faculty members have selected classes at each individual college, a list of remaining TBA classes will be sent by each home college Academic Vice President to all other Academic Vice Presidents and the Executive Vice Chancellor and Chief Strategy Officer.*

4. *Academic Vice Presidents receiving lists from other CCC colleges shall transmit these to the appropriate Department Chairs so the information can be disseminated to faculty members.*

5. *The responsibility for asking for courses at this point rests with each individual faculty member.*

6. *Faculty members desiring courses at other colleges should indicate their interest by contacting the Academic Vice President at their home college through their Department Chair.*

7. *Each Academic Vice President should then contact her/his counterpart(s) at the campus(es) where the course(s) is (are) being offered and make appropriate arrangements.*

Payment for Classes with Excess Enrollment – Procedures
Policy: Payment for Classes with Excess Enrollment.

1. *Payment for excess enrollment shall be on a per-capita basis which is to be determined by load, class contact hours, and teacher's salary, based upon enrollment at mid-term of the semester. (This assumes that faculty on a timely*

basis have submitted mid-term grade reporting forms reflecting all ADW reductions.) The formula for payment is as follows:

Fall and Spring Terms:

$$\frac{annual\ salary}{annual\ load} \times \frac{overs}{contract\ limit} \times contact\ hours \times .94$$

Mini Term:

$$\frac{annual\ salary}{annual\ load} \times \frac{overs}{contract\ limit} \times contact\ hours \times .89$$

Summer Term:

$$\frac{annual\ salary}{annual\ load} \times \frac{overs}{contract\ limit} \times contact\ hours \times .89 \times .75$$

2. *The contract limit will vary depending on the class. Class size limits can be found in Article VIII.A of the collective bargaining agreement.*

3. *All regular load variable heavy classes are to be counted in determining the over-enrollment payment. If the contract hours and/or the contract limit varies from class to class, each class shall be computed separately and then the amounts from each class added together.*

4. *Overtime classes shall be computed separately. Under-enrollments in an overtime class shall not be subtracted from the over-enrollments in the faculty member's regular program, and vice versa. Over-enrollments in overtime classes shall be figured at the overtime rate specified in Article VI.A.4 of the Agreement.*

(a) Faculty members will:
1. *Submit over-enrollment claim to Vice President for approval within one week after mid-term date. Claims submitted after this date will not be eligible for reimbursement.*
2. *Provide documentation for the claim in the form of clearly reproduced photocopies of each mid-term grade reporting form of the teacher's entire load.*
3. *Resolve any questions or disagreements concerning their claims at the local level with the campus administration.*

(b) Vice Presidents will:
1. *Review faculty member's full program, including class size limits, over-enrollments, and NSW/ADW policy compliance as of the mid-point of the class.*

2. Determine the actual number of over-enrollments in each class. (Do not count students in the over-enrollment claim who are NSW/ADW)
3. Validate or deny all claims and notify faculty member.
4. Review the decision with the faculty member, complete the Faculty over-enrollment form, and forward it to the District Office Payroll Director.

(c) Payroll Director will:
1. Review the Faculty Over-enrollment form.
2. Confer with the appropriate Vice President about those claims where there is a question concerning the application of the over-enrollment formula and, if necessary, return the claim to the Vice President.
3. After review, forward the signed Faculty Over-enrollment form to the Payroll Department for payment.

(d) Over Enrollment Special Cases
1. *Exceeding +3 and/or +5:* If a faculty member's load in a given class exceeds the +3 and/or +5 allowed in the Article VIII.A.1.e of the collective bargaining agreement , they shall be paid for the number of students above +3 and/or +5, regardless of the enrollment in his/her other classes.

2. No College shall make distinctions between full-time and part-time maximum size. Part-time faculty who are assigned to teach classes with students that exceed the established maximum number of students shall be paid over-enrollment pay. All extra pay for over-enrolled courses will be calculated based upon actual documented enrollments as of the midterm of the course.

3. Part-time faculty members will submit claims to the Vice President for approval by mid-term date.

4. Split Loads: If a faculty member is over enrolled in a class being taught partially for load and partially for overtime, the payment is computed by figuring how much he/she would be paid for 1 hour of load times the number of hours of load and how much he/she would be paid for 1 hour of overtime times the number of hours of overtime.

   a. For example, if a full-time faculty member earning $48,000 per year taught a Sociology day class with 2 extra students, 2 hours for load and 1 hour for overtime, he/she would be paid as follows:

   b. $\frac{\$48,000}{30} \times \frac{2}{35} \times 2 = \$182.86$

   c. $\frac{\$48,000}{30} \times \frac{2}{35} \times 1 \times .30 = \$27.43$

d. $\$182.86 + \$27.43 = \$210.29$

Criteria for Promotion in Rank – Procedures
Policy: [Criteria for Promotion in Rank](#).

The promotion process originates with the individual faculty member who submits an application for promotion, together with corroborating documentation to the President of the College. The President shall forward all applications to the Rank Committee of the applicant's department, discipline, or program, and the Chair of the local College Rank Promotion Committee. The Rank Committee and the head of the department shall evaluate each candidate according to the Criteria for Promotion in Rank, and then forward their documented recommendations (the same as those specified below in No. 2., and all materials on each candidate to the President of the College and to the College Rank Promotion Committee. The local College Rank Promotion Committee shall consist of six or eight tenured faculty members on active service. The members of this Committee shall be elected by the full-time faculty members of the College. A faculty member who is a candidate for rank promotion shall not at the same time serve as a member of the College Rank Promotion Committee.

Criteria for promotion in rank include the following:

(a) Performance and Teaching
To evaluate Performance in Teaching (classroom and non-classroom) faculty members are required to prepare a narrative (minimum of 3 double spaced, typewritten pages) describing in detail your classroom or library performance and techniques which enhance student educational growth and development. Focus on your procedures, abilities, creativity, motivational techniques, and use of technology that make you an excellent teacher or librarian. The following is provided for your guidance.

- *Mastery of the Subject Matter*
  Incorporate a minimum of 3 components from this category.
  – *Knowledge of subject taught and of changes in applied aspect of specialty*
  – *Interest in subject taught*
  – *Academic breadth and perspective: ability to relate subject matter taught to broader areas*
  – *Presentation of subject matter relevant to student needs*
  – *Competence in the application of subject matter*

- *Classroom Technique and Performance*
  Incorporate a minimum of 3 components from this category.

- – *Make clear in measurable terms the course objectives, student learning outcomes and requirements for grades*
- – *Meet the class promptly, regularly and responsibly*
- – *Organize the course and prepare adequately for each class*
- – *Make a clear and intelligible presentation of subject matter*
- – *Illuminate subject matter through concrete illustrations, pertinent subsidiary information, applications to practical situations, etc.*
- – *Stimulate lively, well-directed discussions*
- – *Arouse student interest in subject matter and stimulate independent thought and effort*
- – *Make course content relevant to the student*
- – *Adjust teaching techniques and subject matter to the range of the class*
- – *Develop student ability to appreciate and to engage in critical thinking*
- – *Establish and maintain activities and interest which develop effective communication with the student(s)*
- – *Use instructional technology effectively*
- – *Evaluate own performance as a teacher and make continuous improvements*

Optional – Request classroom evaluation by an administrator
Yes___   No___

In the evaluation of performance in teaching, the following factors shall be taken into consideration:
- *Mastery of subject matter*
- *Knowledge of subject taught and of changes in applied aspect of specialty*
- *Interest in subject taught*
- *Academic breadth and perspective: ability to relate subject matter taught to broader areas*
- *Presentation of subject matter relevant to student needs*
- *Competence in the application of subject matter*
- *Classroom technique and performance; ability to:*
  - – *Make clear in measurable terms the course objectives, student learning outcomes, and requirements for grades*
  - – *Meet the class promptly, regularly and responsibly*
  - – *Organize the course and prepare adequately for each class*
  - – *Make a clear and intelligible presentation of subject matter*
  - – *Illuminate subject matter through concrete illustrations, pertinent subsidiary information, applications to practical situations, etc.*
  - – *Stimulate lively, well-directed discussions*
  - – *Arouse student interest in subject matter and stimulate independent thought and effort*
  - – *Make course content relevant to the student*
  - – *Adjust teaching techniques and subject matter to the range of the class*

- Develop student ability to appreciate and to engage in critical thinking
- Establish and maintain activities and interest which develop effective communication with the student(s)
- Use instructional technology effectively
- Evaluate own performance as a teacher and make continuous improvements

(b) Creative Teaching Methods

Describe any creative teaching techniques you use in your classroom, especially the commitment to integrating new technology.

(c) Professional Growth (Education Requirements)

The following educational preparation requirements for each rank are minimums for qualification to be considered for promotion. Less than the stipulated requirements in this area shall be acceptable if there is evidence of substantial or distinguished performance in any one or more of the other areas of this category.

Assistant Professor	Associate Professor	Professor
15 semester hours of graduate credit* more than the minimum requirements for certification for employment in CCC.	30 semester hours** of graduate credit* more than the minimum requirements for certification for employment in CCC.	60 semester hours** of graduate credit* more than the minimum requirements for certification for employment in CCC or an earned Doctorate degree.

Graduate credit must be extended by a regionally accredited institution of Higher Education and appear on an official college transcript.

** The Rank Promotions Committee may also take into consideration under this category advanced study with recognized teachers (as in the Fine Arts), participation in workshops, institutes and seminars, practical experience in related non-academic fields (including travel), and applied experience in the field of specialization.

Credit hour totals indicated above shall be cumulative for each rank. The candidate for Professor needs only the total of 60 semester hours of graduate credit more than the minimum requirements for certification for employment in the City Colleges of Chicago.

Credits outside the field of specialization or certification shall be taken into consideration under this category if evidence is presented of their relevance or value to the performance and/or professional growth of the candidate as a faculty member. Courses and credits shall be considered graduate if the university so transcripts the course.

(d) College Service
The Rank Promotions Committee and the President shall evaluate the candidate's participation in the educationally important activities of the candidate's department/discipline of the College and of the City Colleges of Chicago. The candidate's qualities of leadership and cooperation, as well as personal and professional integrity and responsibility, shall be factors in the evaluation in this category.

The candidate shall be evaluated in the following areas:

- **Work on faculty and other college committees:** This shall include the candidate's participation on any committee of the College, the local Faculty Council, or the FCCCC on which the candidate has served as an elected, volunteer or appointed member. Service as Chair or Secretary shall carry greater weight than membership only, unless evidence is presented of outstanding contribution as a member.

- **Participation as a department/discipline member:** This shall include the candidate's participation on any department or discipline committee, contribution to curriculum development, providing of teaching materials for other members, assistance to new and adjunct faculty members, and the promotion of the department within the College and the community.

- **Interest in students:** This shall concern the candidate's participation in extracurricular activities with students and student groups, in personal conferences and advising, informal discussions and hospitality to students, sponsorship of student organizations, and acceptance of responsibility for advising students within the faculty area of competence.

To qualify for promotion, the candidate shall provide evidence of performance in each of these areas since the last promotion. Substantial achievement in any one area in this category may compensate for lesser (but not the absence of) achievement in one or both of the others.

(e) Creative Productivity
Performance in this area shall include publication of books; articles; films; television performances and programming; musical or dramatic composition and performance; participation in shows in art; traveling fellowships; special foundation grants; independent study and/or research; development of educational software; and work in the applied aspects of the faculty member's specialty. Performance in this area need not be exclusively within the candidate's field, certification or specialization. Performance in this area can include development of new courses, assessment of student outcomes, and/or service as an accreditation self-study coordinator.

(f) Community Service

Performance in this area may be indicated by the candidate's participation in community activities external to the City Colleges. These activities shall be voluntary and non-reimbursed services.

(g) Professional Associations

Performance in this area shall be indicated by the candidate's participation in workshops, institutes, seminars, and conferences within the field of specialization; by membership and holding office in professional associations or organizations, and by professional honors and awards. Service as an officer, committee chair, or other substantial contribution shall carry greater weight than membership alone.

A candidate may also request that any other documents or information relating to his/her performance as a teacher be added for evaluation.

- The President of the College and the College Rank Promotion Committee shall review the materials and independently rate each candidate according to the following scale:
  – Recommended
  – Not Recommended

- The local College Rank Promotion Committee or its designees and the President or his/her designees shall meet jointly to discuss the Committee's recommendations for the candidates. The Committee and President shall have the option of changing the ratings at this time.

- Candidates who have been rated "Not Recommended" by both the College Rank Promotion Committee and the College President shall be rejected at this step, and shall be immediately informed in writing by the College President with a statement of the reason(s) for rejection.

- All applications which have been rated "Recommended" by the President and the Rank Promotion Committee shall then be submitted to the Vice Chancellor for Academic Affairs. In cases where consensus is not reached, the President shall make the final decision.

- Each President's recommendations shall be evaluated by the Office of Strategy and Academic Governance.

- The Chancellor shall have the right to determine those candidates for each rank to be recommended by the Chancellor to the Board of Trustees. Candidates not recommended by the Chancellor shall be immediately notified by the Chancellor with a written statement of the reason(s) for non-recommendation.

- *A candidate who has been denied at any step in this procedure and who believes this non-recommendation was due to an error of fact may appeal, in writing within ten days after notification of non-promotion, to an Appeals Committee composed of three faculty members designated by the FCCCC and three administrators designated by the Vice Presidents. The Executive Vice Chancellor & Chief Strategy Officer or his/her designee shall be the presiding person, with no vote unless a deciding vote is required in the case of a tie vote, of the Appeals Committee.*

- *The candidates approved for recommendation for promotion by a majority vote of the Appeals Committee shall be presented to the Chancellor by the Committee with a written statement and the corroborating documentation. Candidates not recommended shall be informed immediately with a written statement of the reason(s) for non-recommendation. Candidates not recommended by the process shall in good faith accept this decision as final.*

The Chancellor shall have the final decision of the candidates recommended for promotion as presented to him/her though this process. Candidates not recommended by the Chancellor shall be notified immediately by him/her with a written statement of the reason(s) for non-recommendation.

It is desirable that the procedures outlined above be undertaken within a time schedule as to make possible action by the Board of Trustees no later than the regular meeting in May. The above procedures shall be in effect until further recommendations for revisions are approved by the Chancellor.