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ACADEMIC AND STUDENT POLICY

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

Office of Academic and Student Affairs

Effective: March 2025

(Procedures revised March 2025)

Individual policies can be viewed on the left-hand side of the screen under '2025-2026 Edition'. A PDF of the full policy document can be found here (https://www.ccc.edu/wp-content/uploads/Documents_Academic-and-Student-Policy-Manual-March-2025.pdf).

Additional CCC Policy Documents can be found at <https://www.ccc.edu/menu/Policies/>

Introduction to CCC

- Article I. Mission, Vision & Values (p. 2)

Article I. Mission, Vision & Values

Section 1.01 Mission Statement

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 Vision

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 Core Values

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 CCC, 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 (p. 77). 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 a 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 (<http://www.ccc.edu/departments/Pages/Advising.aspx>) or the Office of Student Services (<http://www.ccc.edu/departments/Pages/Student-Affairs.aspx>) at their college. The rules and policies contained in

this document align with and support the Board Policies and Procedures for Management & Government (<http://www.ccc.edu/departments/Pages/Board-of-Trustees.aspx>) of the City Colleges of Chicago.

Section 1.08 Accreditation

All seven City Colleges of Chicago are independently accredited by the Higher Learning Commission (https://www.hlcommission.org/directory-of-institutions/?_sf_s=city%20colleges%20of%20chicago&_sft_state=il&_sft_institution-status=accredited) (HLC). Some programs also maintain their own specialized accreditation. Click here (<https://www.ccc.edu/menu/Pages/Accreditation.aspx>) to find more information about each of the colleges accreditation status.

Student-Focused Policies

- Article II. Getting Admitted To CCC (p. 3)
- Article III. Taking Classes At CCC (p. 8)
- Article IV. Understanding Program Requirements At CCC (p. 15)
- Article V. Graduating From CCC (p. 19)
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Article II. Getting Admitted To CCC

Section 2.01 Admissions – Credit Students

Policy History: Admissions – Credit Students (p. 60)

Procedures: Admissions – Credit Students – Procedures (p. 77).

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 (p.)) 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 (<http://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 (p. 6))
- High school students age 15-18, 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 (p. 3))
- High school Students under age 15, recommended by their principal and approved by the College President or designated

official to enroll in college credit courses (see High School Students (p. 3))

- 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 (p. 25))

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 since last attending CCC may not need to apply for readmission.

- The following types of returning students must reapply for readmission (visit the Office of Admissions (<https://www.ccc.edu/departments/Pages/Admissions.aspx>) for further information):
 - Students with a Discontinued status
 - Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.
- The following types of returning students need not reapply for readmission (visit the Office of the Registrar (<http://www.ccc.edu/registrar/>) for further information):
 - Students who are Active in their academic careers
 - Students with a Completed status who have enrolled and earned a final grade in the career in which they completed their academic program during the previous two (2) terms.

See Discontinued Students (p.) and Residency Verification – Returning Students (p. 21).

c. Academically Dismissed Students

Students who have been academically dismissed from any of the City Colleges of Chicago must apply for readmission. See Academic Standing (p. 10) 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 (<https://www.ccc.edu/services/Pages/International-Student-Health-Insurance.aspx>) 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 15 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 15 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 (<https://www.ccc.edu/departments/Pages/Early-College.aspx>) – do not qualify for financial aid. Also see the Early College Program policy (p. 29).

Section 2.02 Admissions – International Students

Procedures: Admissions – International Students – Procedures (p. 77).

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, S-2 – 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 (p. 78).

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 test (GED®)* or *High School Equivalency Test (HiSET®)*;

- Learn 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:

- Complete an application online or in-person at a CCC college campus or satellite location.
- Resident of Illinois (see Adult Education Students (p. 21)).
- 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 (p. 78).

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 (p. 5)) prior to registration.

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 Composition 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 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 students who have completed a placement measure in English and/or Math from any of the following:

- **Transfer Credit**
 - Students who submit an official transcript from an approved accredited college or university showing successful completion of college level math, English (particularly

ENGLISH 101 Composition/Freshman Composition), and reading with a grade of “C” or higher;

- **Associate degree or higher;**
- **ACT or SAT test scores;**
 - High school graduates who submit official and sufficiently high scores;
- **GED or HiSET score;**
- **Transitional Math or Transitional English;**
- **High School GPA;**
 - High school grade point average (GPA) of 3.00 from an official high school transcript.
 - Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.
 - GPA from an accredited high school
 - GPA requirements are based on an unweighted 4.00 scale. If a GPA is submitted based on a different scale, it will be converted.
- **Transfer Developmental Educational English and Math**
 - May be accepted for college level placement
 - Official transcripts from an approved accredited college or university with a grade of “C” or higher
- Additional information on placement eligibility by waiver is outlined in procedures (p. 78).

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).

All documents must be official and submitted in a sealed envelope or sent through secure electronic data transfer directly from the original source or third-party transcript vendor.

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

Policy History: Assessment & Placement – Adult Education Students (p. 60).

Procedures: Assessment & Placement – Adult Education Students – Procedures (p. 81).

Prior to registering in Adult Education classes, students are required to take necessary placement examinations, which include CASAS and/

or TABE. When Adult Education students complete a minimum of 40 instructional hours, students are required to take a post-test examination, CASAS and/or TABE. All students are also required to complete an outcome plan upon registration each year.

Section 2.07 Transfer Credit

Policy History: Transfer Credit (p. 60).

Procedures: Transfer Credit – Procedures (p. 81).

Official college transcripts are required as part of the admissions process for credential seeking students. CCC will only accept official undergraduate transcripts from institutions accredited from one of the following organizations:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified electronic copy) that is properly signed/authenticated. College transcripts that are more than one (1) year past the print date are not accepted.

All courses from other 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 for transferability and reflected on the student’s academic record when the credit is accepted. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see Graduation Requirements for Degrees (p. 19)).

Students should request their official transcripts be sent to the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) at their home college. Selective admission programs may require additional official transcript(s) go directly to the college the program is offered at.

Section 2.08 Military Credit

Procedures: Military Credit – Procedures (p. 82).

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 (p. 19)). Nothing in this military transfer credit policy should be construed otherwise.

Section 2.09 Credit for Prior Learning

Procedures: Credit for Prior Learning – Procedures (p. 82).

College credit may be granted for prior learning (college-level learning) acquired outside the classroom. This prior learning is known as Credit for Prior Learning (CPL).

These learning *experiences gained outside the classroom* may include work experience, employer training, military training or military occupation experience (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#text>), independent study/research, non-collegiate learning, professional certifications, civic activities, volunteer service, and more.

College credit may be granted for general education, specialized, or elective courses on the student record. Credit earned will not be included in Grade Point Average (GPA) calculations.

Eligibility

CPL credit may be granted to any CCC student, under the following guidelines:

- Be admitted and enrolled at CCC
- Be in good academic standing
- Follow program's residency requirements

Section 2.10 Credit by Standardized Examination/Testing

Policy History: Credit by Standardized Examination/Testing (p. 61).

Procedures: Credit by Standardized Examination/Testing – Procedures (p. 83).

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 (<https://apstudents.collegeboard.org/>) 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 (<http://www.ccc.edu/departments/Pages/Registrar.aspx>).

• International Baccalaureate Program

- Effective March 8, 2017 and prior, 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.
- Effective March 9, 2017, high school students who have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 4 or higher.
- See International Baccalaureate (IB) Credit (https://www.ccc.edu/departments/Pages/International-Baccalaureate.aspx?_ga=1.36237544.959863830.1481641154) for courses equivalencies and other information.
- Illinois State Seal of Biliteracy - As required by Illinois State Law, CCC recognizes the State Seal of Biliteracy and awards college credit to recipients of the Seal from Illinois High Schools that have been recognized as approved to award the State Seal by the Illinois State Board of Education (ISBE).

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 (<http://www.ccc.edu/services/Pages/CLEP-General-Exam.aspx>)
- CLEP Foreign Language Examinations (French or Spanish) (<http://www.ccc.edu/services/Pages/CLEP-Exam.aspx>)
- American Council on the Teaching of Foreign Languages (ACTFL) Foreign Language Examinations (Italian, Arabic, Polish, Chinese or Japanese) (<http://www.ccc.edu/services/Pages/ACTFL-Exam.aspx>)
- DANTES Subject Standardized Tests (DSST) Examinations (<https://www.dantes.mil/dsst/>)

Section 2.11 Academic Amnesty

Policy History: Academic Amnesty (p. 73)

Procedures: Academic Amnesty – Procedures (p. 83).

Effective January 1, 2018, academic amnesty provides a “second chance” for eligible students who earned “F” grade(s) earlier in their academic careers, but now wish to return to CCC to earn a degree or certificate.

a. **Eligibility**

- Students who have not enrolled and received a final grade in credit bearing coursework at CCC for five (5) or more consecutive calendar years (minimum 15 academic terms) may apply for academic amnesty.
- Upon their return, students must complete at least one (1) term of credit bearing coursework (minimum 6 credit hours, excluding any development education coursework) and earn a term grade point average (GPA) of 2.0 or higher calculated from their return

to City Colleges. Academic amnesty will not be applied until this requirement is met. See Cumulative Grade Point Average (p. 10) for more information.

b. Effect of Academic Amnesty

If academic amnesty is granted, all college credit coursework (including development education coursework) with a final grade of "F" earned during the Amnesty Period (period prior to the five year break) will be removed from the student's grade point average (GPA) calculations.

c. Academic Amnesty Approval

The Registrar at the college where the application is submitted will process, approve, and retain applications and update the academic records of approved applicants.

d. Important Notes

- Academic amnesty applies only to courses completed at the City Colleges of Chicago.
- Courses for which academic amnesty is granted:
 - Remain a part of the student's academic record; courses are **not** removed from the student's record
 - Are marked with an academic amnesty indicator
 - Appear on the student's official transcript along with an academic amnesty indicator
 - May not be applied to satisfy requirements of a CCC degree or certificate
- The academic amnesty effective date will be recorded in the student's academic record.
- While academic amnesty benefits a student's GPA, it has no effect on SAP GPA, Pace or Timeframe measures. See Satisfactory Academic Progress (p. 27) for more information.
- Academic amnesty applies only to the City Colleges of Chicago. Students granted academic amnesty at CCC will be subject to the admissions policies of other institutions to which they may transfer after attending CCC.
- Once submitted, an academic amnesty application may not be withdrawn or cancelled by the student. However, applications not approved in one (1) year from the submission date will be cancelled by the college. Students may reapply.
- Academic amnesty may be granted to an applicant only once in his/her lifetime, regardless of the institutions attended, and is irreversible.
- Coursework with a final grade of "F" completed prior to degree conferral is ineligible for Amnesty, as the final GPA has been approved and cannot be changed.

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 (p. 61).

All students will need a minimum cumulative GPA of 3.0 as well as the written permission of the Academic 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 (<http://www.ccc.edu/financialaid/>)) to receive financial aid based upon their enrollment at both institutions. Students should discuss any potential consortium agreements with the Director of Financial Aid prior to enrolling at two colleges concurrently.

- Consortium agreements must designate a home school and a host school. The home school is the school from which the student intends to graduate. The home school processes aid.
- Consortium agreements are made on a per student, case by case basis. No blanket consortium agreements are allowed.

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.

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.

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. Non-attendance does not withdrawal a student from classes*** (see WTH – Class Drop or Withdrawal (p. 10)). ***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 (p. 61).

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

Policy History: Class Attendance – Adult Education (p. 73)

Procedures: Class Attendance – Adult Education – Procedures (p. 83).

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 six (6) 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

Policy History: Grade Designations (p. 74)

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. Extra Credit or consideration for grading based on any student-provided monetary or non-academic contribution is prohibited.

Grades issued for college coursework 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 (p. 10), and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student's GPA calculation.

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

The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:

- A, B, C, D, and F; and
- Satisfactory (S) / Unsatisfactory (U)

The grading basis is set for each Credit and Skills course.

- Students who enroll in A-F courses are graded using the A-F grading basis.
- Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.

A-F Grading Basis

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

The grading standard for Satisfactory/Unsatisfactory courses is as follows:

- Satisfactory grade: equivalent to "C" quality work and above (on an A-F grading scale).
- Unsatisfactory grade: equivalent to "D" quality work or below.

Satisfactory/Unsatisfactory Grading Basis

Grade	Description	Grade Points
S	Satisfactory	0
U	Unsatisfactory	0

(b) Grading Basis for Foundational Studies Courses

Grade	Description	Grade Points
S	Satisfactory	-
F	Failure	-

(c) Grading Basis for Adult Education Courses

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.	-

(d) Grading Basis for Continuing Education - Professional & Personal Development Courses

Grade	Description	Grade Points
S	Satisfactory	-
U	Unsatisfactory	-

Note: Continuing Education courses had a grading basis of Satisfactory/Fail (S/F) prior to Summer 2023.

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

- 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 or classes, if the withdrawal occurred after the Statistical Date
- ADW – courses from which the student was administratively withdrawn
- AUD – courses that the student audited
- MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level.(Remedial Credit Only)
- NG – No grade recorded
- TMP - Temporary grade assigned. Student has the option to complete missed learning outcomes by midterm of the following big term unless the final grade changes sooner, if no changes are made the grade will default to a D or F. (Remedial Credit Only)
- VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date
- WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date

See Glossary of Terms (p. 57) for more information about the Statistical (STAT) Date.

Section 3.09 Eligibility for Course Enrollment

Procedures: Eligibility for Course Enrollment – Procedures (p. 84).

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) (p. 13) appear on the permanent academic record and transcript, but only the most recent 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 Retaking Courses (p. 13) appear on the permanent academic record and transcript, but only the last grade earned is included in the GRAD- GPA.
- Transfer Credit (p. 6) (including Military Credit (p. 6)), Credit by Assessment of Prior Learning (p. 7), and Credit by Standardized Examination/Testing (p. 7) 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.
- Satisfactory/Unsatisfactory grades are excluded from GRAD-GPA calculations.

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 (p. 84).

A student must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher to remain in good Academic Standing.

Section 3.13 Non-Grade Designations

Policy History: Non-Grade Designations (p. 74)

Procedures: Non-Grade Designations – Procedures (p. 84).

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. **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 (p. 36). CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (p. 25) for more information).

b. **ADR – Administrative Removal from College/Class**

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 Supportive Intervention Team (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 (p. 35).

When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly

communicated and requirements will be available on the City Colleges website (www.ccc.edu).

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. See Supportive Intervention Team (SIT) (p. 35) for more information.

An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (p. 25) for more information).

c.

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 the learning management system (LMS, see Learning Management System (p. 55)) 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.

Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) (p. 10) for more information.

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 and Academic Standing status. **ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation.** See Graduation Grade Point Average (p. 10) for more information.

CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (p. 25) for more information).

d.

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 participate in the class to the completion 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.

CTP student only: Are eligible to enroll during their open enrollment period and apply financial aid if the program is a part of their program plan.

CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (p. 25) for more information)

e.

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 (and a provisional final grade; see Final Grading, Grading after End of Term (for Incomplete "I" Grades) (p. 54), and Glossary of Terms (p.) for more information) 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

"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 COVID-19 policies appendix (p. 59).

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 lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.

f.

NSW – No-Show Withdrawal

Students are required to attend class and actively pursue as defined in each syllabus. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds (p. 25) for information about the NSW refund policy): Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) (p. 10) for more information.

- Courses that meet more than once per week: students who do not attend at least one (1) of 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.
- Courses that are offered in 8 weeks or less: students who do not attend the first class session will be withdrawn from the class by the instructor and issued an NSW.

g. **NSW – No-Show Withdrawal from Online Courses**

Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds (p. 25) for information about the NSW refund policy). See Glossary of Terms (p. 59) for more information about the Statistical (STAT) Date.

Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see Learning Management System (p. 55)), or acknowledging that you have read the syllabus.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) (p. 12) for more information.

h. **RNS – Reinstatement (in a Class)**

- Students may not be reinstated after the last date (available on my.ccc.edu (<http://my.ccc.edu>)) for student initiated withdrawals (WTH).
- A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.
- A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.
- A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).
- A student who received an ADW and believes they were actively pursuing the class, may request a review for reinstatement (RNS) through the Office of Instruction. The student must show evidence of active pursuit and outreach to the instructor. The request must be made within one week of the administrative withdrawal.

i. **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 (VMW), 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 or designee will make the final decision to grant or deny the student's request.

CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (p. 25) for more information).

j. **WTH – Class Drop or Withdrawal**

It is the student's responsibility to officially drop or withdraw from classes. A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see Class Withdrawals & Refunds (p. 25)).

A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on my.ccc.edu (<http://my.ccc.edu/>)). 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 or withdraw from a class (WTH) by visiting my.ccc.edu (<http://my.ccc.edu/>). The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar (<http://www.ccc.edu/registrar/>) for more information. See Glossary of Terms (p. 59) for more information about the Statistical (STAT) Date.

Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.

k. **NSW (No-Show Withdrawal) & ADW (Administrative Withdrawal) – Adult Education Students**

- **NSW.** 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.** 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.

l. **NC (No Credit)**

For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student must opt for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade.

- m. **MP (Making Progress) Making Progress.**(Remedial Credit Only) Student progressed in the class but did not meet all learning outcomes to move to the next level.(Remedial Credit Only)
- n. **TMP (Temporary) (Remedial courses only)** Temporary grade assigned. Student has the option to complete missed learning outcomes by midterm of the following big term unless the final grade changes sooner, if no changes are made the grade will default to a D or F.

Students who fail to complete the minimum requirements for a course may receive TMP provided that they have made significant documented progress, even if they do not meet minimum passing standards to earn a C grade.

Students who receive TMP are required to enroll in a supplemental course to complete the minimum requirements to pass the course no later than midterm of the semester (excluding summer)

immediately following the course in question, or the grade will default to (D or F).

TMP is not calculated in the GPA and does not satisfy prerequisite requirements.

- o. **NG (No Grade Recorded)** No grade was submitted by the instructor following final grade roll.

Section 3.14 Adult Education Program Enrollment Exclusions

Adult Education students who are unable to complete their course or coursework must officially withdraw from classes by completing withdrawal forms in the Office of the Registrar (<http://www.ccc.edu/registrar/>) or in the Adult Education Office (<http://www.ccc.edu/departments/Pages/Adult-Education.aspx>).

Section 3.15 Midterm Grades

Procedures: Midterm Grades – Credit Students – Procedures (p. 86).

- a. **Midterm Grades – Credit Students**

Midterm grades are issued to students after the mid-point of the session and/or class. Note: midterm grades are not recorded for certain short duration classes.

- 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, Academic Dishonesty, or Enrollment Status

Renamed: formerly *Appeal Instructional Grading or Academic Honesty*.

Policy History: Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status (p. 74)

Procedures: Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status – Procedures (p. 86).

- a. **Appeals – Final Grade or Academic Dishonesty**

Students may appeal a final grade or a finding of academic dishonesty (see Academic Integrity and Dishonesty (p. 36)) following the prescribed process. Only the final grade or a finding of academic dishonesty for a course may be appealed (individual assignment or examination grades may not be appealed). An appeal may be initiated if the student:

- Is able to demonstrate that an inappropriate final grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a final grade inconsistent with those assigned other students
- Wishes to challenge a finding of academic dishonesty and/or a reduction of the final grade

- b. **Grade Appeals Process**

Grade appeals must:

- Be initiated by the student within thirty (30) calendar days after the student's final grade is posted in the student information system

- 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
- Follow the prescribed final grade or academic dishonesty appeal process.

- c. **Appeals – Final Enrollment Status**

Beginning with the Spring 2018 term, students may appeal their final enrollment status within thirty (30) days of the end date of the term during which the non-grade designation was applied by contacting the Office of the Registrar (<http://www.ccc.edu/registrar/>) of the college where the class was offered. See Non-Grade Designations (p. 10) for more information.

A change will only occur when it is a documented error on behalf of the institution or for legitimate academic reasons. Changing student records solely for financial purposes (such as to reduce or eliminate a charge) is prohibited and a violation of CCC policy.

Note: questions regarding NSWs or ADWs issued to students during the term should be directed to the instructor. See NSW – No-Show Withdrawal (p. 10), NSW – No-Show Withdrawal from Online Courses (p. 10), ADW – Administrative Withdrawal (p. 10), and RNS – Reinstate (in a Class) (p. 10).

Section 3.17 Repeating & Retaking Courses

Renamed: formerly *Repeating Courses*.

Policy History: Repeating & Retaking Courses (p. 74)

Procedures: Repeating & Retaking Courses – Procedures (p. 87).

Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) or (b) to improve a grade, as covered below.

Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (d) and (e) of this policy. 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 or retaken 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) (p. 27).
- For the purpose of federal veterans educational benefits (see Veterans Education Benefits (p. 28)), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking 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 or retaken courses with the School Certifying Official (in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill (p. 94)[®] (Chapter 33) and Montgomery GI Bill (Chapter 30) (p. 94)).

- 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. **Retaking Courses**
Students may retake 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 without approval from the Academic Vice President. Students who earn a "D" or "F" in a placement course may repeat to improve their grade regardless of placement score status. 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. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.
- c. **Repeating Courses that are no longer offered.**
Students who earn a grade of "D" or "F" in a course that is no longer offered by any of the City Colleges of Chicago, can enroll in an appropriate replacement course, as long as they meet the enrollment requirements for that course, to replace the GPA calculation for the previous course. 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. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.
- d. **Retaking a Course – Adult Education**
A student may take an Adult Education course up to four times if required.
- e. **Retaking a Course – Continuing Education - Professional & Personal Development**
Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times.

Section 3.18 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. Additional Honors

- **Phi Theta Kappa International Honor Society**
 - Phi Theta Kappa (PTK) (<http://www.ptk.org>) 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
- **Psi Beta Honor Society**
 - The mission of Psi Beta Honor Society (<http://psibeta.org>) 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
- **Sigma Kappa Delta**
 - Sigma Kappa Delta (<http://www.english2.org>) 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
- **Star Scholar**
Chicago based eligible high school students who graduate high school with a 3.0 GPA and who test completion ready in Math and English are able to pursue a degree or certificate at City Colleges of Chicago at no cost.

For additional information, please visit the CCC Chicago Star Scholarship site (<http://pages.ccc.edu/apply/star/>).

- **National Adult Education Honor Society**
To be eligible for the National Adult Education Honor Society (<http://www.naehs.org>), a student must obtain a qualifying score on the GED® or HiSET® examination and pass the Illinois Constitution examination. Eligible students should speak with the Dean of Adult Education (<https://www.ccc.edu/site/Pages/Adult-Education.aspx>) of their college for more information.

Section 3.19 Deceased Student

Procedures: Deceased Student – Procedures (p. 88).

When a student's death is verified by an official death certificate, CCC updates the student record, forgives CCC indebtedness, and settles the student's financial aid account in accordance with federal regulations. See Posthumous Degree Awards (p. 21).

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 (p. 61).

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) (p. 10) 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:

- Nursing
- Nursing (RN Completion Program)
- Occupational Therapy
- Paralegal Studies
- Physician Assistant
- Radiography

Effective requirement term Spring 2018, 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
- 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 0.5 to 29 credit hours
- Advanced Certificates range from 30 to 50 credit hours

c. **General Education Core Curriculum (GECC) Credential**

Effective requirement term Fall 2019, the General Education core Curriculum (GECC) Credential is awarded for satisfactory completion of the 37-41 semester credit hours required to satisfy the Illinois Articulation Initiative (IAI) GECC (see Illinois Articulation Initiative (p. 16)). Specific requirements for award are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (p. 19)) this credential satisfies the lower-level general education requirements at transfer institutions that participate in the IAI.

For courses to be included in the GECC Credential, they must have a PCS code of 1.1 and IAI GECC approval status from at least one CCC College at the time the course was taken.

d. **General Education Courses**

General education courses are defined by type as:

i. **Transfer Degrees (AA, AS, AES, AFA)**

For the AA, AS, AES, and the AFA degrees, courses that can fulfill the general education requirements for the program must either:

- Be approved by the Illinois Articulation Initiative (IAI) as an IAI GECC Course at any CCC College, or
- Articulate to at least three Illinois public universities as a general education course in that distribution.

ii. **Associate in Applied Science (AAS)**

General education courses to fulfill the educational plan may be met with any course that meets general education transfer requirements as indicated in the current Academic Catalog, for the particular program. Program requirements supersede general education requirements described in the transfer degree requirements. Additionally, courses that can fulfill the general education requirements for the program must minimally align with the CCC general education learning outcomes and be identified with an ICCB defined general education category [see procedures for CCC general education learning outcomes].

If a course that does not meet the general education standards is approved as fulfilling the general education requirement for an AAS, that course only meets the general education requirements for the approved program. It cannot be used to fulfill general education requirements for a different program that does not designate the course as meeting the program's general education requirements.

Under this option, courses transfer to receiving institutions on a case-by case basis.

iii. Associate in General Studies (AGS)

The general education component required will represent no less than 20 semester credit hours for completion (per ICCB Rule Section 1501.302.3.B.v) The courses that can be used to satisfy these requirements must be approved in the same way of general education courses for the Transfer Degrees within each distribution.

Section 4.02 Illinois Articulation Initiative

Policy history: Illinois Articulation Initiative (p. 61).

Procedures: Illinois Articulation Initiative – Procedures (p. 88).

City Colleges of Chicago is a participant in the Illinois Articulation Initiative (<http://www.itransfer.org>) (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.

a. **Benefits for Students**

Students who complete the IAI General Education Core Curriculum (GECC) (<https://itransfer.org/>) 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.

CCC courses receive IAI approval by college. While completion of the GECC Credential includes courses that are approved at any CCC College. In order for a student's course credit to benefit from IAI direct course-to-course articulation and receive the IAI code on their transcript the course must be IAI approved at the college where it was taken.

The GECC does not include a Human Diversity (HD) requirement but students may fulfill the Human Diversity (HD) requirement (see Guidelines for Degree Programs and Certificate Programs (p. 15)) with a course that is IAI approved or a course designated as an HD course by CCC. IAI approved courses that also fulfill the HD requirement 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 when possible.

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

Policy history: Associate in Arts (A.A.) Degree (p. 61).

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 60-64 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:

Requirements	Required Credit 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 Student Program Status & Governing Academic Catalog (p. 19)).

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 (p. 62).

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:

Requirements	Required Credit 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 Student Program Status & Governing Academic Catalog (p. 19)).

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 (p. 62).

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:

Requirements	Required Credit Hours
Communications	ENGLISH 101 / minimum of 3 CH
Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, Physical and Life Sciences	12 CH (in some cases, distribution determined by the A.A.S. degree program)
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 Student Program Status & Governing Academic Catalog (p. 19)).

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 (p. 62).

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:

Requirements	Required Credit Hours
Communications	ENGLISH 101 / minimum of 3 CH
Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, Physical and Life Sciences	17 CH
General Education	20 CH
Electives	40 – 44 CH
Total	60 – 64 CH

Specific degree requirements for graduation are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (p. 19)).

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 (p. 62).

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:

Requirements	Required Credit 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 Student Program Status & Governing Academic Catalog (p. 19)).

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 (p. 62).

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:

Requirements	Required Credit 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 Student Program Status & Governing Academic Catalog (p. 19)).

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 (p. 63). *Note: this policy was deleted effective November 2016.*

Section 4.10 Consortium Agreement Among the Seven City Colleges of Chicago

Renamed: formerly 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 (p. 63).

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

Renamed: formerly Health and Fitness Science Courses.

Policy history: Physical Education Courses (p. 63).

Procedures: Physical Education Courses – Procedures (p. 88).

All Physical Education courses are electives unless required for a specialized program.

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 (p. 63).

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 Composition or ENGLISH 201 Advanced Composition can substitute for ENGLISH 101 Composition).

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 Student Program Status & Governing Academic Catalog

Renamed: formerly Governing Academic Catalog.

Policy History: Student Program Status & Governing (p. 74)

Procedures: Student Program Status & Governing Academic Catalog – Procedures (p. 88).

a. **Initial Program Assignment**

Upon admission, each entering student is assigned an academic career, program, plan, home college, and an academic requirement term, 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. See Glossary of Terms (p. 58) for more information about home college.

b. **Program/Plan or College Changes**

Students may request to change their academic program/plan and/or home college at any time. The effective date of the change will be the date processed in the student system. The student's degree audit will immediately reflect the program/plan change. A new academic requirement term will be assigned in the student information system effective:

- If the program/plan change is made during the term – the student will be assigned the requirement term of the current term.
- If the program/plan change is made between terms – the student will be assigned the requirement term of the next term.

For financial aid processing and certain reporting purposes, any change made to the student's academic program/plan or home college after the first day of the term or between terms will take effect on the first day of the next term.

c. **Discontinued Students**

Students who have not enrolled in at least one course and earned a final grade in their current academic career for three (3) consecutive terms will be Discontinued and are required to follow the academic plan requirements of the Academic Catalog in effect on their re-

enrollment date. See Former Students Returning to the City Colleges of Chicago (p. 3) and Residency Verification – Returning Students (p. 21).

d. **Requirement Term Updates**

- Students enrolled in the same academic program/plan for four (4) calendar years (whether consecutively enrolled or not) will be assigned a new academic requirement term effective the next academic term following the four (4) calendar year period.
- Every four (4) 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 four (4) calendar year period.
- 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 (requirement term).

Section 5.02 Graduation Requirements for Degrees

Procedures: Graduation Requirements for Degrees – Procedures. (p. 88)

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 (p. 10)). Elective courses with a "D" or "S" final grade may count towards graduation (see Grading Basis for Remedial, Credit and Skills Courses (p. 9)). 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 of the college, the Vice President may authorize, upon student appeal, a course directive (substitution). For further information, (see Course Directives (p. 21)).

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

a. **Residency Requirement for Program Completion**

All students with a requirement term of Summer 2016 or earlier 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 (p. 6)), 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 (p. 6)). 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 (<https://www.ccc.edu/departments/Pages/Advising.aspx>) 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.S., or A.A.T. degree may be awarded after earning an A.G.S. degree.

Section 5.03 Certificate Completion Requirements

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 (for A-F grading basis courses) or a final grade of "S" (for Satisfactory/Unsatisfactory grading basis courses). (See Grading Basis for Remedial, Credit and Skills Courses (p. 9)).

As college Chief Academic Officer of the college, the Vice President may authorize, upon student appeal, a course directive (substitution). For further information, (see Course Directives (p. 21)).

CCC reserves the right to batch-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 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 (p. 19)).
- For certificates: (see Certificate Completion Requirements (p. 20)).

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 (p. 20)). 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

Policy history: Graduation College (p. 76).

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 a Graduation College will be selected for the student.
- If a student completes all certificate requirements at a college that does not offer the certificate program when the award is conferred, then a Graduation College will be selected for the student from among the CCC college(s) that offer the program.

c. Graduation College for Credentials

The Graduation College (college that confers the credential) for any credential program is as follows:

- The college where the majority of the credential-specific credit hours were earned will confer the credential. In case of a tie between two or more colleges (equal number of credential-specific credit hours earned from each college and each college offers the credential program), then a Graduation College will be selected for the student.

d. 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 (p. 89).

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 (p. 36)), 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 (p. 63).

Procedures: Posthumous Degree Awards – Procedures (p. 89).

In the case of a student's death from any cause (see Deceased Student), 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 earn their high school equivalency degree and pass the Illinois Constitution test. Those who wish to participate should visit the Adult Education Office (<http://www.ccc.edu/departments/Pages/Adult-Education.aspx>) of their college for information and procedures.

Section 5.10 Course Directives

Procedures: Course Directives – Procedures (p. 89).

As Chief Academic Officer of the college, 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 academic program.

Appeals for course directives will be initiated by the student, decided and approved on a per student case-by-case basis, and entered into the student information system. No "blanket" course directives (intended to apply to certain types of students or situations), which in effect change credential requirements, are allowed. A student's appeal will be submitted to and decided by the projected graduation college (see the Graduation College (p. 20) policy). Approved course directives will be honored at all CCC colleges. Course directives may not be used to reduce or change academic plan requirements. Therefore,

- Course directives may not reduce the residency requirement for program completion.
- Course directives may not reduce GRAD-GPA or core course grade requirements, including general education course requirements.
- Remedial courses may not be substituted for college level course requirements.

Section 5.11 Credential Completion Requirements

To be eligible for a Certificate of Completion in any credit credential program, students must successfully complete all credential-specific courses which constitute a credential with a final grade of "C" or better (for A-F grading basis courses). (See Grading Basis for Remedial, Credit and Skills courses (p. 9)).

As Chief Academic Officer of the college, the Vice President may authorize, upon student appeal, a course directive (substitution). For further information, see Course Directives.

CCC reserves the right to batch-award credentials when a student completes all credential requirements.

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

Policy History: Residency (p. 75)

Procedures: Residency – Procedures (p. 89).

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 their residency by presenting at least one of the preferred documents in the student's name listed below:

- Valid driver's license, State of Illinois, or City of Chicago identification card
- Valid voter registration card
- Copy of current lease or mortgage statement
- Current utility bill (60 days or less): water, electric, gas, home internet/cable, or home phone (mobile phone bills are not accepted)
- Valid Foreign Consular ID card that includes a current address

- Current orders or a letter from Command for military service persons
- Signed letter on letterhead from a homeless shelter confirming residency in the shelter
- Bank statement (dated within 90 days prior to verification)
- Chicago Public Schools (CPS) transcript that meets each of the following four requirements:
 - CPS transcript must be official:
 - Mailed from CPS in sealed envelope, or
 - Sent from CPS electronically via secure vendor, or
 - Hand delivered from student or other designee in sealed envelope from CPS
 - CPS transcript must show senior year semester either in progress, completed, or graduation date
 - For Early College students only, semester in progress may be sophomore, junior, or senior year
 - CPS transcript address must match CCC records from admission application
 - CPS transcript can be used:
 - While enrolled at CPS, or
 - Up to nine (9) months after the graduation date from CPS, or
 - If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcribed

d. Residency Verification – Dependent Students

Dependent students must verify residency by presenting a birth certificate or parent/guardian's tax forms indicating the student as a dependent or a letter of guardianship/court order AND one of the above (Independent Students) documents or the following document(s) in the parent/guardian'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 – Returning Students

The following types of returning students must verify their residency (upon readmission):

- Students with a Discontinued status
- Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.

See Former Students Returning to the City Colleges of Chicago and Discontinued Students.

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.

Exceptions to in-district residency requirements for tuition purposes only:

Students who meet the following criteria are considered In-District even if they have not met the 30-day residency requirement:

- Any student on active military duty or who is receiving veteran's educational benefits, is deemed "in district" for tuition purposes for any academic term, as applicable.
- Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran's educational benefits to the campus Veteran Student Services office to obtain verification.
- Students who qualify for an in-district tuition waiver program, listed in procedures (p. 91);
- Students who move from outside of the state or district and who obtain residence in the district for reasons other than attending classes at a community college;
- Student must demonstrate through documentation a verifiable interest in establishing residency.
- Students who are under legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district; or
- Documentation may be submitted by a caseworker, or other personnel of the Department or the student's attorney or guardian ad litem.

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.

Provisions to 30-day residency:

Students who meet the following criteria are considered Out -of-District even if they have met the 30-day residency requirement:

- Federal job corps workers stationed in-district;
- Inmates of state or federal correctional/rehabilitation institutions location in the district;
- Full-time students attending a postsecondary education institution in the district who have not demonstrated through documentation a verifiable interest in establishing residency; or
- Students attending under a chargeback or contractual agreement with another community college

Exceptions to 30 day Out-of-District residency requirement:

Students will be classified as out-of-district without meeting the 30-day residency requirement, if they meet the following criteria:

- Federal job corps workers stationed in Illinois;
- Members of the armed services stationed in Illinois;
- Inmates of State correctional/rehabilitation institutions located in Illinois; or
- Employed full time in Illinois

Students residing outside of Chicago or occupying a Chicago dwelling for purposes of attending a post-secondary educational institution are charged out-of-district tuition.

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 Assistance – Chargebacks & Cooperative Agreements.

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.

m. **Alternate Residency Certification**

If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.

Section 6.02 Tuition – Credit & Skills Classes

Policy History: Tuition - Credit & Skills Classes (p. 76)

Procedures: Tuition- Credit & Skills Classes (p.)

Effective Summer 2025, tuition is assessed based upon the following credit hour tiers and ranges:

Credit

In-District - \$157.00

Out-of-District - \$414.00

Out-of-State - \$518.00

International - \$518.00

Pre-Credit

In-District - \$79.00

Out-of-District - \$207.00

Out-of-State - \$259.00

International - \$259.00

Pre-credit courses will be charged one-half the per credit hour rate. Additional charges may apply (see Non-Refundable Other Charges).

Certain academic programs may include courses charged at a specialized tuition rate per credit hour. Effective Spring 2024.

Certain courses may receive a pass-through course charge to cover costs that would otherwise be incurred by the student separate from tuition expenses. All courses that will incur a pass-through charge must be approved by the Board of Trustees. Effective Fall 2023.

Section 6.03 Non-Refundable Other Charges

Procedures: Non-Refundable Other Charges – Procedures (p. 90).

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 charges
- Supplies
- Payment plan enrollment
- Transcript
- Loaner laptop computer fines for late return, loss or damage
- Scientific calculator fines for late return, loss or damage
- Audio-visual (A/V) equipment fines for late return, loss or damage
- NSF (non-sufficient funds)
- Late payment charges and/or interest
- Student ID replacement
- CTA Ventra card replacement
- Parking fines
- Pass-through course charges

Section 6.04 Financial Obligation

Policy History: Financial Obligation (p. 75)

Procedures: Financial Obligation – Procedures (p. 90).

Tuition and charges are payable at the time of registration. Other charges are payable when incurred. Students are required to make payment arrangements each term.

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

Beginning with the Spring 2018 term, to align and maintain compliance with federal financial aid rules, appeals of tuition or other charges must be submitted in writing within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.

Note: Enrollment changes may impact financial aid eligibility or reduce aid (including waivers) resulting in a balance owed by the student (see Non-Grade Designations for further information).

Section 6.05 Tuition Assistance – Chargebacks & Cooperative Agreements

Renamed: formerly Tuition Chargeback.

Policy History: Tuition Assistance – Chargebacks & Cooperative Agreements (p. 64)

Procedures: Tuition Assistance – Chargebacks & Cooperative Agreements – Procedures (p. 90).

City Colleges of Chicago has cooperative agreements with other Illinois public community college districts that enable CCC District 508 residents to enroll in occupational programs not currently offered by CCC at in-

district rates for that college. Students must apply for approval by CCC to receive this benefit.

Applications for a cooperative agreement or chargeback will only be approved if submitted according to CCC procedures and guidelines posted on the website. Students must be in good standing with CCC to receive approval.

The determination if an occupational program is not currently offered at CCC is made at CCC's sole discretion.

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.

Section 6.06 Tuition Waiver Programs – Discretionary

Procedures: Tuition Waiver Programs – Discretionary – Procedures (p. 91).

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 (p. 93).

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 (p. 94).

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 (p. 94).

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 Class Withdrawals & Refunds

Renamed: formerly Student Initiated Withdrawals & Refunds.

Policy History: Class Withdrawals & Refunds (p. 75)

Procedures: Class Withdrawals & Refunds (p. 117)

It is the student's responsibility to officially withdraw from classes.

This policy refers to refunds resulting from class drops or withdrawals, whether initiated by the student or by the college. Failure to drop or withdraw from a class by the Tuition Refund Date may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade. The Tuition Refund Date and other key dates may be found in the student portal (my.ccc.edu (<http://my.ccc.edu>)). Financial Aid will be adjusted as appropriate for students who withdraw or are withdrawn from classes.

a. **Refunds – Credit or Skills Classes**

Refund Period

Refunds for class drops or withdrawals (see WTH – Class Drop or Withdrawal) may be available, subject to the Refund Amount paragraph below, only if processed and recorded in the student information system by the Tuition Refund Date for the class. No refund will be allowed if the drop or withdrawal is recorded after the Tuition Refund Date. The Tuition Refund Date may be found in the student portal (my.ccc.edu (<http://my.ccc.edu>)). No refund is allowed for non-refundable charges (see Non-Refundable Other Charges).

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.

Refund Amount

Students may qualify for a tuition refund **only** if **both** of the following criteria are satisfied:

1. The class drop or withdrawal must be 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 would result in a lower tuition charge (see Tuition – Credit and Skills) or results in the withdrawal and/or cancellation of all classes.

b. **Refunds – Continuing Education - Professional & Personal Development**

Refunds for class drops or 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.

c. **No-cost re-takes for students who complete any course and receive a final grade or a NC in Spring 2020 classes:**

1. Students who actively pursued their coursework and received a final grade or a NC (no credit due to COVID-19) will have one future opportunity to retake the course in its entirety at no cost. Students must repeat the course prior to the end of the Spring 2023 term for the free retake opportunity. 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. Courses in the Spring 2020 first eight-week mini-term are not eligible for retake. Spring 2020 first eight-week mini-term are not eligible for retake.
2. Students who withdraw or receive an administrative withdraw will have the opportunity to retake the course in its entirety at no cost. The student would need to actively pursue the course until at least March 16, 2020 due to CCC changes from COVID-19 and must repeat the course prior to the end of the Spring 2023 term for the free retake opportunity.

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

Procedures: No-Show Withdrawals (NSW) & Refunds (p. 117)

Students may be subject to a financial penalty for classes with no-show withdrawals (NSW). 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

Policy History: Federal Financial Aid Eligibility (p. 64).

Procedures: Federal Financial Aid Eligibility – Procedures (p. 95).

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.

For most programs, 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.

Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by:

- Passing an independently administered Department of Education approved Ability to Benefit (ATB) test; or
- Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.

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 & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District. A college level prerequisite course required by a student's program can be considered remedial credit for financial aid purposes only. If the student has not already reached the regulatory limit of 30 remedial credit hours, the prerequisite course(s) may count.

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.

If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year.

Section 6.15 Return of Title IV Funds

Students who withdraw (officially withdraw (WTH) or unofficially withdraw) before the sixty percent (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. CCC uses 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 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, the student is not considered to have withdrawn and no R2T4 calculation will be provided 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 R2T4 calculations within thirty (30) days from the date that CCC determines a student's complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student's withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student

ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student's financial aid eligibility according to the number of days the student attended classes. The number of days in attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (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. If a student is due a post-withdrawal disbursement, the disbursement must be made from available grant funds before available loan funds. The disbursement of the remaining Grant fund balance must be made within 45 days of CCC's determination that the student withdrew.

Note: Loan Post Withdraw Disbursement must be offered to the student within 30 days allowing the student at least 14 days to respond to accept or decline the funds. Any loan funds a student accepts will disburse within one hundred eighty (180) days of the date the institution determined that the student withdrew. After post-withdrawal disbursements are credited to the student's current semester charge, CCC offers the remaining credit balance to the student no later than 14 days after the calculation of R2T4 has been performed.

If it is determined that a student has received financial aid in excess of his/her eligibility, CCC 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 CCC. 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.

An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit, defined in the syllabus, determined by the instructor. If the date cannot be determined, the unofficial withdrawal date will be the midpoint of the session the class was taken in. An unofficial withdrawal does not change the final grade.

If R2T4 is required and the return of funds results in a balance on the student's account, he/she is responsible for paying that balance to CCC. 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 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)

Section 6.16 Satisfactory Academic Progress

Policy History: Satisfactory Academic Progress (p. 64)

Procedures: Satisfactory Academic Progress – Procedures (p. 96).

Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received.

Effective Spring 2021, progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), 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") or Temporary ("TMP") grade was earned. Remedial courses are excluded from the Pace and 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 is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program.

A student who fails to maintain Satisfactory Academic Progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.

Section 6.17 Monetary Assistance Program (MAP) Grants

Procedures: Monetary Assistance Program (MAP) – Procedures (p. 101).

MAP Grants are funded by the State of Illinois. Awards are posted to student accounts when the funds are received for eligible students.

Section 6.18 Comprehensive Transition and Postsecondary (CTP) Program Financial Aid Eligibility

Procedures: CTP Satisfactory Academic Progress - Procedures (p.)

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

CCC established a Satisfactory Academic Progress (SAP) policies for specific to CTP recipients in accordance with United States Department of Education regulations. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their CTP Certificate 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 regarding CTP, 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.

If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year.

Students accepted into the CTP program are eligible for the following federal and state financial aid programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Federal Work-Study Program

Eligible Course Requirements:

At least 50% of a student's participation in the program focuses on academic components through one of more of the following:

- (i) Taking credit-bearing courses with students without disabilities.
- (ii) Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit.
- (iii) Taking non-credit-bearing, non-degree courses (Continuing Education courses) with students without disabilities.
- (iv) Participating in internships or work-based training in settings with individuals without disabilities, if taken for Credit or Continuing Education hours

CTP Program SAP Policy

Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. The SAP policy below is specific to students enrolled in the CTP program only.

Satisfactory Academic Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by hours earned as a percentage of those attempted (Quantitative or

Pace of Completion). In addition, students must complete their program of study before attempting 150% of the hours required to complete the program.

The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credit hours in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), 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 excluded from the Pace and 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 is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit 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

Policy History: Veterans Education Benefits (p. 76)

Procedures: Veterans Education Benefits – Procedures (p. 101).

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill* (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payments to the institution is pending from the VA. This school will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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

Procedures: Academic Standards and Veterans – Procedures (p. 102).

Students who use federal and/or state veterans educational benefits are required to adhere to CCC's Academic Standing policy (see Academic Standing (p. 10)). Students are not subject to the financial aid Satisfactory Academic Progress (SAP) standards unless they are also applying for financial aid (see Satisfactory Academic Progress (p. 27)), in which case only financial aid benefits are subject to SAP standards.

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 & Retaking Courses (p. 13).

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 (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) 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

Procedures: Students Called to Active Military Service – Procedures (p. 103).

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.

Student who are called to active duty are eligible to return and receive readmission into CCC.

- Students returning within three (3) years after the completion of service may be reinstated into the same academic program declared at the time of leave, as long as the program is still accepting students. If the requirements of the program have changed, CCC will make a reasonable effort to assist the student in substituting courses, when possible.
 - **Note:** Selective Enrollment and programs with specialized accreditation requirements require approval from the program director or designee.
- Students returning after three (3) years of completion of service, will need to follow the current admission procedures in order to reenroll.

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

Renamed: formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment.

Policy history: Early College Program (p. 64).

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 sophomore, 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 sophomore, 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).
- **Continuing Education - Professional & Personal Development Courses:** Continuing Education - Professional & Personal Development 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 not enroll in more than 29 credits (lifetime limit) of **dual credit course offerings**, 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 (p. 3)).
- 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 (p. 21).
- Home schooled students: Must be at least 15 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 combination of the following occurs twice:

- 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. See Glossary of Terms (p. 59) for more information about the Statistical (STAT) Date.
- Students who earn a final grade of D or F during Spring 2020 will not have their eligibility revoked.
- Students who withdraw (WTH) or are administratively withdrawn (ADW) after March 16, 2020 will not have their eligibility revoked (Spring 2020 only)

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 (p. 103).

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.

Section 7.07 Library Circulation

Access to libraries

The libraries serve current City Colleges of Chicago students, faculty, and staff. A current CCC ID is required (meaning the holder is registered for a given term) to check out materials. All students, faculty, and staff have access to electronic resources (databases, e-books, articles) both on campus and off-campus, with the latter access requiring a CCC username/password for authentication.

Students who were registered in a previous term but not for the current term can access electronic resources using their CCC credentials but are not allowed to check out physical materials such as books from CCC libraries.

Borrowing privileges and off-campus access to electronic resources are not available to CCC alumni.

CCC libraries are open to the public for computer use only and in-library use only of physical materials.

Items can be requested and sent for pickup to the CCC library most convenient for students. Borrowed items can be returned to any CCC library.

Items can be renewed online at library.ccc.edu (<https://researchguides.ccc.edu/libraries/>), in person at a CCC library, or by telephone. Contact information (<https://www.ccc.edu/departments/Pages/Library-System.aspx>) for CCC libraries.

Lending/circulation

Students:

- Loan period is 3 weeks with automatic renewals applied throughout the term, unless a hold has been placed by another patron.
- Late/overdue fines: no overdue or late fines will be applied, with the exception of fines for reserve (library-use only) materials. Fines for non-CCC interlibrary loan items are determined by the lending institution. Items due will be billed unless returned to the library within 21 days of due date. Students are not billed for items lost by fire, flood, or theft; police reports or insurance claims must be provided.

- Reserve items (required textbooks or other materials for a given class) typically do not leave the library and circulate for two hours at a time, with renewals possible only if no one else is waiting for the item. Overdue fines are applied to reserve items.
- Students can check out up to 25 items at a time.
- Lost or unreturned items: Students are responsible for and will be billed for lost or unreturned items. If a late item is returned in good condition no fees will apply. Students can replace the book in kind with a copy that matches the ISBN of the missing item, which is preferred, or pay the replacement cost of an item (cost is determined by the lending library) at any CCC bursar's office.
- The final due date is always the last Friday of the term.

Faculty/Staff:

- Loan period is 4 weeks with automatic renewals applied throughout the term, unless a hold has been placed by another patron. Items due will be billed unless returned within 21 days of the due date.
- No limit on the number of items that can be checked out at a given time
- Late/overdue fines: no overdue or late fines will be applied with the exception of fines for reserve (library-use only) materials. Fines for non-CCC interlibrary loans items are determined by the lending institution.
- Lost or unreturned items: Staff and faculty are responsible for and will be billed for lost or unreturned items. If a late item is returned in good condition no fees will apply. Staff and faculty can either replace the book in kind with a copy that matches the ISBN of the missing item, which is preferred, or pay the replacement cost of an item (cost is determined by the lending library) at any CCC bursar's office.
- The final due date is one year after the initial checkout date. The item can then be checked out again.

Section 7.08 Comprehensive Transitional Postsecondary (CTP) Program

This two-year post-secondary initiative is for adults with intellectual disabilities. It offers academic and occupational coursework and a rich cultural and social college experience. The completion time for the program is two years. This program is built on the principles of access and equity and the advancement of academic knowledge, life skills, and career options.

1. Eligibility

- a. Individuals with a documented intellectual or developmental disability who are currently or formerly (must be able to show proof of eligibility) eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA), including a student who was determined eligible for special education or related services under IDEA but was home-schooled or attended private school.

2. Requirements:

- a. At least 50% of a student's participation in the program focuses on academic components through one of more of the following:

(i) Taking credit-bearing courses with students without disabilities, whereby hours are counted toward certificate completion.

(ii) Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit, whereby hours are counted toward certificate completion.

(iii) Taking non-credit-bearing, nondegree courses (Continuing Education courses) with students without disabilities, whereby hours are counted toward certificate completion.

(iv) Participating in internships or work-based training in settings with individuals without disabilities, as part of the learning experience, but hours performing an integrated internship or employment experience may not count toward hours earned for certificate completion

1. Must be declared in the CTP program.
2. Must maintain CTP SAP requirements, if using financial aid.

1. Status

- a. Full-time is 6 or more hours
- b. Part-time is 1-5 hours
- c. Total hours are a combination of credit and contact hours

2. Tuition and Charges

- a. Credit classes follow the approved tuition rate (<https://www.ccc.edu/departments/Pages/Tuition-and-Fees.aspx>).
- b. Continuing Education class tuition is per class.

3. Completion

- a. Earn a total of 34 hours combined between Credit (including Remedial) and Continuing Education (Contact hours are used for total hour calculation for Continuing Education classes).
 - i. Students can enroll in all Credit and Continuing Education classes CCC offers, as long the course pre-requisites are met.
- b. Students are given a CTP Completion Certificate through the Continuing Education Department (this is not listed on the transcript).
- c. Students must earn a grade of "S", AUD, or "C" or higher in all courses to apply towards completion.
- d. A 2.0 Grad GPA is required for completion.

Section 7.09 Pregnancy and Parenting

Procedures: Pregnancy and Parenting - Procedures (p. 103)

Title IX of the Education Amendments Act of 1972 protects pregnant and parenting students from discrimination and ensures they have access to the same educational opportunities as other students.

CCC provides the following academic adjustments, accommodations, and support for parenting and pregnant students, see here (<https://www.ccc.edu/services/pregnancy-and-parenting/>) to request approval for accommodations below:

- Excused absences
- Pregnant and parenting students are entitled to excused absences for pregnancy, childbirth, and related medical conditions. These absences cannot be treated or penalized like unexcused absences.
- Leave of absence
- Students are entitled a leave of absence for up to three (3) terms from time of request. They may be reinstated into their original academic program requirements at the end of their leave, as long as the program is still accepting students.

- **Note:** Selective Enrollment and programs with additional accreditation requirements also require approval from the program director.
- Makeup time
- Students are entitled to a reasonable amount of time to make up missed assignments and tests after returning from an excused absence.

Article VIII. Understanding Your Rights and Responsibilities At CCC

Section 8.01 Students with Disabilities

Procedures: Students with Disabilities – Procedures (p. 104).

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 ACCESS Center. ACCESS Centers (www.ccc.edu/access (<http://www.ccc.edu/access/>)) will provide reasonable accommodations for qualified students with disabilities as required by law.

If a student has a personal support worker through the home based support services program for adults with mental disabilities under the developmental disability and mental disability services act, City Colleges of Chicago will permit the personal support worker to attend class with the student subject to the provisions of the act.

Section 8.02 Name Change

Procedures: Name Change – Procedures (p. 104).

a. **Legal Name Change**

Name change requests must be made in writing; forms are available in the Office of the Registrar. Two identification documents must accompany the request. All documents must indicate the student's new name, at least one of the documents must be a valid photo ID, and at least one document must link the change from former name to current name. 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)
- Tribal ID (with picture)
- Social Security card
- Passport
- Court order

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.
- 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 (p. 104).

Students have the right to challenge the contents of their records which they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. See Appeal Instructional Grading, Academic Dishonesty (p. 13) for information about final grade appeals.

Students may request an appeal up to three (3) terms after the term being challenged. If the appeal request is greater than three (3) terms, then the student must provide evidence to support the appeal.

Section 8.06 Educational Records – Disclosure

Procedures: Education Records – Disclosure – Procedures (p. 105).

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 Services

Wellness center clinical services are only available to students enrolled in the term in which they are seeking services. The Clinical Director may grant exceptions on a limited basis for faculty and staff, emergency cases, and students in between enrollment periods.

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 (<http://www.ccc.edu/departments/Pages/Wellness-Centers.aspx>) 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

Procedures: Student Responsibilities Regarding Registration and Enrollment (p. 86)

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 (p. 21)) 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 (<http://www.ccc.edu/departments/Pages/Registrar.aspx>):

- Admissions data and information
- Educational information which constitutes a student's academic record, including bio/demographic information, terms enrolled, course enrollments and class schedules, 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 (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>):

- Applications for financial aid
- Grants awarded
- Supplemental documentation in support of financial aid applications

The following records may be found in the Business Office (<http://www.ccc.edu/departments/pages/Business-Services.aspx>):

- 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, CCC electronic mail (email) address, photograph, major field of study(program and plan), 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 <https://studentprivacy.ed.gov/ferpa> (<https://studentprivacy.ed.gov/ferpa/>).

Section 8.14 Supportive Intervention Team (SIT)

Procedures: Supportive Intervention Team (SIT) – Procedures (p. 105).

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:

- Developing and implementing an intervention plan for the safety of all;
- Identifying sources of support for the person of concern; and
- 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 Provost & Chief Academic Officer.

a. **Administrative Removal from College**

In situations where a student's presence at CCC 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 (p. 10).

b. **Appeal for Readmission after Administrative Removal**

The student will also have the opportunity to appeal any administrative removal to the Provost & 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 Assemble or Organize

Renamed: formerly Right to Organize.

All students of City Colleges of Chicago are free to exercise lawfully their constitutional right to assemble on CCC property. Students may use CCC buildings, facilities, and other services in conformity with approved policies and procedures. CCC may establish reasonable time, place and

manner regulations regarding the use of its public facilities to ensure that individuals and groups exercising their legitimate rights do not infringe on the rights of others or disrupt the educational process or other operations of the District.

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. In addition, students who reuse their own material (coursework, published material, research, etc) must receive approval from their current instructor prior to submitting work used in another class, otherwise this may be considered a form of plagiarism. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing other source material as one's own work. The use of artificial intelligence tools without the explicit permission of the instructor is a form of academic dishonesty. For additional guidance on responsible AI use, please refer to your syllabi, faculty and student AI guidelines (<http://www.ccc.edu/genaiguideance/>) and the responsible AI use policy (p. 44).

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 (p. 10)). The severity of the penalty is left to the discretion of the instructor, except the issuing of an academic dishonesty withdrawal which requires Vice President approval. A student may appeal a finding of academic dishonesty (see Appeal Instructional Grading, Academic Dishonesty (p. 13)).

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 (p. 20)). A student may appeal additional sanctions (see Disciplinary Hearings (p. 39) and Appeal of Discipline (p. 40)).

Section 8.18 Standards of Conduct

Policy History: Standards of Conduct (p. 64)

a. **Definition of "Student"**

For the purposes of this policy, a "student" means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a "student." Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a continuing relationship with CCC is considered a "student." Any person who withdraws after allegedly violating the student code of conduct is considered a "student" for purposes of this policy.

b. **Definition of "Visitor" and Visitor Standards of Conduct**

A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College's administration, faculty, staff, or students.

In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a "Notice of No Trespass" and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the "Notice of No Trespass" was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all colleges, and the Associate Vice Chancellor of Advising and Student Success.

c. **Student Misconduct**

CCC 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. See Student Conduct Complaint (p. 43).

"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."

d. Types of Misconduct

Misconduct for which students are subject to college discipline falls into the following categories:

1. **Academic dishonesty** – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See Academic Integrity and Dishonesty (p. 36).
2. **Dishonesty involving college documents, records or identification cards** – 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.
 - 2.1a: Forgery of an administrative staff person, faculty member, or student's name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another.
 - 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials.
 - 2.1c: Use of the College's name, image, or logo without proper authorization or with intent to misrepresent or defraud.
 - 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID.
 - Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college.
 - Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized access to an existing college record is not permitted
3. **Obstruction or disruption of any learning environment or college activities** – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.
 - 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud, lewd behavior, derogatory language and/or images, or otherwise disorderly conduct under any circumstance including in-person, virtual, and/or online. This includes any conduct that causes or provokes a disturbance or disrupts the normal operations of the college.
 - 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property
 - 3.1c: Any conduct or behavior that disrupts teaching is a violation. Examples include, but are not limited to, talking during class, playing music, playing games/videos or using headphones for non-class related activities.
 - 3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual

classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed.

4. **Conduct that threatens health or safety** – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one's own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.
 - Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3), or Acts of Discrimination including written and verbal actions (4.4) will follow the CCC Equal Opportunity Policy and Complaint Procedures.

(4.5) Hazing

City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services.

4.5a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.

4.5b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.

4.5c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.

4.5d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.

4.5e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.

4.5f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings.

(4.6) Physical Altercation/Violent/Threatening Behavior

The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact.

(4.7) Weapons/Firearms/Explosives

The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises or during college activities are prohibited.

The penalty for possession weapons may be subject to expulsion. If a student is found responsible, automatic expulsion will be rendered.

Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

- Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
- Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
- Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;
- Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
- Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

Notes:

- Students who hold a conceal carry permit are not allowed to be in possession of their firearm on CCC property, including, including parking lots, campus grounds, buildings, or elsewhere on college premises, including parking lots, campus grounds, buildings, or elsewhere on college premises.
- 3D printing, machining, or otherwise producing/ drawing/ designing any of the above-described items or their parts using CCC property or on CCC premises is also a violation of this policy.
- See Disciplinary Hearings Involving Allegations of Sexual Harassment (p. 39)

5. Theft or vandalism

- 5.1a: Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen.
- 5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises.

6. Failure to comply – failure to comply with college officials acting in the performance of their duties.

7. Breaching Campus Safety or Security

- 7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys

or access cards. Duplicating college keys or access cards; or propping open of exterior security doors.

- 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment
- 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions.

8. Retaliation – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.

9. Alcohol and controlled substances

- 9.1a: Alcohol possession and/or consumption, including the 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.
- 9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law. See Drug and Alcohol Free Campus (p. 41)
- 9.1c: Consumption of alcohol and/or controlled substance or intoxication during class in-person or virtually.

10. Clinical/Practicum Misconduct

Students should refer to clinical program policies and procedures which address academic performance, including adherence to ethical and professional standards. These separate clinical program policies and procedures may result in dismissal of a student from a program or other appropriate action by the program.

11. Violations of CCC policies

- Equal Opportunity in Employment, Programs, Services and Activities policy (p. 40)
- Equal Opportunity Policy and Complaint Procedures (p. 107)
- Academic program Handbooks
- College Rules (p. 41)
- Drug and Alcohol Free Campus policy (p. 41)
- Tobacco-Free Campus policy (p. 42)
- Responsible Computer Use policy (p. 42)
- Other approved CCC Policies and Procedures

Section 8.19 Student Optional Disclosure of Private Mental Health Information

Procedures: Student Optional Disclosure of Private Mental Health Information – Procedures (p. 105).

In accordance with the Student Optional Disclosure of Private Mental Health Act (2016), CCC 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

Policy history: Mediation (p. 64).

Note: this policy was deleted effective March 2017.

Section 8.21 Disciplinary Hearings

Policy History: Disciplinary Hearings (p. 65).

Procedures: Disciplinary Hearings – Procedures (p. 105).

a. **Due Process Pre-Hearing Meeting**

The respondent(s) will be contacted by the Dean of Student Services or designee from the Dean of Student Services Office to advise them of the alleged violations of the Code. The Dean of Student Services or designee will officially explain and review with the respondent student their Due Process Rights. The student must sign the Due Process Rights form verifying receipt of the notice of “student rights” contained within. The Dean of Student Services or designee will inform the respondent in writing of the scheduled date of their forthcoming hearing within two (2) academic days following this meeting.

See Glossary of Terms (p. 57) for the definition of “academic days.”

b. **Interim Suspension**

The Dean of Student Services or designee is authorized to suspend the student against whom a complaint is made, pending the Formal Disciplinary Hearing in instances in which the Due Process Hearing Meeting indicates a substantial threat to the good order, safety, or well-being of the college community. The student will remain on suspension until the outcome of the hearing is rendered, up to fifteen (15) academic days.

c. **Informal Hearing**

The Informal Hearing Agreement provides students with minor violations, as determined by the Code, with an option for resolving matters in an informal manner. After conducting an investigation of the facts of the conduct case, the Dean of Student Services or designee or designee (at his or her discretion) determines whether or not the violations committed may be resolved through the Informal Resolution Agreement. This procedure may be exercised in lieu of referring the case to the Disciplinary Committee for a formal conduct hearing. The Informal Resolution Agreement may be conducted by the Dean of Student Services or designee. The Information Resolution Agreement procedure consists of four steps and the student must agree to all four conditions if he or she wishes to resolve the case informally:

1. The student must agree that he or she has violated the Student Code of Conduct.
2. The student must agree with the sanction(s) proposed by the Conduct Dean of Student Services or designee or the Dean of Students.
3. The student must agree to waive his or her right to a formal hearing before the Conduct Board.
4. The student must agree to waive his or her right to an appeal. If the student agrees to all four conditions, he/she will be required to sign the Informal Resolution Agreement. The student will be provided with a copy and a disciplinary file and record will be created and maintained.

d. **Formal Disciplinary Hearing**

A college's Disciplinary Committee provides students, against whom a complaint has been made, the opportunity to communicate their position on the allegations brought forward. When the student has been interim suspended pending the Formal Disciplinary Hearing, the student shall have the right to a Formal Disciplinary Hearing within five (5) academic days of the start of the suspension. The student shall be allowed to bring no more than one (1) observer; which includes, but is not limited to: family members, faculty, staff, and or students. These individuals are not allowed to speak in the actual hearing. If a student fails to appear when the case is called for a hearing, without just cause, the hearing may proceed in the student's absence and the student will forfeit the right to appeal all final determinations. If there are any questions as to what constitutes just cause, the District Office Judicial Affairs team will be consulted.

e.

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.

f. **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.

g. **Accommodations and Assistance**

1. As per Section 504 of the Americans with Disabilities Act (ADA), students with documented disabilities may request reasonable accommodations at their conduct hearing, appeal, or any part of the conduct process, including communication regarding the process. It is the student's responsibility to determine if accommodations are needed. The Dean of Student Services or designee will not make that determination. These accommodations include, but are not limited to: a sign language

interpreter, the presence of a service animal, the presence of a reader or other trained, professional assistant, etc. For more information, contact the college's Disability Access Centers (DAC). It is the student's responsibility to arrange for accommodations and notify the Dean of Student Services or designee within **three (3) academic days** of receiving the initial letter that accommodations are being sought.

The Dean of Student Services or designee is not responsible for arranging accommodations, but will work with the college's DAC to make all reasonable accommodations. A professional from the DAC must arrange and/or handle the accommodations. As per ADA, students with disabilities are expected to adhere to the conduct policies applicable to all students.

As is the case with all students in the process, the complainant and/or the alleged student is responsible for presenting their own case. Any person(s) providing approved accommodations in the hearing will not be guiding the student in what to say, points to bring up, or otherwise involve themselves in the hearing. This expectations will be communicated by Dean of Student Services or designee to DAC as well.

2. Students may request to have a translator present at their hearing and any meetings related to their case. It is the student's responsibility to determine if a translator is needed. The Dean of Student Services or designee will not make that determination.
 - a. The request to have a translator present must be made in writing within three (3) academic days prior to any hearing. The Dean of Student Services or designee will attempt to locate a translator connected to the College. The translator cannot be a friend or family member and cannot be another student at the College.

As is the case with all students in the conduct process, it is the student's responsibility to ensure that they are able to understand communication from the Code of Conduct Office and ask for clarification when necessary.

Section 8.22 Appeal of Discipline

Procedures: Appeal of Discipline – Procedures (p. 106).

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. See Glossary of Terms (p. 57) for the definition of "academic days."

a. **Conditions of Appeal**

The student shall have the right to appeal a disciplinary decision arising from a Formal Disciplinary Hearing within ten (10) academic days of the student's receipt of the College President's decision. Appeals are not re-hearings, are not granted on the basis of disagreement with the original decision, and should be based upon one or more of the following:

- There was a denial of a fair hearing.
- There was insufficient evidence to establish responsibility.
- There was new information available that was not available at the time of the hearing which may have affected the disciplinary decision.
- The severity of the sanction exceeds the severity of the violation.
- The hearing process involved a substantial deviation from policy and/or procedure to the disadvantage of the student.
- There exists exceptional circumstances to limit an expulsion to a certain college or colleges.

b. **Appeal Process and Outcome**

The Provost & Chief Academic Officer or Executive Vice Chancellor and Chief Student Experience Officer shall appoint a District Judicial Affairs Committee, consisting of at least three (3) administrators and one (1) student representative to review Appeals of Discipline for suspensions, dismissals, or expulsions and to render a recommendation to the Provost & Chief Academic Officer. The Provost & Chief Academic Officer or Executive Vice Chancellor and Chief Student Experience Officer's decision may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another City College, or make such other disposition as deemed just and proper under the circumstances. The student shall have the right to be notified of the Provost & Chief Academic Officer or Executive Vice Chancellor and Chief Student Experience Officer's decision within ten (10) academic days of receipt of the student's appeal. The decision shall be final and effective immediately upon issuance.

In incidents of dating violence, domestic violence, sexual assault, or stalking, simultaneous notification when results become final or of any change in finding or discipline shall also be made to the victim.

c. **Petition for Readmission**

In exceptional instances, a student dismissed from a College or expelled from all City Colleges for disciplinary reasons may petition for readmission. To qualify for consideration, the student's petition for readmission must be accompanied by documented evidence of good citizenship and a personal statement that speaks to a self-understanding of the concerning behavior that led to the dismissal or expulsion and which demonstrates personal development that supports the belief that the concerning behavior will not be repeated. A student is eligible to petition for readmission no less than five (5) years following the date of dismissal or expulsion. The petition decision rests with the President of the College the student wishes to attend, and the President's decision must be approved by the Provost & Chief Academic Officer.

Section 8.23 Student Grievances (Non-Academic)

Procedures: Student Grievances (Non-Academic) – Procedures (p. 106).

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 POLICY¹

Procedures: Equal Opportunity in Employment, Programs, Services and Activities – Procedures (p. 107).

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. CCC 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, 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

Prohibited harassment under this policy includes: using racial or ethnic slurs, making religious, ethnic, or gender specific jokes, distributing offensive cartoons 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

[www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://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.

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 state or federal law.

More information is available on our Consumer Information (<https://www.ccc.edu/menu/Pages/Facts-and-Statistics.aspx>) webpages.

Section 8.27 Headcovering Policy

Note: this policy was deleted effective December 2019.

Section 8.28 Religious Accommodations

CCC 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

¹ City Colleges' EEO Policy can be viewed in its entirety at [www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx) ([http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx))

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

Procedures: Infectious Diseases (p. 117)

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 follow the direction of the responsible public agency.

It is the policy of CCC to not discriminate, in enrollment or employment, against any individual infected with a communicable disease. The Illinois Department of Public Health and the National Centers for Disease Control and Prevention have specified diseases that are contagious, infectious, communicable and dangerous to the public health. Instances of communicable diseases will be reviewed on a case-by-case basis and reasonable accommodations will be made in compliance with applicable state and federal laws, regulations and rules. CCC is committed to protecting the health and general welfare of the students, faculty and staff.

CCC will not disclose the identity of any employee or student who has a communicable disease, except as authorized by law or where that individual provides written consent.

All confidential medical information about an individual will be handled in compliance with legal requirements and professional ethical standards.

The college shall identify sources of competent and confidential testing for communicable diseases as well as counseling services upon request.

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 (<http://www.ccc.edu/departments/Pages/Safety-Security.aspx>).

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 (<http://www.ccc.edu/menu/Pages/CCC-Alert.aspx>).

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 (<http://www.ccc.edu/departments/Documents/BOARD%20POLICIES%20AND%20PROCEDURES.pdf>).

Emailing sensitive data in unencrypted format or storing unencrypted sensitive data in email mailboxes is not allowed. Users handling Personally Identifiable Information (PII) or other sensitive information must adhere to all applicable email security procedures and OIT guidance.

Section 8.35 Student Misconduct Sanctions

Renamed: formerly 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. Attendance at another City College is contingent on the other college's approval.

Districtwide Suspension: A written notice of exclusion from all City Colleges of Chicago, and/or classes(es), and/or 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 is 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.

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.

Section 8.36 Access to College Facilities

Policy history: Access to College Facilities. (p. 65)

During the hours¹ 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.

¹ Hours vary at each college.

Section 8.37 Student Travel and Chaperone Policy

Procedures: Student Travel and Chaperone Policy – Procedures (p. 112).

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 (p. 65).

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.

Section 8.39 Student Government

Student government and the Student Government Association are authorized and supported by the Board of Trustees for the purpose of representing the interests and concerns of all CCC students; acting as a liaison body between students, the board and administration; and providing general oversight of all student clubs, groups, and organizations through initial club ratification and fiscal authority. More information may be found at <http://www.ccc.edu/departments/Pages/Student-Government-Association.aspx>.

Section 8.40 Student Conduct Complaint

Procedures: Student Conduct Complaint – Procedures (p.)

Any student or member of the faculty, staff, or administration may file a student conduct complaint with the Dean of Student Services. If the complaint constitutes a violation of the student conduct policy, then the student against whom a complaint is made shall have the right to be notified in writing of the complaint, including the specifics of the alleged student conduct policy violation(s) and shall be provided the opportunity to present his/her version of the facts in writing no later than two (2) academic days after receipt of the complaint notification. See Glossary of Terms (p. 57) for the definition of "academic days."

Matters involving complaints of sexual harassment, sexual assault, relationship violence, and similar Title IX concerns are addressed through the process for Disciplinary Hearings Involving Allegations of Sexual Harassment (p. 39) and are immediately reported to the Title IX District Director.

Section 8.41 Student Complaints and Compliments

Policy History: Student Complaints and Compliments (p. 76)

The Complaints/Compliments Management System is an online portal (<https://applications.ccc.edu/compliments-and-complaints/>), whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted here. Complaints that are appeals for Instructional Grading, Academic Dishonesty, or Enrollment Status or other identified policies must follow the separate policy and procedure.

Section 8.42 Emergency Closures

With the well-being of CCC students, faculty, and staff our top priority, City Colleges of Chicago may decide to close any or all of its facilities during extreme weather, power outages, emergencies, or other events. The Chancellor and/or designee may confer with both internal and external stakeholders to determine the appropriate course of action. When CCC announces an emergency closure, alerts (emails, phone calls, and/or text messages) will be sent out using the emergency notification system.

Section 8.43 Responsible Artificial Intelligence (AI) Use

- AI tools and services are open resources, which means that standard CCC security, privacy, and compliance measures are not applied when using these technologies.
- AI tools should only be used with data classified as public, under the Data Governance (<https://colleges.ccc.edu/data-governance/>) guidelines.
- AI tools can generate incomplete, incorrect, or biased responses, so any output should be carefully reviewed.
- Faculty, staff, and students are required to adhere with all CCC policies and use AI legally, ethically, and responsibly.

Institutional Policies

- Article IX. Approving, Reviewing and Sunsetting Programs (p. 44)
- Article X. Understanding CCC Instructional Policies (p. 46)
- Article XI. Data Governance (<https://catalog.ccc.edu/academic-student-policy/institutional/data-governance-policies/>)

Article IX. Approving, Reviewing and Sunsetting Programs

Section 9.01 Application of Rationale for Awarding Student Semester Credit

Policy history: Application of Rationale for Awarding Student Semester Credit (p. 65).

City Colleges of Chicago defines credit hour in accordance with applicable federal, state, and regional accreditation standards and regulations¹. The basic measure shall be adjusted proportionately to translate the credit hour value to all academic calendars and modalities of instructional delivery.

¹ 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>.

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 (e.g., reading assignments, practice activities, collaborative team projects, practice tests, self-assessments, and computer-based learning activities) each week for approximately sixteen weeks for one semester hour of credit, which pertains to all instruction modalities including: face-to-face, hybrid, online-live, and/or online; 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.

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) ¹ Per Week
Lecture/Discussion/Demonstration/Seminar	1	1
Laboratory or Studio	1	2 ²
Clinical Practicum	1	2 ²
Independent Projects	1	3
Cooperative Work Experience full-time (20 hours or more)	1	10 ²
Cooperative Work Experience part-time	1	5 ²
Field Trips	1	5
Open Laboratory Experience	0	1
Dependent upon external accrediting agency requirements.		

¹ Based on an approximately 16-week term; other term lengths should be pro-rated accordingly.

² 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 –typically 2:1 to 3:1
- Clinical Practicum –typically 2:1 to 4:1
- Cooperative Work Experience – typically 5:1 to 10:1

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. Minimum guidance is defined by ICCB but when programmatically necessary, a higher number of contact hours per credit hour can be applied

Notes: One Contact Hour = 800 minutes (average of 50 minutes/week for 16 week session)

Section 9.02 Course and/or Program Approval

Policy history: Course and/or Program Approval (p. 65).

Procedures: Course and/or Program Approval – Procedures (p. 112).

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 (p. 65).

Procedures: Program Review – Procedures (p. 113).

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, per ICCB:

- Career & Technical Education Programs
- Academic Disciplines
- Cross-Disciplinary Instruction
- Student & Academic Support Services
- Other Program Actions

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 Program Inactivation

Renamed: formerly Sunsetting Programs.

Policy history: Program Inactivation (p. 66).

Procedures: Program Inactivation – Procedures (p. 113).

CCC periodically reviews its academic programs, courses, and services to ensure:

- Relevance (labor market, transfer, community need, CCC mission)
- Fit with CCC capabilities (feasibility, cost, enrollment, facilities and equipment, staffing)
- Excellence in the delivery of instruction and services (curriculum quality, accreditation)
- Student Outcomes - pathways to careers or transfer to 4-year institutions

Such reviews, which may be off-cycle from ICCB Program Reviews but which nonetheless should be structured similarly, shall be collaboratively implemented and conducted by faculty, district and college administrators, and external stakeholders in order to provide a clearly defined recommendation regarding continuation or discontinuation. Shared governance for determining discontinuation will additionally utilize the Proposed Academic Curriculum Change (PACC) process to ensure transparency and rigor of review. In such cases where discontinuation, either inactivation or withdrawal, is the final determination, CCC will work with external governmental and accrediting agencies to discontinue the program and 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 (p. 66).

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 (p. 66).

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 (p. 66).

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 and librarians shall refer to their CBA for required work day teaching expectations and meal breaks.
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 a minimum of thirty (30) 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 (p. 66).

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 (p. 67).

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 (p. 67).

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 not be authorized for librarians absent from their librarian duties because of illness or personal business.

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 (p. 67).

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 (p. 67).

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

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. Any assignments, including Continuing Education - Professional & Personal Development 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 (p. 67).

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:

1. Faculty within the department
2. Faculty from other Colleges
3. Lecturers (according to the union board agreement)
4. Administrators
5. Emeritus retired faculty

Section 10.09 Overtime/Extra Work

Policy history: Overtime/Extra Work (p. 67).

Procedures: Overtime/Extra Work – Procedures (p. 113).

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 semester.

Section 10.10 Summer Term Assignments

Policy history: Summer Term Assignments (p. 68).

Pursuant to the Local 1600 collective bargaining agreement, Article VI.A.4, full-time faculty members shall be permitted to teach up to eight (8) contact hours during the Summer term. In no instance shall the total load for a faculty member be in excess of eight (8) contact hours.

- The rate of pay for Summer term assignment for a faculty member shall be 75% of a pro-rata portion of his/her base rate of pay.
- 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.

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.

Section 10.11 Overtime Assignments for Faculty at Other City Colleges

Policy history: Overtime Assignments for Faculty at Other City Colleges (p. 60).

Note: this policy was consolidated into Section 10.07 Assignment of Faculty from Other City Colleges (p. 60), and then deleted effective November 2016.

Section 10.12 Payment for Classes with Excess Enrollment

Policy history: Payment for Classes with Excess Enrollment (p. 68).

Procedures: Payment for Classes with Excess Enrollment – Procedures (p. 77).

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 (p. 68).

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>.

1. **Semester Teaching Load: Full-Time Faculty**

See the Memorandum of Understanding Regarding Class Load for English Faculty Who Teach Composition and Reading, Between City Colleges of Chicago and Local 1600, effective July 1, 2016 (http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Union%20Contracts/Local%201600%20MOU%20Faculty%20English%20Class%20Load_072716.pdf).

2. **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.

3. **Semester Teaching Load: Part-Time Faculty**

See the Memorandum of Understanding Regarding Workloads, between City Colleges of Chicago and CCCLC, effective January 5, 2009 (<http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Union%20Contracts/MemorandumUnderstanding2009%5b1%5d.pdf>).

4. **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.

5. **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 (p. 68).

1. A project activity may become part of a faculty member's regular program. In this case, salary payment must 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 may 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 in addition 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 by the grant budget and City Colleges of Chicago salary guidelines, and not by the Board-Union Agreement.
 - 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 may not 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

Renamed: formerly Health and Fitness Science Instruction.

Policy history: Physical Education Instruction (p. 69).

CCC 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 CCC. 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 (p. 69).

1. 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:
 - i. Course instruction, including Adult Education, Continuing Education - Professional & Personal Development, special interest, and professional development;
 - ii. Course coordination and supporting curricular work for online learning courses; and
 - iii. Clinical coordination for allied health programs, requiring separate accreditation or regulatory standards.

2. 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 not 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:
 - i. **Academic:** 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.
 - ii. **Administrative Support:** Administrative work related to academic management, governance, academic support, or similar college function that requires a work product.
 - iii. **Project:** Implementation of a pilot program, research project, or grant activity beyond normal required faculty duties.
 - iv. **Publication:** Writing, editing, or production coordination of a major publication or report.

3. 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.
4. **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.
5. **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 Chief Talent Officer for processing.
 - b. An evaluation report may be requested by the college or Vice Chancellor who initiates the assignment at the end of each term 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 Provost & Chief Academic 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 (p. 69).

Procedures: Outside Employment – Procedures (p. 114)

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 (<http://www.ccc.edu/menu/Pages/Policies.aspx>), 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 (p. 69).

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 Continuing Education - Professional & Personal Development

Renamed: formerly Faculty Teaching Professional & Personal Development (Continuing Education)

Policy history: Faculty Teaching Continuing Education - Professional & Personal Development (p. 69).

College credit faculty members may teach Continuing Education - Professional & Personal Development 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 (p. 70).

1. College Success Courses Taught for Load

- College Credit full-time faculty members may teach up to three (3) credit hours of College Success 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 term.
 - Faculty may teach:*
 - Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or
 - If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly.

2. Requirements for Teaching College Success Courses

- Faculty teaching College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses. The credentialing training is facilitated by CCC faculty and administrators and requires active participation. Once credentialed, future professional development for College Success instruction is available and optional.

3. Requirements for Teaching Online

- Faculty teaching asynchronous online and hybrid courses for the City Colleges of Chicago must be credentialed to teach

these modalities according to the requirements set forth by the Department of Online Learning to ensure quality teaching of such courses.

- Faculty assigned to asynchronous online and hybrid courses should attend the online faculty orientation before each semester starts
- New online faculty should attend new online faculty orientation at the beginning of their first semester teaching asynchronous online and hybrid courses. Thereafter, the faculty should attend the returning online faculty orientation.

Notes:

- All 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 College Success.
- Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning 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. For more information, go to procedures.

Section 10.21 Guidelines for Non-Instructional Employees to Teach

Policy history: G (p. 70) Guidelines for Non-Instructional Employees to Teach (p. 70).

1. Purpose

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

2. 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 or three (3) credit hours of College Success per term, whichever is greater.

3. Guidelines

Following are the teaching guidelines for full time, salaried, non-bargained for, exempt employees ("non-instructional").

- A non-instructional, exempt employee who wishes to teach **must** meet the appropriate qualifications to teach.
- 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).
- 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.
- The teaching request and the adjusted work schedule must be reviewed, approved and signed by the College Vice President.
- A non-instructional, exempt employee approved and assigned to teach credit courses may teach no more than one (1) class or three (3) credit hours of College Success per term, whichever is greater. If approved to teach non-credit courses, the employee may teach no more than 6 to 8 hours per term.
- 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.

- g. 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.

4. **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.

5. **Exceptions**

Any exceptions to this policy must be submitted by the college VP or their designee to the Provost & Chief Academic Officer and Chief Talent Officer for approval prior to assigning the non-instructional employee to teach any course.

Section 10.22 Criteria for Lane Advancement

Policy history: Criteria for Lane Advancement (p. 70).

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/she meets the criteria set forth below for each lane:

1. **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.

2. **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.

3. **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 (p. 70).

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

1. **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").

2. **Faculty Progress in the Talents of Teaching**

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

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

3. **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 term of full-time teaching, a seminar during the second term, 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.

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

4. **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:

- a. Formal classroom observations
- b. Student course evaluations
- c. Retention and course success data
- d. Second Term Review Report
- e. Self-evaluative and reflective documents in each portfolio
- f. Teaching and service philosophy.

- g. Individualized Learning and Service Plan,
- h. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching.

5. Evaluation Procedures

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

a. 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.

b. 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 submission deadlines for February or October Board agenda for approval consideration.

c. 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.

6. Ongoing Process Review

- a. TAP leaders, Deans, and District administration will meet regularly to review the tenure process and its implementation.
- b. 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.
- c. 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:
 - 1. The College TAP and Mentor Program
 - 2. TAP Leader performance
 - ii. Submit an annual Tenure Process Report Part 1 that:
 - 1. Describes the process used to conduct the self-study.
 - 2. Summarizes the results of the self-study.
- d. 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 Provost & Chief Academic 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.
- e. Review of the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the CCC policy will be a collaborative process between District administration and the district wide faculty council.

Section 10.24 Criteria for Promotion in Rank

Policy history: Criteria for Promotion in Rank (p. 70).

Procedures: Criteria for Promotion in Rank – Procedures (p. 114).

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.

1. **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.

2. **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 ¹ of graduate credit ² more than the minimum requirements for certification for employment in CCC.	30 semester hours ¹ of graduate credit ² more than the minimum requirements for certification for employment in CCC.	60 semester hours ¹ of graduate credit ² more than the minimum requirements for certification for employment in CCC or an earned Doctorate degree.

¹ 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.

² Graduate credit must be extended by a regionally accredited institution of Higher Education and appear on an official college transcript.

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 (p. 71).

Procedures: Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review – Procedures (p. 116).

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 (<http://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 Provost & Chief Academic 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 Academic & Student Affairs maintains the current list of approved credentials guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit and skills courses, and INTDSP 101 College Success Seminar. 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 six (6) terms (including summer) to comply and provide evidence of obtained credential. In this case, the Office of Instruction will so notify the faculty member and provide a deadline date (six terms in the future) when the required credential must be obtained.

In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards and contributes to effective teaching and student learning outcomes, a request for an exception may be approved by the Vice President.

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

Policy history: Faculty Absences from Professional Duties: Procedures for Reporting Attendance (p. 71).

Procedures: Faculty Absences from Professional Duties: Procedures for Reporting Attendance – Procedures (p. 116).

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 (p. 71).

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 (p. 71).

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 (p. 72).

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

Renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education - Professional & Personal Development).

Policy history: Instructor Processes (p. 72).

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 is recorded, including students who WTH after the class started
- Midterm administrative withdrawal (ADW), active pursuit certification, and grading process
- Final grading (Effective Fall 2020 – last date of active pursuit if student receives an "F" grade)
- 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 each student with a written copy of the syllabus (printed or electronic; see Learning Management System), 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 appropriate to the grading basis of the course (see Grade Designations) or I (Incomplete) 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 within the Office of Instruction, using an approved electronic filing method..

b. *No-Show Withdrawal Process*

Instructors must monitor student attendance at the beginning of the term, record attendance for all students for the first-class meeting (including students who WTH after the class start date), 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.

- Attendance in an online class is defined as class engagement or participating in an academic related activity.
- a. 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.

b. **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 appropriate to the grading basis of the course (see Grade Designations). Note: midterm grades are not recorded for short duration classes.
- c. **Final Grading**
- Instructors are required to enter a final grade for each student on the final grade class roster by the provided deadline date using the online process (manual backup available). Each student will receive a final grade appropriate to the grading basis of the course (see Grade Designations) in accordance with the published grading policy. In certain circumstances, students may receive an Incomplete “I” grade and a provisional final grade (required if an “I” grade is issued). See I – Incomplete and Glossary of Terms for more information, including a definition of “provisional final grade.”

City Colleges of Chicago is a non-attendance taking institution, however, in order to determine if a student “unofficially withdrew” from class, a last date of active pursuit must be recorded for all students receiving an “F”. If a student actively pursued the class through the last date of the term as the last date of active pursuit. The unofficial withdrawal date will be the last date of active pursuit, defined in the syllabus. An unofficial withdrawal does not change the final grade and does not appear on the transcript.

Provisional final grade the provisional final grade is the final grade a student would earn if the student does not complete any of the incomplete coursework (final assignments, papers, exams, etc.) and therefore is graded “zero” on those incomplete class requirements, following the issuance of an Incomplete “I” grade (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.

d. **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. If a student does not complete any remaining coursework, then the “I” grade will lapse to the provisional final grade.

Section 10.31 Learning Management System

Policy history: Learning Management System (p. 72).

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 term. 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 (p. 72).

ICCB requires that all adult educators receive a minimum of twelve 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 twelve hours of ICCB mandated professional development during each fiscal year. Adult Educators who have not completed the twelve 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, 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.

Section 10.33 Sabbatical Leave

Policy history: Sabbatical Leave (p. 73).

Article IX.A.1.a of the 1600 CBA states that, "The Chancellor shall have the authority, with approval of the board, to grant leaves of absence to tenured faculty members for a period not to exceed one academic year and not less than one semester for resident study, research and writing, travel, or other

purposes designed to improve the services of the faculty member to the Colleges."

Tenured faculty members are eligible for sabbatical after completing six or more years of continuous satisfactory active service. After completing a sabbatical and successfully being reinstated to the college, a faculty member may be eligible for another sabbatical after six (6) years of additional continuous satisfactory active service.

A faculty member on sabbatical leave shall receive one-half (50%) of his/her full base salary for an academic year leave or his full base salary for a semester leave.

The number of faculty members who will be permitted to take sabbatical leave each academic year shall not exceed five percent (5%) of the faculty members in the college.

Eligible faculty members wishing to submit an application should complete the Application for Sabbatical Leave found on the Faculty Forms (<http://www.ccc.edu/departments/Pages/Faculty-Forms.aspx>) webpage, content and formatting requirements can be found on the Sabbatical Application Format document. Applications are initially reviewed at the college level by a joint Union-Administration committee consisting of an equal number of faculty and administrators who will make a recommendation on the application to the college president. Approved applications will be sent to the Educational Quality team at the District Office for final review, approval, and processing. Applications will be reviewed to ensure they meet sabbatical requirements listed in Article IX.A.1.a of the CBA as well as the requirements listed in the Sabbatical Application Format document.

To be reinstated, faculty must submit a Final Report of Sabbatical Leave Activities to their respective college, the form can be found on the Faculty Forms (<http://www.ccc.edu/departments/Pages/Faculty-Forms.aspx>) webpage. Additional information can be found in Article IX.A.1.a of the 1600 CBA.

Section 10.34 Use of Self-Authored Texts in the Classroom

Policy history: Use of Self-Authored Texts in the Classroom (p. 73).

Procedures: Use of Self-Authored Texts in the Classroom – Procedures (p. 117).

Article 5.2.10 of the CCC Policies and Procedures for Management & Government policy manual states that, "No employee or board member shall make or participate in the making of any decision or take away any action with respect to any matter in which he has any special interest." This policy prohibits faculty from benefiting financially from the publishing, distribution, or sale of such self-authored texts as a result of requiring the use of self-authored texts in the classroom.

There may be situations where it is academically beneficial for faculty members to use self-authored texts in the classroom. If use of the text is supported by the Department, it will be routed to the Vice President of Academic Affairs who will ensure the ethics policy is not being violated. This determination will not impinge upon the faculty members' rights to determine course textbooks subject to applicable written departmental and College policies and procedures.

Section 10.35 Off Site Clinical Classes

Policy History: Off Site Clinical Classes (p. 75)

Faculty may not be compensated by CCC and an off-site institution (or any other employer) for the same time worked, i.e., no “double dipping” compensation is allowed.

If a faculty member is scheduled to teach an off-campus clinical and/or skills class at an institution where he/she is also employed, the faculty member must provide documentation of both work schedules to his/her Dean or appropriate supervisor and the Human Resources Office to ensure there is no time overlap between the two professional obligations. Updated documentation must be provided any time either schedule changes. CCC faculty and/or staff may not receive compensation for off site classes if no instruction or oversight is provided.

Section 10.36 Faculty and Employee Student Relationships

Policy History: Faculty and Employee Student Relationships (p. 76)

No Faculty, Staff or Employee shall request or accept sexual favors from or engage in a romantic, sexual or intimate relationship with any City Colleges of Chicago student, unless the relationship existed prior to enrollment. Pre-existing relationships should be reported to the appropriate dean, vice president, or the Office of the Provost (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member). In addition, no instructor shall exercise academic responsibility over a student with whom the instructor has or has had a romantic or sexual relationship, regardless of whether the relationship is or was consensual. It is the person in a position of greater authority who will be held responsible for adhering to this policy.

Department chairpersons and administrators must recuse themselves from making decisions, participating, or being involved in the making of decisions regarding a student with whom they have a familial relationship.

Section 10.37 Faculty Book Assignments

Faculty are required to adopt books, post required Open Educational Resources (OER), or other course materials prior to the bookstore opening each term, to allow students to understand the true cost of attendance. Once book adoption occurs and the bookstore is open to students, faculty cannot make changes to the book selection, as students may have started purchasing their books, which may not be refundable.

CCC prohibits the adoption of out-of-print textbooks. If an out-of-print book is selected, a change must be made immediately.

Notes:

- Out-of-print books are defined as books that are no longer available from the publisher and unavailable at the bookstore for purchase. Books available in digital copies, are not considered out-of-print.
- The Academic Vice President or designee may approve exceptions to the book adoption deadline submission in the following instances: OER adoption, students are not enrolled in the class, a book is unavailable through the bookstore, or to ensure the quality of instruction in instances where there is a change of instructor.

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.

Academic Days

Academic days are week days, excluding holidays, when classes are in session.

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, Continuing Education - Professional & Personal Development, and Adult Education.

CBA

Collective Bargaining Agreement. Unless otherwise stated, CBA refers to the agreement between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois and the Cook County College Teachers Union, Local 1600 AFT, AFL-CIO, Chicago, IL (Faculty and Training Specialists) (<http://www.ccc.edu/menu/Pages/Union-Contracts.aspx>).

CCC

The City Colleges of Chicago (<http://www.ccc.edu/Pages/default.aspx>), 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.

Continuing Education - Professional & Personal Development

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.

Course Directive

A course directive (sometimes referred to as a course substitution) may be authorized wherein a successfully completed course outside of the curriculum (limitations apply) may be used to satisfy a requirement of the student's academic program.

Data Steward

Appointed administrator for each major data domain to ensure the quality, integrity, and security of data.

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> (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>).

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).

Home College

A student's home college, also referred to as official college or college of record, is the college selected by the student where the student intends to earn his/her credential or take classes. The home college must offer the academic program/plan selected by the student. Once established, the home college is updated only in consultation with and upon agreement by the student. A student's home college is recorded in the student system. The selected home college together with academic career, program, and plan defines a student's academic intent.

ISIR

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

Non-Attendance Institution - Credit Students

Attendance taking is not required in every class meeting, except the first class. However, CCC is required to report students who have never attended and/or the last date of attendance.

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).

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).

Provisional Final Grade

The provisional final grade is the final grade a student would earn if the student does not complete any of the incomplete coursework (final assignments, papers, exams, etc.) and therefore is graded “zero” on those incomplete class requirements, following the issuance of an Incomplete “I” grade (see I – Incomplete (p. 8)).

R2T4

Return to Title IV. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans.

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.

Statistical (STAT) Date

The Statistical (STAT) Date, often referred to as the transcript date, is typically 8 calendar days after the class start date for a 16-week class (fewer than 8 days for classes of shorter duration). After the STAT date, a transcriptable class will appear on the student’s official transcript, and the class will count as an attempt for financial aid purposes. For any given class, the STAT Date is available in the student portal (my.ccc.edu) (<http://my.ccc.edu>) >This Semester> Class Tiles) or on the study list.

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 - COVID-19 Policies

Due to a global pandemic in Spring 2020, many course requirements were altered, which led to unusual enrollment patterns and grades. Most in person courses were transitioned to a remote delivery format for Spring 2020 and Summer 2020, courses scheduled in an online delivery format were not altered.

Courses Eligible for a COVID Incomplete as Outlined in Section 3.13

The following courses are eligible for the Non-Grade Designation COVID-I (COVID-Incomplete) per Section 3.13. With approval of the college Vice President additional classes may be added to this list.

Note: Procedures are not Board Approved – Subject to Change

Course Name	Course Title
330BKPS 0766	Baking Safety and Sanitation
330BKPS 0768	Pastry Techniques
330BKPS 0769	Cookies and Tarts
330BKPS 0772	Individual Pastries
330BKPS 0773	Confectionary Arts
330BKPS 0778	Contemporary Desserts
330CUL 0703	Food Sanitation & Safety I
330CUL 0708	Chef's Training I-Section B
330CUL 0709	Advanced Garde Manger
330CUL 0728	Restaurant Service
330CUL 0730	International Cooking
330TRNS 0113	Intro to Diesel Engine Const
332TECH 0432	Basic Arc Welding
332TECH 0435-1	Plumbing Tools & Equipmnt
332TECH 0436	Plumbing Codes
332TECH 0438-1	Intro To Fire Protection
332TECH 0439-1	Home Plumbing System
332TECH 0452	Basic Electrical Theory
332TECH 0453-1	Overhead Tech & Projects I
332TECH 0462	Vocational Physical Trg II
332TECH 0463	Vocational Physical Trg III
332TECH 0503	Gas Utility Training I
332TECH 0504	Gas Utility Training II
332TECH 0510-1	Blueprint, Layout & Frabricatn
332TECH 0518-1	Manufacturing Mat & Process
332TECH 0520-1	Arc Welding
332TECH 0530-1	Advanced Welding
332TECH 0581	Concrete Framing
332TECH 0582	Residential Carpentry
332TECH 0767	Blueprint Reading I
340MFGT 0111	Machining Processes I
340MFGT 0152	Intermediate Welding
340MFGT 0191	Industrial Electricity

432CMGT 0602	Methods of Bldg Construction
432CMGT 0603	Bldg Materials and Testing
432CMGT 0604	Blueprint and Specifications
432CMGT 0605	Construction Cost Estimating
432CMGT 0606	Construction Contracting Specs
432CMGT 0609	Construction Safety II
AIR CON 0120	Introductory Laboratory
AIR CON 0155	Refrigeration Laboratory
AIR CON 0158	Commercial Refrig Lab
ART 0131-2	General Drawing
AUTOTEC 0101	Intro To Automotive Techn
AUTOTEC 0103	Engine Concepts
AUTOTEC 0104	Electrical Sys & Power Acc
AUTOTEC 0106	Fuel Systems
AUTOTEC 0109	Automotive Brakes
AUTOTEC 0117	Auto Body Reconstruction I
AUTOTEC 0118	Auto Body Repainting I
AUTOTEC 0121	Struc Anayl & Damage Repair I
AUTOTEC 0122	Struc Anayl & Damage Repair II
AUTOTEC 0204	Electrical Systems II
AUTOTEC 0205	Fuel Management II
AUTOTEC 0206	Fuel Management III
AUTOTEC 0207	Transmission, Transaxle, and Driveline
AUTOTEC 0209	Steering & Suspend Systems
AUTOTEC 0210	Performance and Driveability
AUTOTEC 0211	Auto Service Management
AUTOTEC 0212	Manual Drive Train & Axles
AUTOTEC 0215	Auto Temp Control System
AUTOTEC 0217	Auto Reconstruction II
AUTOTEC 0218	Auto Body Repainting II
CHLD DV 0259	Practicum In Pre-School
COM DSGN 0290	Practicum Internship
COSMET 0101	Intro to Cosmetology/Cosmetic Art
COSMET 0102	Hair Shaping Technology
COSMET 0103	Basic Styling Technology
COSMET 0104	Hair Tinting Technology
COSMET 0105	Salon Technology I
COSMET 0106	Salon Technology II
COSMET 0201	Advanced Styling Technology
COSMET 0202	Summative Seminar
COSMET 0212	Post-Graduate Cosmetology Training II
COSMET 0223	Basic Teaching Skills for Career Education Instructors
COSMET 0224	Principles and Practice in Cosmetology Education
DENTHYG 0124	Prin Of Dental Hyg II Lab
DENTHYG 0252	Clinical Dental Hygiene II
HMGD 0860	Hospitality Internship
MEDIACM 0222	Radio Production II
MEDIACM 0295	Practicum Internship

MEDIACM 0298	Audio, Video or Internet Cap
MENHLTH 0229	Practcm In Addict Treatment
SURG TC 0213	Clinical Practicum II
SURG TC 0218	Sterile Proc Clinical Prac II

Appendix - Policy History

Admissions – Credit Students

Review Information	Status
Source:	Academic Affairs and Student Affairs
Reviewed:	2020
Issued by:	
Approved:	
Date:	
Effective:	3/2020
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Index number:	Section 2.01 Admissions - Credit Students (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-01-policy)

Assessment & Placement – Adult Education Students

Review Information	Status
Source:	Academic Affairs and Student Affairs
Reviewed:	2019
Issued by:	
Approved:	
Date:	
Effective:	3/2019
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Index number:	Section 2.06 Assessment & Placement – Adult Education Students (p. 6)

Section 2.07 Transfer Credit

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	2019
Issued by:	
Approved:	
Date:	
Effective:	3/2019
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost

Index number: Section 2.07 Transfer Credit
(p. 6)

Credit by Standardized Examination/ Testing

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	2019
Issued by:	
Approved:	
Date:	
Effective:	3/2019
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Index number:	Section 2.10 Credit by Standardized Examination/Testing (p. 7)

Maximum Credit Hours for Students

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2002, 2009, 2012
Issued by:	H. Chausow
Approved:	
Date:	6/5/1980
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	Index 2.31A
Current Policy:	Section 3.02 Maximum Credit Hours for Students (https:// nextcatalog.ccc.edu/academic- student-policy/student-focused/ taking-classes/#3-02-policy)

Students Who Are Tardy

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2002, 2009
Issued by:	O. Shabat
Approved:	
Date:	2/8/1978
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.30B
Current Policy:	Section 3.06 Students Who Are Tardy (https://nextcatalog.ccc.edu/ academic-student-policy/student- focused/taking-classes/#3-06- policy)

Guidelines for Degree Programs and Certificate Programs

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2014, 2016, 2018, 2019
Issued by:	W. Watson
Approved:	6/6/2019
Date:	8/1989
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost
Prior Index number:	Index 1.10
Current Policy:	Section 4.01 Guidelines for Degree Programs and Certificate Programs (https://nextcatalog.ccc.edu/ academic-student-policy/student- focused/understanding-program- requirements/#4-01-policy)

Illinois Articulation Initiative

Review Information	Status
Source:	Chancellor
Reviewed:	2000, 2003, 2009, 2010, 2011, 2016, 2019
Issued by:	W. Watson
Approved:	6/6/2019
Date:	2000
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	Index 1.3
Current Policy:	Section 4.02 Illinois Articulation Initiative (https:// nextcatalog.ccc.edu/academic- student-policy/student-focused/ understanding-program- requirements/#4-02-policy)

Associate in Arts (A.A.) Degree

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2010, 2011, 2012, 2014, 2016, 2019
Issued by:	W. Watson
Approved:	6/6/2019
Date:	8/1989
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost
Prior Index number:	Index 1.10A

Current Policy: Section 4.03 Associate in Arts (A.A.) Degree (<https://nextcatalog.ccc.edu/academic-student-policy/student-focused/understanding-program-requirements/#4-03>)

Associate in Science (A.S.) Degree

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2011, 2012, 2014, 2016
Issued by:	W. Watson
Approved:	3/4/2016
Date:	8/1989
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.11A
Current Policy:	Section 4.04 Associate in Science (A.S.) Degree (p. 17)

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

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2010, 2011, 2012, 2014, 2016
Issued by:	W. Watson
Approved:	3/4/2016
Date:	8/1989
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.12A
Current Policy:	Section 4.05 Associate in Applied Science (A.A.S.) Degree (p. 17)

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

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2010, 2011, 2012, 2015, 2016
Issued by:	W. Watson
Approved:	3/4/2016
Date:	8/1989
Effective:	

Reviewed by: Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer

Prior Index number:	Index 1.13A
Current Policy:	Section 4.06 Associate in General Studies (A.G.S.) Degree (p. 17)

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

Review Information	Status
Source:	Academic Affairs
Reviewed:	1998, 2000, 2009, 2010, 2011, 2012, 2016
Issued by:	O. Suarez
Approved:	3/4/2016
Date:	7/1996
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.14A
Current Policy:	Section 4.07 Associate in Engineering Science (A.E.S.) Degree (p. 18)

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

Review Information	Status
Source:	Academic Affairs
Reviewed:	1998, 2000, 2009, 2010, 2011, 2012, 2016
Issued by:	O. Suarez
Approved:	3/4/2016
Date:	11/1996
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.15A
Current Policy:	Section 4.08 Associate in Fine Arts (A.F.A.) Degree (p. 18)

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

Review Information	Status
Source:	Academic Affairs
Reviewed:	2009, 2010, 2011, 2012, 2016
Issued by:	W. Watson
Approved:	
Date:	3/2009
Effective:	

Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
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Prior Index number:	Index 1.16A
	Deleted: March 2016

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

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 2002, 2004, 2006, 2008, 2010, 2011, 2012, 2016
Issued by:	W. Watson
Approved:	
Date:	8/20/1990
Effective:	

Reviewed by:	Nursing Faculty, Nursing Directors, Executive Director – Nursing Programs, Vice Presidents and Presidents, Associate Vice Chancellors, Provost, President Malcolm X College, and EVC & Chief Strategy Officer
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Prior Index number:	Index 2.32A
	Deleted: the Associate in Applied Science Degree in Nursing was deleted effective November 2016.

Consortium Agreement among the Seven City Colleges of Chicago

Review Information	Status
Source:	Academic Affairs
Reviewed:	2016
Issued by:	Chancellor
Approved:	
Date:	2013
Effective:	

Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
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Prior Index number:	Index 2.33B
	Renamed: formerly Consortium Agreement among the Seven City Colleges of Chicago – Community College District 508 – to Accept Courses from Another CCC

Current Policy:	Section 4.10 Consortium Agreement among the Seven City Colleges of Chicago (https://nextcatalog.ccc.edu/ academic-student-policy/student- focused/understanding-program- requirements/#4-10)
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Physical Education Courses

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009, 2016
Issued by:	O. Shabat
Approved:	3/4/2016
Date:	5/25/1972

Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer

Prior Index number:	Index 1.22A
	Renamed: formerly Health and Fitness Science Courses
Current Policy:	Section 4.11 Physical Education Courses (p. 18)

Prerequisite Course Substitution

Review Information	Status
Source:	Academic Affairs
Reviewed:	2013
Issued by:	Provost
Approved:	
Date:	2013
Effective:	9/4/2013

Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
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Prior Index number:	Index 2.33C
Current Policy:	Section 4.12 Prerequisite Course Substitution (https:// nextcatalog.ccc.edu/academic- student-policy/student-focused/ understanding-program- requirements/#4-12)

Posthumous Degree Awards

Review Information	Status
Source:	Academic Affairs
Reviewed:	2013, 2016
Issued by:	Provost
Approved:	3/4/2016
Date:	4/2013

Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer

Prior Index number:	Index 1.17A
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Current Policy:	Section 5.08 Posthumous Degree Awards (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-08-policy)
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Tuition Assistance – Chargebacks & Cooperative Agreements

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	2019
Issued by:	
Approved:	
Date:	
Effective:	3/2019
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Index number:	Section 6.05 Tuition Assistance – Chargebacks & Cooperative Agreements (p. 24)

Federal Financial Aid Eligibility

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	2019
Issued by:	
Approved:	
Date:	
Effective:	3/2019
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Index number:	Section 6.14 Federal Financial Aid Eligibility (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-14-policy)

Satisfactory Academic Progress

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	2019
Issued by:	
Approved:	12/5/2019
Date:	
Effective:	12/5/2019
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost

Index number:	Section 6.16 Satisfactory Academic Progress (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-16-policy)
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Early College Program

Review Information	Status
Source:	Academic Affairs
Reviewed:	2013, 3/2016, 11/2016
Issued by:	Provost
Approved:	11/3/2016
Date:	7/18/2013
Effective:	9/4/2013
Reviewed by:	Presidents, Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 3.9 Renamed: formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment
Current Policy:	Section 7.05 Early College Program (p. 29)

Standards of Conduct

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	2019
Issued by:	Provost
Approved:	
Date:	
Effective:	3/2019
Reviewed by:	Presidents, Vice Presidents, Associate Vice Chancellors, Deans of Student Services, Provost
Index number:	Section 8.18 Standards of Conduct (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-18)

Mediation

Review Information	Status
Source:	Student Affairs
Reviewed:	3/2017
Issued by:	Student Affairs
Approved:	3/9/2017
Date:	
Effective:	3/9/2017
Reviewed by:	Presidents, Vice Presidents, Associate Vice Chancellors, and EVC & Chief Strategy Officer
Prior Index number:	N/A

Deleted: the Meditation policy was deleted effective March 2017.

Current Policy: Section 8.20 Mediation (<https://nextcatalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-20>)

Disciplinary Hearings

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	2019
Issued by:	Provost
Approved:	12/5/2019
Date:	
Effective:	12/5/2019
Reviewed by:	Presidents, Vice Presidents, Associate Vice Chancellors, Deans of Student Services, Provost
Index number:	Section 8.21 Disciplinary Hearings (p. 39)

Access to College Facilities

Review Information	Status
Source:	Administrative Services
Reviewed:	1991, 1998, 2000, 2003, 2009, 2016
Issued by:	L. Stanton
Approved:	3/4/2016
Date:	10/26/1989
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.34B
Current Policy:	Section 8.36 Access to College Facilities (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-36)

Individuals Visiting Classes

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

Current Policy: Section 8.38 Individuals Visiting Classes (p. 43)

Application of Rationale for Awarding Student Semester Credit

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2012, 2016
Issued by:	H. Chausow
Approved:	3/4/2016
Date:	8/10/1971
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)
Current Policy:	Section 9.01 Application of Rationale for Awarding Student Semester Credit (p. 44)

Course and/or Program Approval

Review Information	Status
Source:	Academic Affairs
Reviewed:	2016
Issued by:	Provost Edghill-Walden
Approved:	3/4/2016
Date:	6/5/2014
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.23A
Current Policy:	Section 9.02 Course and/or Program Approval (https://nextcatalog.ccc.edu/academic-student-policy/institutional/approving-reviewing-sunsetting-programs/#9-02)

Program Review

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

Current Policy:	Section 9.03 Program Review (https://nextcatalog.ccc.edu/academic-student-policy/institutional/approving-reviewing-sunsetting-programs/#9-03)
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Program Inactivation

Review Information	Status
Source:	Academic and Student Affairs Summ
Reviewed:	2010, 2013, 3/2016, 11/2016, 2018
Issued by:	Provost
Approved:	8/1/2018
Date:	
Effective:	3/1/2018
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.25 Renamed: formerly Sunsetting Programs
Current Policy:	Section 9.04 Program Inactivation (https://nextcatalog.ccc.edu/academic-student-policy/institutional/approving-reviewing-sunsetting-programs/#9-04)

Cooperative Sub-Contractual Arrangements with Outside Agencies

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009
Issued by:	O. Shabat
Approved:	
Date:	8/1970
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 1.24A
Current Policy:	Section 9.05 Cooperative Sub-Contractual Arrangements with Outside Agencies (https://nextcatalog.ccc.edu/academic-student-policy/institutional/approving-reviewing-sunsetting-programs/#9-05)

Academic Assessment

Review Information	Status
Source:	Academic Affairs
Reviewed:	2016
Issued by:	Provost

Approved:	3/4/2016
Date:	
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.26A
Current Policy:	Section 10.01 Academic Assessment (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-01)

Criteria for Approval of Faculty Programs

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009, 2010, 2011, 2016
Issued by:	O. Shabat
Approved:	3/4/2016
Date:	5/10/1977
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.10
Current Policy:	Section 10.02 Criteria for Approval of Faculty Programs (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-02)

Cooperative Education Guidelines

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009
Issued by:	H. Chausow
Approved:	
Date:	11/30/1982
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.11
Current Policy:	Section 10.03 Cooperative Education Guidelines (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-03)

Copyright

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009
Issued by:	W. Watson
Approved:	
Date:	10/28/1991
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.12
Current Policy:	Section 10.04 Copyright (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-04)

Substitutes for Librarians

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009
Issued by:	D. Hill
Approved:	
Date:	8/9/1977
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.13A
Current Policy:	Section 10.05 Substitutes for Librarians (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-05)

Arrangements for Substitute Teaching

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2016
Issued by:	D. Hill
Approved:	3/14/2016
Date:	1/13/1983
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor and EVC & Chief Strategy Officer
Prior Index number:	Index 2.13B

Current Policy:

Section 10.06 Arrangements for Substitute Teaching (<https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-06>)

Assignment of Faculty from Other City Colleges

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2014
Issued by:	H. Chausow
Approved:	
Date:	5/8/1980
Effective:	2/6/2014
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	Index 2.14A
Current Policy:	Section 10.07 Assignment of Faculty from Other City Colleges (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-07)

Full-Time Faculty Teaching from Other City Colleges

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009
Issued by:	H. Chausow
Approved:	
Date:	7/1/1981
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.14B
Current Policy:	Section 10.08 Full-Time Faculty Assignments at Other City Colleges (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-08)

Overtime/Extra Work

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009, 2016
Issued by:	O. Shabat
Approved:	3/4/2016

Date:	3/31/1971
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15A
Current Policy:	Section 10.09 Overtime/Extra Work (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-09)

Summer Term Assignments

Review Information	Status
Source:	Academic and Student Affairs
Reviewed:	1991, 1998, 2000, 2009, 2016, 2018
Issued by:	H. Chausow
Approved:	3/1/2018
Date:	6/4/1981
Effective:	3/1/2018
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost
Prior Index number:	Index 2.15B
Current Policy:	Section 10.10 Summer Term Assignments (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-10)

Overtime Assignments for Faculty at Other City Colleges

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2014, 11/2016
Issued by:	H. Chausow
Approved:	11/3/2016
Date:	2/20/1981
Effective:	2/6/2014
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15C
	Deleted: this policy was consolidated into Section 10.07 Assignment of Faculty from Other City Colleges and then deleted effective November 2016.

Payment for Classes with Excess Enrollment

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2003, 2009, 2016
Issued by:	W. Watson
Approved:	3/4/2016
Date:	9/4/1990
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15D
Current Policy:	Section 10.12 Payment for Classes with Excess Enrollment (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-12)

Extra Work Compensation

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2003, 2009, 2012, 2013, 2014, 3/2016, 11/2016
Issued by:	W. Holm, Labor Relations
Updated by:	V. Edghill-Walden
Approved:	11/3/2016
Date:	8/7/1980
Effective:	9/30/2013
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Procast, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15E
Current Policy:	Section 10.13 Extra Work Compensation (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-13)

Funded Project Salaries and CCC Faculty

Review Information	Status
Source:	Labor Relations
Reviewed:	1991, 1998, 2000, 2009
Issued by:	W. Stevens
Approved:	
Date:	11/15/1973
Effective:	

Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.15F
Current Policy:	Section 10.14 Funded Project Salaries and CCC Faculty (https:// nextcatalog.ccc.edu/academic- student-policy/institutional/ understanding-instructional- policies/#10-14)

Physical Education Instruction

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009, 2016
Issued by:	O. Shabat
Approved:	3/4/2016
Date:	5/25/1972
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer
Prior Index number:	Index 1.22A Renamed: formerly Health and Fitness Science Instruction
Current Policy:	Section 10.15 Physical Education Courses (https:// nextcatalog.ccc.edu/academic- student-policy/institutional/ understanding-instructional- policies/#10-15)

Guidelines for Special Non-Teaching Assignment for Faculty

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009, 2012, 2016
Issued by:	N. Brady
Approved:	3/4/2016
Date:	9/4/1989
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15G
Current Policy:	Section 10.16 Guidelines for Special Non-Teaching Assignment for Faculty (p. 49)

Outside Employment

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2003, 2009
Issued by:	D. Hill
Approved:	
Date:	11/21/1980
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.15H
Current Policy:	Section 10.17 Outside Employment (https://nextcatalog.ccc.edu/ academic-student-policy/ institutional/understanding- instructional-policies/#10-17)

Faculty Pre-Registration Assignments

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2003, 2009
Issued by:	O. Shabat
Approved:	
Date:	2/28/1974
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.15I
Current Policy:	Section 10.18 Faculty-Pre- Registration Assignment (https:// nextcatalog.ccc.edu/academic- student-policy/institutional/ understanding-instructional- policies/#10-18)

Faculty Teaching Continuing Education - Professional & Personal Development

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2000, 2009, 2016
Issued by:	W. Watson
Approved:	3/4/2016
Date:	3/5/1987
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15J

Current Policy:	Section 10.19 Faculty Teaching Continuing Education – Professional & Personal Development (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-19)
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Full-time Faculty Teaching Online Learning and College Success Courses

Review Information	Status
Source:	Academic Affairs/Student Services
Reviewed:	6/2012, 2/2014, 12/2015, 3/2016, 3/2017, 3/2019
Issued by:	Academic Affairs
Approved:	3/9/2017
Date:	9/6/2011
Effective:	3/2017
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15L
Current Policy:	Section 10.20 Full-time Teaching Online Learning and College Success Courses (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-20)

Guidelines for Non-Instructional Employees to Teach

Review Information	Status
Source:	Human Resources
Reviewed:	2012, 2013, 2016, 3/2017
Issued by:	VC, Human Resources
Approved:	3/9/2017
Date:	9/25/2012
Effective:	3/9/2017
Reviewed by:	Academic Affairs, Human Resources, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.15M
Current Policy:	Section 10.21 Guidelines for Non-Instructional Employees to Teach (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-21)

Criteria for Lane Advancement

Review Information	Status
Source:	Academic Affairs
Reviewed:	2009, 2016
Issued by:	W. Watson
Approved:	3/4/2016
Date:	3/2009
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.16
Current Policy:	Section 10.22 Criteria for Lane Advancement (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-22)

Contract Renewal and the Issuance of Tenure

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1994, 1998, 2000, 2003, 2009, 2010, 2011, 2013, 3/2016, 11/2016
Issued by:	
Approved:	11/3/2016
Date:	
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.20A
Current Policy:	Section 10.23 Contract Renewal and the Issuance of Tenure (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-23)

Criteria for Promotion in Rank

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 2002, 2003, 2009, 2016
Issued by:	O. Shabat
Approved:	3/4/2016
Date:	7/3/1973
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer

Prior Index number:	Index 2.21A
Current Policy:	Section 10.24 Criteria for Promotion in Rank (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-24)

Procedural Guidelines for Promotion in Rank

Review Information	Status
Source:	Chancellor's Office
Reviewed:	1991, 2002, 2009, 2016
Issued by:	O. Shabbat
Approved:	
Date:	12/10/1979
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 (Section 10.24 Criteria for Promotion in Rank), March 2016

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

Review Information	Status
Source:	Academic Affairs
Reviewed:	2009, 2012, 3/2016, 11/2016
Issued by:	W. Watson
Approved:	11/3/2016
Date:	3/2009
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.21D
Current Policy:	Section 10.25 Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-25)

Faculty Absences from Professional Duties: Procedures for Reporting Attendance

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 2002, 2003, 2009, 2016
Issued by:	D. Hill
Approved:	3/4/2016
Date:	6/7/1982
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.22
Current Policy:	Section 10.26 Faculty Absences from Professional Duties: Procedures for Reporting Attendance (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-26)

Carry-Over of Seniority in the Event of Departmental Reassignment

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009
Issued by:	O. Shabat
Approved:	
Date:	3/29/1977
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.23A
Current Policy:	Section 10.27 Carry-Over of Seniority in the Event of Departmental Reassignment (https://nextcatalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-27)

Seniority Rights of Faculty Members Split Between Departments

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009
Issued by:	O. Shabat
Approved:	

Date:	3/29/1977
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Vice Chancellor
Prior Index number:	Index 2.23B
Current Policy:	Section 10.28 Seniority Rights of Faculty Members Split Between Departments (https:// nextcatalog.ccc.edu/academic- student-policy/institutional/ understanding-instructional- policies/#10-28)

Authentic Signatures

Review Information	Status
Source:	Chancellor
Reviewed:	1991, 1998, 2000, 2009, 2016
Issued by:	D. Hill
Approved:	3/4/2016
Date:	2/15/1978
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Vice Chancellor, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.30A
Current Policy:	Section 10.29 Authentic Signatures (https://nextcatalog.ccc.edu/ academic-student-policy/ institutional/understanding- instructional-policies/#10-29)

Instructor Processes

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2002, 2003, 2009, 2012, 3/2016, 11/2016, 11/2017
Issued by:	H. Chausow
Approved:	11/2/2017
Date:	8/1/1983
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost
Prior Index number:	Index 2.30D Renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education - Professional & Personal Development)
Current Policy:	Section 10.30 Instructor Processes (https://nextcatalog.ccc.edu/ academic-student-policy/ institutional/understanding- instructional-policies/#10-30-policy)

Procedures for Documentation of Active Pursuit and Grading by CCC Instructors

Review Information	Status
Source:	Academic Affairs
Reviewed:	1991, 1998, 2002, 2003, 2009, 2014, 2016
Issued by:	W. Watson
Approved:	
Date:	8/2/1983
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; renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education – Professional & Personal Development)), March 2016

Learning Management System

Review Information	Status
Source:	Academic Affairs
Reviewed:	2009, 2010, 2011, 2015, 2016
Issued by:	W. Watson
Approved:	3/4/2016
Date:	3/2009
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost, and EVC & Chief Strategy Officer
Prior Index number:	Index 2.21C
Current Policy:	Section 10.31 Learning Management System (https:// nextcatalog.ccc.edu/academic- student-policy/institutional/ understanding-instructional- policies/#10-31-policy)

Adult Educator Compliance with Professional Development Hours

Review Information	Status
Source:	Adult Education
Reviewed:	2009, 2016, 2017
Issued by:	W. Watson
Approved:	11/2/2017
Date:	11/20/2008
Effective:	11/2/2017

Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, Provost
Prior Index number:	Index 2.15K
Current Policy:	Section 10.32 Adult Educator Compliance with Professional Development Hours (https:// nextcatalog.ccc.edu/academic- student-policy/institutional/ understanding-instructional- policies/#10-32)

Sabbatical Leave

Review Information	Status
Source:	Educational Quality, Office of Strategy & Academic Governance
Reviewed:	2016
Issued by:	J. Keiser
Approved:	11/3/2016
Date:	11/3/2016
Effective:	
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and EVC & Chief Strategy Officer
Prior Index number:	None
Current Policy:	Section 10.33 Sabbatical Leave (https://nextcatalog.ccc.edu/ academic-student-policy/ institutional/understanding- instructional-policies/#10-33)

Use of Self-Authored Texts in the Classroom

Review Information	Status
Source:	Educational Quality, Office of Strategy & Academic Governance
Reviewed:	2017
Issued by:	J. Keiser
Approved:	3/9/2017
Date:	3/9/2017
Effective:	3/9/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and EVC & Chief Strategy Officer
Prior Index number:	None
Current Policy:	Section 10.34 Use of Self-Authored Texts in the Classroom (https:// nextcatalog.ccc.edu/academic- student-policy/institutional/ understanding-instructional- policies/#10-34)

Admissions – Credit Students

Review Information	Status
Source:	Enrollment Management, Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 2.01 Admissions – Credit Students (https:// nextcatalog.ccc.edu/academic- student-policy/student-focused/ getting-admitted/#2-01-policy)

Academic Amnesty

Review Information	Status
Source:	Educational Quality, Office of Academic & Student Affairs
Reviewed:	2018
Issued by:	J. Keiser
Approved:	11/2/2017
Date:	11/2/2017
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 2.11 Academic Amnesty (https://nextcatalog.ccc.edu/ academic-student-policy/student- focused/getting-admitted/#2-11)

Class Attendance – Adult Education

Review Information	Status
Source:	Adult Education, Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Senior Associate Vice Chancellor and Provost
Prior Index number:	N/A

Current Policy:	Section 3.07 Class Attendance – Adult Education (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-07-policy)
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Grade Designations

Review Information	Status
Source:	Office of Academic & Student Affairs
Reviewed:	2019
Issued by:	
Approved:	12/5/2019
Date:	
Effective:	12/5/2019
Reviewed by:	Academic Vice Presidents and Provost
Prior Index number:	N/A
Current Policy:	Section 3.08 Grade Designations (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-08-policy)

Non-Grade Designations

Review Information	Status
Source:	Office of Academic & Student Affairs
Reviewed:	2017, 2018
Issued by:	
Approved:	3/1/2018
Date:	
Effective:	3/1/2018
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 3.13 Non-Grade Designations (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy)

Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status

Review Information	Status
Source:	Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017

Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
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Prior Index number:	N/A
Current Policy:	Section 3.16 Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-16-policy)

Repeating & Retaking Courses

Review Information	Status
Source:	Office of Academic & Student Affairs
Reviewed:	2017, 2018
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 3.17 Repeating & Retaking Courses (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-17-policy)

Student Program Status & Governing Academic Catalog

Review Information	Status
Source:	Enrollment Management, Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 5.01 Student Program Status & Governing Academic Catalog (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy)

Residency

Review Information	Status
Source:	Enrollment Management, Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 6.01 Residency (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-01-policy)

Financial Obligation

Review Information	Status
Source:	Office of Finance
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior/ Associate Vice Chancellors, CFO, and Provost
Prior Index number:	N/A
Current Policy:	Section 6.04 Financial Obligation (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-04-policy)

Tuition Assistance – Chargebacks & Cooperative Agreements

Review Information	Status
Source:	Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A

Current Policy:

Section 6.05 Tuition Assistance – Chargebacks & Cooperative Agreements (<https://nextcatalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-05-policy>)

Class Withdrawals & Refunds

Review Information	Status
Source:	Office of Finance
Reviewed:	2017, 2018
Issued by:	
Approved:	4/5/2018
Date:	
Effective:	4/5/2018
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, CFO, Provost
Prior Index number:	N/A
Current Policy:	Section 6.11 Class Withdrawals & Refunds (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy)

Standards of Conduct

Review Information	Status
Source:	Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	
Approved:	11/2/2017
Date:	
Effective:	11/2/2017
Reviewed by:	Deans of Student Services, Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 8.18 Standards of Conduct (p. 36)

Off Site Clinical Classes

Review Information	Status
Source:	Educational Quality, Office of Academic & Student Affairs
Reviewed:	2017
Issued by:	J. Keiser
Approved:	11/2/2017
Date:	11/2/2017
Effective:	11/2/2017
Reviewed by:	Academic Vice Presidents, Senior Associate Vice Chancellors, and Provost

Prior Index number:	N/A
Current Policy:	Section 10.35 Off Site Clinical Classes (https://nextcatalog.ccc.edu/academic-student-policy/institutional-understanding-instructional-policies/#10-35)

Transfer Credit

Review Information	Status
Source:	Educational Quality, Office of Academic & Student Affairs
Reviewed:	2018
Issued by:	
Approved:	3/1/2018
Date:	
Effective:	3/1/2018
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 2.07 Transfer Credit (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#transfer-credit-procedure)

Student Complaints and Compliments

Review Information	Status
Source:	Educational Quality, Office of Academic & Student Affairs
Reviewed:	2018
Issued by:	
Approved:	3/1/2018
Date:	3/1/2018
Effective:	3/1/2018
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 8.41 Student Complaints and Compliments (p. 44)

Faculty and Employee Student Relationship

Review Information	Status
Source:	Educational Quality, Office of Academic & Student Affairs
Reviewed:	2018
Issued by:	
Approved:	3/1/2018
Date:	3/1/2018
Effective:	3/1/2018

Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
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Prior Index number:	N/A
Current Policy:	Section 10.36 Faculty and Employee Student Relationship (https://nextcatalog.ccc.edu/academic-student-policy/institutional-understanding-instructional-policies/#10-36)

Tuition – Credit & Skills Classes

Review Information	Status
Source:	Educational Quality, Office of Academic & Student Affairs
Reviewed:	2018
Issued by:	
Approved:	4/5/2018
Date:	
Effective:	4/5/2018
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 6.02 Tuition – Credit & Skills Classes (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-02-policy)

Graduation College

Review Information	Status
Source:	Educational Quality, Office of Academic & Student Affairs
Reviewed:	2019
Issued by:	
Approved:	
Date:	
Effective:	
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 5.06 Graduation College (https://nextcatalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-06-policy)

Veterans Education Benefits

Review Information	Status
Source:	Advising & Student Services, Office of Academic & Student Affairs
Reviewed:	2019
Issued by:	

Approved:	12/5/2019
Date:	
Effective:	12/5/2019
Reviewed by:	Academic Vice Presidents, Associate Vice Chancellors, and Provost
Prior Index number:	N/A
Current Policy:	Section 7.01 Veterans Education Benefits (https:// nextcatalog.ccc.edu/academic- student-policy/student-focused/ getting-support/#7-01-policy)

Appendix - Procedures

Procedures revised March 2025.

Note: Procedures are not board approved.

Admissions – Credit Students – Procedures

Policy: Admissions – Credit Students (p. 3).

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 (<http://pages.ccc.edu/apply/>);
2. Submit official transcripts from all colleges and universities previously attended (for more information, see Transfer Credit (p. 6));
3. Verify identity and residency (see Residency (p. 21))
4. Attend New Student Orientation (<http://www.ccc.edu/services/Pages/Student-Orientation.aspx>);
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 (p.));
6. Meet with a College Advisor (www.ccc.edu/advising (<http://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 (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>).

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.

Admission for High School Student

Registration and parental/guardian consent forms are available by visiting www.ccc.edu/earlycollege (<http://www.ccc.edu/earlycollege/>). Questions regarding enrollment of high school-age students should be referred to the Admissions (<http://www.ccc.edu/departments/Pages/Admissions.aspx>) and/or Advising Offices (<http://www.ccc.edu/departments/Pages/Advising.aspx>).

Academically Dismissed Students

To appeal, students must submit an Academic Standing Appeal along with necessary documentation. For more information, see Academic Standing (p. 10) and <http://www.ccc.edu/services/Pages/SAP-Appeal.aspx>.

Transcripts

Transcripts submitted for admission, financial aid, transfer, or placement reasons must be official and submitted directly to the Registrar's Office where the student intends to register. Official transcripts can be submitted electronically or by mail, and must be received within one year of the transcript print date. Transcripts that have been opened, altered, or tampered with are not considered official. If the Registrar determines that a transcript may be fraudulent they will take the necessary steps to confirm the validity of the document. This may include, but is not limited to, contacting the institution or requesting new documents. Any cost associated with verifying or obtaining the transcript is the responsibility of the student. No financial aid will be dispersed for the student if it is determined that the transcript is fraudulent.

Note: If CCC has reason to believe that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education, CCC will evaluate the validity of a student's high school completion. CCC will:

- Check with the high school to confirm the validity of the student's diploma; and
- Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

Admissions – International Students – Procedures

Policy: Admissions – International Students (p. 4).

International Students with F-1 Academic Student Visas

F-1 academic students seeking foreign transfer credits (<http://www.ccc.edu/services/Pages/Foreign-Transcript-Evaluation.aspx>) 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 (<https://www.ccc.edu/departments/Pages/International-Students.aspx>)
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 (p. 5)).

International students already in the United States on F-1 academic student visas must:

1. Complete the International Students Admissions Application (<https://www.ccc.edu/departments/Pages/International-Students.aspx>)
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 (p. 5))

The I-20 student seeking a change of status will only be granted after providing **one** of the following documents:

- Notice of Action INS Form I-797 with approval
- Passport with the INS stamp showing approval for I-551c
- Permanent Alien Card I-551-B 6

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 (p.) – International Students (p.)) must complete the same steps as new students (see New Credit Students (degree/certificate seeking) (p. 3)). 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 (<http://www.ccc.edu/internationalstudents/>).

Note: Students who incorrectly or mistakenly apply for credit admission as an International Student must provide one of the following approved documents to remove the International Student Application from their record and the International Student Hold associated with the application:

- Birth certificate showing birth in the United States
- Form N-550, Certificate of Naturalization
- Form N-560, Certificate of Citizenship
- Valid unexpired U.S. passport
- Valid unexpired Green Card
- Affidavit of Authenticity (<https://www.ccc.edu/departments/Documents/AffidavitofAuthenticity.pdf>)

Admissions – Adult Education Students – Procedures

Policy: Admissions – Adult Education Students (p. 4).

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 (p. 6)).
- Supply additional documentation, as needed.
- Participate in an orientation provided by their college.

Assessment & Placement – Credit Students – Procedures

Policy: Assessment & Placement – Credit Students (p. 5)

Note: see Testing & Placement Guidelines (<http://www.ccc.edu/departments/Pages/Testing-Resources.aspx>) for approved exams and more information.

English Placement

If you are a credit student attempting to place into ENGLISH 101 Composition

College Level English 101 and English 101/97 Placement Options

ACT-English	Associ:CCC Degree	*High School GPA of 3.00	GED English	HiSET English	SAT-English Evidence Based Reading & Writing	TransfeDevEd English	Transitional English
English 19+ 101	Allows 6 for English 101 Eligibility	3.00 Cum GPA	165+	Writing (16+) Reading (16+) Essay (5+)	480+	TransfeDevEd English2	*Must successfully complete 2 semesters
English 101/97	5						

English CCC Reading to Write Placement Grid

	Placement Score
English 101	6
English 101/97	5
English 96	3
FS Writ 93	1

Additional Notes for English Placement and Eligibility Requirements

- Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed.
 - Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time.
- Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.
- Early College students can take RTW once per City College semester – twice per year.
- Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance.

- Students who are required to take English 101 Composition & English 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for English 101 Composition' only if they are concurrently enrolled in English 101 Composition, English 97 Written Communication Skills, and the other course.
- If English 97 Written Communications or English 101 Composition is dropped prior to the start of the term, all other courses that require English 101 eligibility must be dropped as well.
- Students who would like to drop or are withdrawn from English 97 Written Communications or English 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have English 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.
- **Transitional English requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C or "pass". Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.
 - CPS high school transcripts will list "Transitional English Portability" under the Honors and Activities section to indicate that the student has successfully completed the Transitional English course.
- GED and HiSET exams must be taken in the English language.
- Students who receive a D or F in English 101, are unable to enroll in courses that require English 101 eligibility without concurrent enrollment in English 101 or (English 101/097), if their placement exam expired.
- High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.

English Placement Expiration

	GED & HiSet Exams	CCC Reading to Write	*High School GPA of 3.00, Transfer DevEd English, & Transitional English from High School English	ACT & SAT Exams	Associate's Degree Earned, Transfer English, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) English
Placement is valid for:	1 year	2 years	3 years	4 years	No expiration

Note: Expiration is from date of exam

ESL Placement

If you are a credit ESL student attempting to place into credit bearing English courses, your college may offer an ESL option:

CCC Reading to Write ESL	Course Placement
33	ESL 100, or ESLINTG 100
22	ESL 98, or ESLINTG 99
11	ESLINTG 98

ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS

- Students have the option to opt out of ESL enrollment and enroll in the following classes based on placement:
 - Placement into ESLINTG 99 and ESLINTG 100 is eligible to enroll in ENGLISH 96 Aligned Reading and Composition
 - Placement into ESLINTG 98 is eligible to enroll in FS WRIT 93 Foundational Studies in Literacy
- Speak to a College Advisor for registration assistance.

Math Placement

If you are a credit student, attempting to place into credit-bearing math

College Level Math Placement Options

ACT-Math	ALEKS PPL	*High School GPA of 3.00	GED Math	HiSet Math	SAT-Math	Transfer DevEd Math	Transitional Math
MATH 204+, or below	76-100				580+		
MATH 224+ MATH 1 MATH 1 MATH 1 or below	61-100				580+		
MATH 123+, MATH 140, or below	52-60		160	13	530+	Eligible STEM TransferTM Dev Ed Math with a 'C' or higher	
MATH 1 + MATH 4 MATH 1 + MATH 4 or below	46-51						
MATH 125+, MATH 121, MATH 118, or below	46-60	3.00 CUM GPA	155	11	530+	Eligible Quantitative TransferLiteracy Dev Ed or Math Technical with a 'C' or higher	

MATH 1 + MATH 2 MATH 1 + MATH 2 or MATH 1 + MATH 1	30-45	Eligible Transfer Dev Ed Math with a 'C' or higher
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¹ Multiple course options are available based on your academic plan; see your College Advisor.

² Placement is based on meeting any one of the listed measures.

Math Placement Grid

	ALEKS Placement Score	GED	HiSet
MATH 207, or below	76-100		
MATH 204, MATH 146, MATH 144, MATH 141, or below	61-100		
MATH 143, MATH 140, or below	52-60	160	13
MATH 143 + MATH 40, MATH 140 + MATH 40, or below	46-51		
MATH 125, MATH 124, MATH 121, MATH 118, or below	46-60	155	11
MATH 125 + MATH 25, MATH 124 + MATH 24, or MATH 118 + MATH 18	30-45		
MATH 100 or MATH 97	20-45	150	10
MATH 99	30-45	150	10
MATH 90 or MATH 98	20-29	145	8
FS MATH 3003 + FS MATH 3004	20-29		
FS MATH 3001 + FS MATH 3002, or FS MATH 3000	19 or below		

Additional Notes for Math Placement and Eligibility Requirements

- Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.
- Aleks placement scores expire after one year if the student has not enrolled in a math course appropriate to their placement within that time. Once a student enrolls in a pre-requisite course, the student must complete math courses sequentially, unless enrolled in a special program or granted departmental consent to skip a pre-requisite course.
- Enrolling in a co-requisite pair including, but not limited to, MATH 118, MATH 124, MATH 125, or MATH 140 **does not** make one eligible for courses with the pre-requisite of MATH 118, MATH 124, MATH 125, or MATH 140 eligibility.
- Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C. Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.
 - CPS high school transcripts will list "Transitional Math (STEM or (QL))" under the Honors and Activities section to indicate that the student has successfully completed the Transitional Math course.
- High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.

Math Placement Expiration

	ALEKS, GED & HiSet Exams	*High School GPA 3.00, Transfer DevEd Math, & Transitional Math from High School	ACT & SAT Exams	Transfer Math, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) Math
Placement is valid for:	1 year	18 months	4 years	No expiration

French and Spanish Placement

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 placement 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 the placement exam to place, note that:

- Placement test scores expire after one (1) year.
- Both French and Spanish placements of 103 or higher are subject to departmental chairperson review

- SPANISH 104 Fourth Course Spanish and FRENCH 104 Fourth Course French and above all require ENGLISH 101 Composition eligibility
- SPANISH 191 Survival Spanish Nursing, SPANISH 192 Spanish for Law Enforcement, SPANISH 206 Intensive Oral Practice Spanish, SPANISH 210 Modern Civilization & Culture Spanish, SPANISH 213 Intro To Modern Literature Spanish and SPANISH 214 Readings In Literature Spanish require ENGLISH 100 Basic Writing Skills eligibility
- SPANISH 111 Spanish For Hispanos, SPANISH 113 Spanish For Near Native Speakers I and SPANISH 114 Spanish for Near-Native Speakers II are for native or near native speakers
- Placement testing is encouraged but not required for SPANISH 191 Survival Spanish Nursing, SPANISH 192 Spanish for Law Enforcement, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion.

235+

Ineligible for ESL
coursework

Additional College-Credit Placement Notes

- The above tables reflect District testing guidelines; however, a College President or designee may accelerate a student beyond their test-based placement level.
- **If you choose to take your placement test at one of our testing centers**, disturbing the testing environment for other students **may result in your removal** from the testing environment.
- Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status.
- Students who drop with a reason of NSW, ADW, WTH, or VMW are required to retake the placement exam if their placement exam expired.

Assessment & Placement – Adult Education Students – Procedures

Policy: Assessment & Placement – Adult Education Students (p. 6).

Adult Education students take the CASAS test if they are enrolled in English as a Second Language (ESL) classes and/or the TABE test if they enroll in high school equivalency (HSE) classes. Students will take a pre-test to establish a baseline for an academic level, and then a post-test to measure academic growth. A pre-test and a post-test are mandatory for Adult Education students taking ESL and HSE classes. Students taking Spanish HSE or only vocational classes are not required to take the CASAS or TABE."

All Adult Education students are required to have a valid pretest on file by the third class (whether enrolled in-person or virtual). A posttest is required after 40 hours of instruction. All post-tests must be given with the same exam as the pre-test. Only the most recent test will be used for placement.

ESL Placement Guidelines

CASAS Life & Work

NRS Level	Score	NRS Description
1	< 180	ESL Beginning Literacy
2	181 – 190	ESL Low Beginning
3	191 – 200	ESL High Beginning
4	201 – 210	ESL Low Intermediate
5	211 – 220	ESL High Intermediate
6	221 – 235	ESL Advanced

High School Equivalency Placement Guidelines

TABE Reading (11/12)

NRS Level	NRS Description	Score
1	Beginning Literacy	441 or Below
2	Beginning ABE	442 - 500
3	Low Intermediate ABE	501 - 535
4	High Intermediate ABE	536 - 575
5	Low Advanced ASE	576 - 616
6	High Advanced ASE	617 - 800

TABE Math (11/12)

NRS Level	NRS Description	Score
1	Beginning Literacy	300 - 425
2	Beginning ABE	426 - 495
3	Low Intermediate ABE	496 - 536
4	High Intermediate ABE	537 - 595
5	Low Advanced ASE	596 - 656
6	High Advanced ASE	657 - 800

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 (p. 6).

Students should request their official transcripts be sent to the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) at their college. Approved transfer credits will be posted to degree seeking students' academic records by the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>).

1. The same course (including articulated transfer course) will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs)
2. If transfer courses are packaged differently (for example lecture is one course, lab is another), from a transfer institution, but is equivalent to one course at CCC, CCC will articulate both against our one course.
3. Pre-College level (remedial) coursework is not accepted as transfer credit.

Note: If unofficial transcripts are submitted as part of the admission process, 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 (<http://www.ccc.edu/departments/Pages/Advising.aspx>) 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 (<http://www.ccc.edu/services/Pages/Foreign-Transcript-Evaluation.aspx>).

Military Credit – Procedures

Policy: Military Credit (p. 6).

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.

1. Prior to the end of the student's second term when a Joint Services Transcript (JST) or DD 214 applies to a student, the student will meet with the Veterans Services Specialist to request the documentation needed for a military credit evaluation. The Military Credit award process should occur prior to the end of the term when the evaluation takes place.
2. All documentation will be reviewed by the Office of the Registrar and a military credit evaluation will be submitted to the Veterans Services Specialist on the Military Transfer Credit Evaluation Form.
3. Credit will be awarded only after the student completes a mandatory military transfer advising session with the Veterans Services Specialist and the Veterans/Military Academic Advisor. 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, Veterans/Military Academic Advisor, 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.
 - If the student is scheduled for a military transfer advising session and he/she is considered a "no-show" for his/her appointment and it is at the end of the student's second term for which a JST or DD 214 applies to the student, the student will only receive the standard military credit award of seven (7) credits from his/her DD 214 and no other credit will be awarded from his/her JST.
4. 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. Once a student accepts the agreed upon military credit, all credits become part of his/her record and any other credit from the JST or DD 214 will not be added or removed from his/her record, regardless

of any potential program changes made after the evaluation is finalized. If a student has additional military courses or training added to his/her JST or DD 214 after the date of their initial Military Credit evaluation, the student may repeat the process to have the subsequent courses/training evaluated for potential credit transfer.

5. The Veterans Services Specialist will work with the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) 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 (<http://www.ccc.edu/departments/Pages/Veterans-Services.aspx>). Also see Veterans Education Benefits (p. 28).

Credit for Prior Learning – Procedures

Policy: Credit for Prior Learning (p. 7).

A student may be granted college credit through the methods listed below:

A) Methods in Detail

Standardized Tests

Course credit may be obtained by standardized examinations. Please see Section 2.10 Credit By Standardized Examination/Testing (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#text>)

Institutional Challenge Exams

Course Credit may be obtained by approved Institutional Challenge Exams, in lieu of completing courses, only if standardized exams for the subject are not available. A passing grade for institutional challenge exams is 70% (grade of 'C'). Some specific programs may require a higher passing grade due to program accreditation. This information must be shared with the student before taking the exam. Tests will be administered in the testing center (or by specific circumstances administered by department and virtually). Before completing the exam, students may obtain a copy of the course syllabus. Please note, that some exams may require additional documentation. Examples may include transcripts, professional certification and licenses, employer letters, or other appropriate documentation.

Portfolio Assessment

Portfolio Assessment requires final approval from the Vice President of Academic and Student Affairs.

Credit by Evaluation

Course Credit may be obtained through evaluation via Published Guides or Local Faculty Evaluation. Colleges will only accept approved recommendations provided by Published Guides such as American Council on Education (ACE) – (National Guide, Military Guide), and National College Credit Recommendation Service (NCCRS). The recommendations include military training and industrial/corporate training. Local Faculty Evaluation provides credit recommendations through articulation agreements, bridge programs, local industrial/corporate trainings, and areas deemed equivalent to college level learning. Documentation of prior learning must be provided to receive CPL credit. Documentation examples may include transcripts,

professional certification and licenses, employer letters, or other considerable documentation.

B) Practices and Standards

- Students that earn CPL credit may be able to substitute CPL credit for a prerequisite course required in the program of study. However, credit will not be given to both the prerequisite and direct equivalent course. Please see Section 4.12 Prerequisite Course Substitution (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-program-requirements/#text>).
- Specific program accreditation may require different guidelines to CPL credit.
- The same course will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs).
- Students are advised to request CPL credit prior to enrolling in the same course they have requested credit for. If a CPL request is granted and the student is enrolled in the same course, it is ultimately the student's responsibility to follow the drop/refund guidelines.
- The CPL fee is non-refundable, including in the event of not passing. Students will then be able to enroll in the course for the academic program and pay full tuition price.
- Students are allowed to attempt CPL once per approved course.
- All evaluated work must be equivalent to C level coursework.
- The CPL assessment is only transcribed if coursework is equivalent to a C or higher.
- CPL is considered transfer credit (T) and reflected on the student's academic record when the credit is accepted. CPL carries no grade and credit earned will not be included in Grade Point Average (GPA) calculations.
- Students may earn up to 75% of college credits through CPL credit towards their program of study.
- Specific program accreditation may vary and may limit CPL processes.
- 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.
- CPL credit from another institution isn't guaranteed to transfer to CCC. However, if an academic program approves previous credit, the exemption may be allowed. All previous documentation must be submitted for department review.
- CPL credit is not guaranteed to transfer to other institutions.

Type of CPL & CPL Fee

Institutional Challenge Exam - \$100

Portfolio - \$100

Standardized Exam - \$30 CCC processing fee in addition to testing vendor fee. CLEP- \$93 & ACTFL \$70. Fees subject to change.

Credit by Evaluation (Professional Training) - Varies by evaluation

- Specialized programs may have a different fee associated.
- Neither financial aid nor veterans educational benefits are available for CPL assessment.
- Military personnel may be eligible for a CLEP exam waiver. (Speak with Veteran Coordinators for more information).

- CPL partnerships do not require a charge.
- Standardized fees are paid through the third-party vendors.

Credit by Standardized Examination/Testing – Procedures

Policy: Credit by Standardized Examination/Testing (p. 7).

Effective March 9, 2017, high school students who have successfully completed an International Baccalaureate® (IB) individual subject examination will be evaluated and college credit awarded based on the most current IB credit award policy, regardless of when the IB subject examination was taken.

Academic Amnesty – Procedures

Policy: Academic Amnesty (p. 7).

a. Returning Students

Students who wish to apply for academic amnesty are highly recommended to work with a college advisor to discuss academic amnesty. Students must submit an application to the Office of the Registrar.

The application will be reviewed by the Registrar ("Approving Registrar") to ensure that the student meets the eligibility requirements; if not, the application will be returned to the student with no further action taken. The Approving Registrar will retain the application in the student's academic record, approve the student's application, and apply academic amnesty **only after** the student fulfills all eligibility requirements, including successfully completing at least one (1) term upon his/her return. See Eligibility for more information (p. 7).

b. Current Students

Current CCC students who meet all eligibility requirements may apply for academic amnesty.

- The student had a previous period of five (5) or more consecutive calendar years (minimum 15 academic terms) where the student did not enroll or earn a final grade in credit bearing coursework at CCC.
- Upon their return (initial term(s) of enrollment), the student completed at least one (1) term of credit bearing coursework (minimum 6 credit hours, excluding any development education coursework) and earned a term grade point average (GPA) of 2.0 or higher. See Cumulative Grade Point Average for more information (p. 10).

If academic amnesty is granted, only courses where "F" grades were earned during the Amnesty Period will be granted amnesty.

c. Student Applies for Academic Amnesty at a Different CCC College

If a student applies for academic amnesty from a different CCC college than where previously enrolled during the Amnesty Period, upon approval (prior to updating the student's record), the Approving Registrar will notify the Registrar at any college where an "F" grade was earned (i.e., for courses that will be granted academic amnesty).

Class Attendance – Adult Education – Procedures

Policy: Class Attendance – Adult Education (p. 9).

Instructors/Adult Educators are required to record student attendance via the Faculty Portal (my.ccc.edu (<http://my.ccc.edu>)) within three (3) days of each class meeting date.

Eligibility for Course Enrollment – Procedures

Policy: Eligibility for Course Enrollment (p. 10).

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 (p. 10).

a. Academic Standing Status and Required Support

City Colleges defines our Academic Standing statuses as follows:

- **Good Standing** – Above a 2.0 CUM-GPA.
- **Academic Warning** – Below a 2.0 CUM-GPA when previously in Good Standing in the last enrollment term.
- **Academic Standing Intervention** – Below a 2.0 CUM-GPA when previously on Academic Warning in the last term of enrollment.
 - Students who have attempted 30 hours or less and below a 1.75 GPA will be placed on Academic Standing Intervention.
 - Students who have attempted 15 credit hours or less and below a 1.5 GPA will be placed on Academic Standing Intervention.

If at the end of any given term a student’s CUM-GPA falls below 2.0, he/she must:

1. Meet with his/her college advisor to help determine which classes the student will retake, and/or change program plan. Advisors will make these changes in the student’s Planner in CS9.
2. Work with his/her college advisor, to establish an academic improvement plan. The academic improvement plan will be determined by the college advisor and the student, and it will include course enrollment plans, detailed goals and timelines. Plans for utilizing campus resources like tutoring, Wellness, transfer guidance, and career planning and placement should be incorporated as needed. The college advisor will document the academic improvement plan.

If a student no longer meets the threshold for good academic standing and was discontinued for having not earned a final grade in two consecutive terms (excluding Summer), he/she may have to **re-apply** to City Colleges.

Students with legacy academic standing statuses will maintain them until they complete a term for which they will have an updated academic standing calculated.

None of the above statuses shall have enrollment impacts.

b. Pre-Warning Outreach and Support

Students who are otherwise in Good Academic Standing but have two consecutive terms of a term-based cumulative GPA below 2.0 will be referred to his/her College Advisor. The College Advisor and student will

evaluate the student’s current progress and identify if they would benefit from an Academic Improvement Plan as outlined above.

Non-Grade Designations – Procedures

Policy: Non-Grade Designations (p. 10).

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.
 - Enter an “I” grade and a provisional final grade in the student information system. See Glossary of Terms for more information (p. 57).
 - 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 coursework.
 - If additional coursework is submitted: 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).
 - If no additional coursework is submitted: document the fact that no additional coursework was submitted.
 - 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 lapse to the provisional final grade entered at the time the “I” grade was entered.
- 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 lapses to the provisional final grade, then 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
- Academic Vice President
 - Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.

b. COVID - Incomplete (Spring 2020 only)

- All applicable procedures for I-Incomplete apply
- Instructor responsibilities specific to COVID Incompletes (or Department Chair in the absence of the instructor)
 - Document (and record in the student information system) that the student's extenuating circumstance, was due to a pause in instruction due to COVID-19 and all requirements which must be met by the student to remove the "I" grade and replace it with a final grade.
 - Enter an "I" grade and a provisional grade in the student information system.
 - Inform the student
 - Receive the completed coursework and or schedule any appropriate make up times to complete missing requirements
- Note: if the remaining work is not completed and turned into the instructor by this deadline, the "I" grade will lapse to the provisional final grade entered at the time the "I" grade was entered
- Academic Vice Presidents may extend the time to complete the "I" grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.

c. VMW – Voluntary Medical Withdrawal

Withdrawals from classes for medical reasons must be made for all classes. An approved Voluntary Medical Withdrawal will result in a VMW indicator on the student's permanent academic record and transcript.

- 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 or designee will decide 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.
- The reason for the medical withdrawal must have occurred during the term a VMW is requested.
- Drops will occur for all in-progress or withdrawn classes that occurred on or after the date of the incident, that is listed on the paperwork from the medical professional.
- 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.

d. NC – No Credit COVID-19

- Student must consent to a possible change to NC before the end of the term. Consent is completed in the student portal and must be request before the end of the term. Student can elect which courses the NC designation should apply.

- If the final grade awarded is a C or higher, the grade will remain as is. If the final grade awarded is a D or F, the grade will be converted to NC and no hours will be earned for the course.
- Instructors are not informed that a student has elected this option; final grades of D or F assigned by the instructor are converted to NC when final grades post.

Note: Students cannot elect to change to NC after final grades are awarded.

e. 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 Supportive Intervention Team (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.

When health concerns arise, additional guidance will be available on the City Colleges website (www.ccc.edu (<http://www.ccc.edu/>)). For more information, see Administrative Removal from College (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-b-policy>).

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 review.

f. Temporary (TMP)

- Instructor responsibilities (or Department Chair in the absence of the instructor)
 - Document (and record in the student information system) the student's missed modules that led to the "TMP" grade and all requirements which must be met in order for "TMP" grade to change to C.
 - Enter a "TMP" grade and a provisional final grade of D or F in the student information system.
 - Inform the student in writing of the requirement needed to remove the "TMP" grade and enrolling in the continuation course (no later than the midpoint of the following term, excluding the Summer term).
- Student responsibilities
 - Enroll in a continuation course prior to midterm of the next big term where a "TMP" was assigned.
 - Note: if the student does not enroll in a continuation course prior to midterm of the next big term, the "TMP" grade will lapse to the provisional final grade entered at the time the "TMP" grade was entered.
- Course enrollment
 - Until the "TMP" grade is removed, a student who receives a "TMP" grade may not enroll in any new course for which the "TMP" grade course is a prerequisite.
 - A student who has a "TMP" grade may not re-register in that course. However, if the "TMP" grade lapses to the provisional final grade, then the student may then re-register for the course.
- Continuation course

- Once enrolled in the continuation course, the student is provided instruction to complete the missed modules. A final grade is recorded for the continuation course and students who pass with a grade of C or higher will then receive a grade of C in the class where the "TMP" was assigned. If the student earns a D, F, or does not enroll in a continuation course, the grade will default to the provisional grade assigned.

Midterm Grades – Credit Students – Procedures

Policy: Midterm Grades (p. 13).

Midterm grades are not recorded for classes that are fourteen (14) calendar days duration or shorter.

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 (<http://www.ccc.edu/departments/Pages/Advising.aspx>) immediately to seek ways to improve their standing in the course.

Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status – Procedures

Policy: Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status (p. 13).

a. Appeal Final Grade or Academic Dishonesty

Students who are appealing a final grade or academic dishonesty are encouraged to contact their instructor informally prior to initiating a formal appeal.

Note: the burden of proof is on the student for final grade appeals, whereas the burden of proof is on the instructor for cases of academic dishonesty.

Step 1: A student who wishes to appeal a final grade or finding of academic dishonesty (<http://www.ccc.edu/services/Pages/Grade-Appeal.aspx>) must first meet with the instructor to review the criteria applied in assigning the final 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 instructor with a copy to the Department Chairperson (or Dean of Instruction or equivalent college officer if the instructor is also the Department Chairperson).

Step 2: The instructor 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.

Step 3: If the student is dissatisfied with the instructor's written decision, the student may appeal in writing to the Department Chairperson (or Dean of Instruction or equivalent College Officer if the instructor is also the Department Chairperson) within fourteen (14) calendar days of the instructor's written decision. 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) calendar days after receipt of the appeal. The investigation shall include a meeting with the:

- Instructor to review the criteria applied to the student's performance in assigning the final grade or evidence supporting a finding of academic dishonesty; and
- Student to hear the basis of the grievance and review the student's supporting evidence.

Step 4: If the student is dissatisfied with the Department Chairperson's (or Dean's) written decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Department Chair's (or Dean's) written 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. The decision of the Academic Vice President is final.

If at any step in the appeal process the student does not receive a written decision by the deadlines stated above (note: it may not always be possible to meet the written decision deadlines, particularly during periods between terms), 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).

Grade Change by Someone Other Than 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.

b. Appeal Final Enrollment Status

It is the student's responsibility to officially withdraw from classes (see WTH – Class Drop or Withdrawal (p.) and the Glossary of Terms (p. 57) for more information).

Students who wish to appeal a final enrollment status or non-grade designation should contact the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) of the college where the class was offered. Students must provide a rationale and supporting documentation as to why the enrollment status should be changed. See Non-Grade Designations for more information (p. 84).

Student Responsibilities Regarding Registration and Enrollment- Procedures

Policy: Student Responsibilities Regarding Registration and Enrollment (p. 86)

Schedule Revision Procedures

Students enrolled in the regular 16-week session have the option to revise their schedule during the first week of semester without penalty. The Summer term will have a shortened schedule revision period.

During the Schedule Revision Period, students who wish to make changes to their class schedule must do so with the assistance of a college advisor. An approval from the instructor is required if adding a course after it has begun. Online classes require instructor consent after

the 3rd day of the class for the Fall and Spring terms and after the 1st day in the Summer term.

1. Students will submit a Schedule Revision Form by submitting a request to add or add/drop.
2. A College Advisor will review the request and confirm:
 - a. Student eligibility
 - b. Class availability
 - c. The class must be open
3. If the student meets all requirements and the class has not started, the advisor will assist to enroll the student
4. If the student meets all requirements and the class has started, the advisor will submit the request to enroll to the instructor for approval prior to enrolling. Instructor consent is at the discretion of the instruction and is not guaranteed.

Note: Students are eligible to enroll in open classes only. If the class is full at time of registration, the student will need to select another class.

Students must also follow the payment deadlines and may be dropped if payment is not satisfied by the deadline listed in the student portal, including classes enrolled in during the Schedule Revision Period.

It is ultimately the student's responsibility to drop unwanted classes

Repeating & Retaking Courses – Procedures

Policy: Repeating & Retaking Courses (p. 13).

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. Retaking Courses

Before registering, students should meet with their College Advisor and, if applicable, their Financial Aid Advisor (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>) to review the benefits and consequences of retaking the course.

c. Repeating Courses That Are No Longer Offered

- i. Students should meet with their college advisor to identify an appropriate replacement course and complete an appeal form for all courses not listed on the grid below. The appeal form must be submitted to the College Registrar who will review and determine if the substitution is appropriate. The decision of the College Registrar is final.
- ii. Courses listed on the grid below have been approved to substitute for an equivalent course that is no longer offered at CCC. Once the repeat course is taken, the original grade will be excluded from the student's GPA, the original course will remain on the transcript.

Approved Equivalencies for Courses No Longer Offered

Inactive Course Code	Inactive Course Title	Approved Substitute Course Code	Approved Substitute Course Title
ART 300	Comp Art and Applications	ART 275	Comp Art and Applications
BIOLOGY 105	Fundamentals of Nutrition	BIOLOGY 107	Nutrition-Consumer Educa
BIOLOGY 106	Environmental Biology	BIOLOGY 119	Environmental Biology
BIOLOGY 111	General Course Biology	BIOLOGY 114	General Education Biology
BIOLOGY 112	General Course Biology	BIOLOGY 115	Human Biology
BIOLOGY 117	Medical Terminology	BIOLOGY 120	Terminology for Med Careers
BIOLOGY 126	Human Struc & Func I	BIOLOGY 226	Human Struc and Func I
BIOLOGY 127	Human Struc & Func II	BIOLOGY 227	Human Struc and Func II
BUSINES 101	Principles of Accounting I	BUSINES 181	Financial Accounting
BUSINES 102	Principles of Accounting II	BUSINES 182	Managerial Accounting
BUSINES 107	Payroll Accounting	BUSINES 183	Payroll Accounting
CHLD DV 251	Prin Of Pre-School Educ	CHLD DV 258	Prin & Prac of Pre-School Educ
CHLD DV 257	Prin/Prac Family Child Care	CHLD DV 228	Prin Of Child Care Practice
COSMET 565	Intro to Cosmetology/ Cosmetic	COSMET 101	Intro to Cosmetology/ Cosmetic
COUNSEL 111	Career Planning	INTDSP 102	Career Dev and Decision Making
CRM JUS 201	Police Org & Management	CRM JUS 221	Police Organization & Mgmt
ENVR TC 242	Environmental Analysis	ENVR TC 243	Environmental Analysis
FRENCH 122	Second Course French	FRENCH 102	Second Course French
FRENCH 123	Third Course French	FRENCH 103	Third Course French
FRENCH 124	Fourth Course French	FRENCH 104	Fourth Course French
ITALIAN 123	Third Course Italian	ITALIAN 103	Third Course Italian
ITALIAN 124	Fourth Course Italian	ITALIAN 104	Fourth Course Italian
MATH 110	Elements of Algebra	MATH 98	Begin Algebra with Geometry
MATH 111	Fundamentals of Mathematics	MATH 90	Mathematical Literacy

MATH 112	Intermediate Algebra	MATH 99	Intermediate Algebra w/ Geomet
MATH 135	Finite Mathematics	MATH 144	Finite Mathematics
MATH 205	Calculus I	MATH 207	Calculus & Analytic Geom I
MATH 206	Calculus II	MATH 208	Calculus & Analytic Geom II
MATH 104	Plane Trigonometry	MATH 141	Plane Trigonometry
MCROBIO 119	Microbiology	MCROBIO 233	General Microbiology
PHY SCI 114	General Course I Phy Sci	PHY SCI 101	General Course Phy Sci
PHY SCI 115	General Course II Phy Sci	PHY SCI 102	General Course Phy Sci
PSYCH 218	Human Growth & Develop I	CHLD DV 101	Human Growth & Development I
SPANISH 122	Second Course Spanish	SPANISH 102	Second Course Spanish
SPANISH 123	Third Course Spanish	SPANISH 103	Third Course Spanish
SPANISH 124	Fourth Course Spanish	SPANISH 104	Fourth Course Spanish
STBPS 204	Keyboarding I	STBPS 190	Keyboarding I
THR ART 231	Stagecraft	THR ART 130	Stagecraft

Deceased Student – Procedures

Policy: Deceased Student (p. 14).

a. Confirmation of Death

Verification of death must be obtained prior to making any updates to a deceased student's academic record or student account. An original or certified copy of the death certificate is required and must be submitted to the Office of the Registrar; a news report, obituary, deceased posting, etc. may not be used to verify death. An official death certificate may be requested from:

- A medical professional or mortuary (preferred), or
- The student's family

b. Student Record

Upon verification of death, the Registrar will update the student's status to "deceased" and will withdraw the student from all enrolled classes, effective on the date of death.

c. Student Indebtedness

The total remaining balance due on the student's account will be waived. If a refund is due, it will be issued to the student's estate.

d. Financial Aid

CCC will perform an R2T4 calculation to determine the amount of funding that must be returned to federal financial aid programs.

- If the calculation indicates that the school must return funds, CCC will return the funds through the G5 drawdown process.
- If the calculation indicates that the student must return funds, CCC will apply an exception. The student's estate is not required to return any Title IV funds that were previously disbursed.

If the deceased student received Title IV aid during the payment period or period of enrollment and has a previous grant overpayment, CCC will notify the federal Debt Resolution Services that the student is deceased. If the student has a credit balance that has not been refunded at the time of death, the school may apply any funds owed for unpaid institutional charges or for previous amounts owed due to R2T4 withdrawal determinations. Any amount of the credit balance remaining after institutional charges must be returned to Title IV programs.

If a deceased student has earned Federal Work-Study income that has not yet been paid, CCC will deliver such earnings to the student's estate.

Illinois Articulation Initiative – Procedures

Policy: Illinois Articulation Initiative (p. 16).

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 (p.).

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.

Student Program Status & Governing Academic Catalog – Procedures

Policy: Student Program Status & Governing Academic Catalog (p. 19).

a. Students with an Active Status

The effective date of the program/plan or home college change is the date processed in the student system. No backdating is allowed.

b. New or Readmitted Students

- Students matriculated prior to the first day of the term: The effective date of the program/plan or home college change is the date processed in the student system. No backdating is allowed.
- Students matriculated after the first day of the term for late start sessions: the effective date of the program/plan or home college change is the first day of the term. No backdating is allowed after the first day of the late start session (for which they were admitted).

Graduation Requirements for Degrees – Procedures

Policy: Graduation Requirements for Degrees (p. 19).

a. Degree Confirmation

Degree confirmation must be formally declared and recorded in the student information system.

b. 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.

Revocation of Degrees or Certificates – Procedures

Policy: Revocation of Degrees or Certificates (p. 20). (p. 20)

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 & 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 (p. 21).

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.

Course Directives – Procedures

Policy: Course Directives (p. 21).

a. Course Substitutions

Course directive (substitution) appeals, wherein a successfully completed course outside of the curriculum is used to satisfy a requirement of the student's academic program, shall be approved by the college Vice President.

b. Course Operational Maintenance

- Course directives wherein elective credit is used to make-up a credit hour shortfall, particularly in the case of transfer credit from a quarter system institution, shall be approved by the Registrar. For further information, see Credit Hour Requirements for Academic Program Completion (p. 19).
- Elective course substitution as indicated in the Academic Catalog may be approved by an advisor, Registrar, or Dean.

Residency – Procedures

Policy: Residency (p. 21).

Dependency status may be confirmed by providing approved documentation to the Admissions Office. (<http://www.ccc.edu/departments/Pages/Admissions.aspx>)

New students should verify their residency at the Admissions Office (<http://www.ccc.edu/departments/Pages/Admissions.aspx>).

Continuing and returning students should visit the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) for residency verification and updates.

All students may view their official address by visiting my.ccc.edu (<http://my.ccc.edu>). Students may update their official address (<http://www.ccc.edu/services/Pages/Update-Student-Records.aspx>) by visiting the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) (see Student's Responsibility to Maintain Current Address (p. 21)). Note: students must change their official address no later than the first day of the term for their new address to apply to the current term (see In-District Students (p. 22)). After the first day of the term, official address changes will apply for the next term for purposes of residency and tuition calculations.

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 (<http://www.ccc.edu/departments/Pages/Registrar.aspx>).

Document(s) submitted as proof of residency may be subject to further verification.

Non-Refundable Other Charges – Procedures

Policy: Non-Refundable Other Charges (p. 23).

a. Loaner Laptop Computer Fines for Late Return, Loss or Damage

Loaner laptop computers may be borrowed for a period of thirty (30) calendar days or until the end of the term, whichever comes sooner. Loan extensions may be granted to students in good standing, depending on device availability.

Students who fail to return loaner laptops to the location from which they were borrowed and/or fail to pay for damages will be charged up to the full value of the laptop on their student account. These students will not be able to register for classes until the charges are paid in full and will lose future borrowing privileges.

b. Scientific Calculator Fines for Late Return, Loss or Damage

Scientific calculators may be borrowed for a period is one (1) day; calculators must be returned by end of day they are borrowed. Fines are assessed at \$1.00 per hour. If a calculator is not returned by the end of the term or is returned damaged, the calculator becomes the property of the student and charge of \$140 and a hold will be placed on the student's account. The student will not be able to register for classes and will lose borrowing privileges until charges are paid in full.

c. Audio-Visual (A/V) Equipment Fines for Late Return, Loss or Damage

A/V equipment may be borrowed for a period is one (1) day; equipment must be returned by end of day they are borrowed. Fines are assessed at \$1.00 per hour. If the equipment is not returned by the end of the term or is returned damaged, the equipment becomes the property of the student and a replacement cost and a hold will be placed on the student's account. The student will not be able to register for classes and will lose borrowing privileges until charges are paid in full.

Financial Obligation – Procedures

Policy: Financial Obligation (p. 24).

a. Students Financial Responsibilities

- Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. See Class Withdrawals & Refunds (p. 25) for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.
- Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.
- If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student's financial aid and may result in an unpaid balance which is the student's responsibility.
- If a student's account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.

- Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.

b. Payment Arrangements

Failure to make payment arrangements may result in the student being dropped from his/her classes.

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 – Class Drop or Withdrawal (p. 12)).

c. Delinquent Accounts

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 for classes 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 for classes at any CCC college.

*Note: Delinquencies that are due to tuition or class charges will not prohibit enrollment in an Adult Education class.

d. Student Defaults

If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.

e. Appeals of Tuition and/or Other Charges

Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account.

Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.

Tuition Assistance – Chargebacks & Cooperative Agreements – Procedures

Policy: Tuition Assistance – Chargebacks & Cooperative Agreements (p. 24).

As of Summer 2017, CCC is a participant in the statewide Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement). Under this agreement, CCC students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply to CCC for approval to attend another public Illinois Community College where the desired program is offered and pay that college's in-district tuition rates.

Applications for approval under the CAREER Agreement are due prior to the first day of class at the college the student plans to attend. At CCC's sole discretion, exceptions to the deadline within the application term may be made on a case-by-case basis. 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 (<http://www.ccc.edu/chargeback/>).

CAREER Agreement approval is granted at the program level. If CCC offers a comparable program, approval will not be granted under the cooperative agreement, even if the receiving college offers the program in a different format from CCC. The determination of eligible programs is made at CCC's sole discretion.

Students may receive CAREER Agreement approval for up to three (3) terms at a time. Students must reapply under the CAREER Agreement each academic year. CAREER Applications will only be approved for students with no debt owed to CCC.

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

In the case that the desired program is offered by an Illinois public community college that is not participating in the CAREER Agreement, CCC may authorize a tuition assistance via a tuition chargeback. If CCC has a cooperative or joint agreement with another Illinois community college for the desired program, CCC will not offer tuition chargeback assistance for that program at any other college.

CCC does not provide chargeback approval for comparable programs or courses as determined by CCC's sole discretion. CCC will not approve chargebacks for 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. CCC does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.

Students may only receive tuition chargeback assistance for courses that have been approved for that student for a given term. Students may not receive tuition chargeback assistance for any course substitutions that are not approved by CCC.

Authorization of a chargeback shall not exceed two (2) consecutive calendar years [maximum six (6) consecutive terms including summer terms] of study for any individual, regardless of program length. Additionally, chargeback authorization is limited to one (1) program per applicant in their lifetime.

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 or cooperative agreement letter to the Business Office of the CCC college with which he/she enrolls at the time of registration.

The Tuition Chargeback & Cooperative Agreements application will only be available during the application period and will be posted at www.ccc.edu/chargeback (<http://www.ccc.edu/chargeback/>) for approximately one month, closing no later than three (3) weeks prior to the start of the application term.

Chargeback and cooperative agreement decisions and notifications will be made on a rolling basis and applicants will be notified of the decision via email.

Tuition Waiver Programs – Discretionary – Procedures

Policy: Tuition Waiver Programs – Discretionary (p. 24).

Application of Tuition Waivers and Other Tuition-Restricted Funds.

Discretionary tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.

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 eligible program courses. To be eligible for waivers a student must:

- Graduate from a Chicago -based partnered high schools
 - Chicago Public Schools (CPS) or Chicago charter/options high school
 - Partnered Big Shoulders Fund Catholic high schools
- Have a cumulative high school GPA of 3.0 or higher (weighted or unweighted)
- 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 to complete FAFSA" form)

Chicago Star Scholars have up to three (3) years of scholarship eligibility starting from the first Fall semester after their high school graduation date, regardless of when they begin their program. Star scholarship funding ends upon degree completion or reaching the scholarship expiration date, whichever comes first. They must start at City Colleges no later than the third term (excluding Summer term) or second Fall semester 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 (p. 10))
- 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, CCC will waive up to a maximum of 18 credit hours per term for students who meet all eligibility criteria and remain in good standing. Eligible student SGA Executive Leadership Team will receive the in-district tuition rate. City of Chicago residency is not required to be eligible for the waiver. 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 beginning of each term and submit the completed application to the Dean of Student Services or college designee 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

Eligible Adult Education students receive reduced tuition and supportive services as they transition into college credit courses. Gateway scholars' tuition for credit courses is reduced by half for four semesters.

To qualify for the Gateway program, students will need to:

- Complete one or more Adult Education classes at City Colleges during the prior or current academic year
- Qualify for in-district tuition by either living in Chicago or working full-time in Chicago
- Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term
- Complete the online credit application
- Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL)
- Take the ALEKS placement exam and score a 30 or higher or placement into Math 90.
- Enroll in at least six credit hours in their first term, which must include English.*

* Students in programs which do not require English are not required to enroll in English.

Students with F-1 or J-1 visas are ineligible for the Gateway Scholars Program

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. Student-athletes will receive the in-district tuition rate. 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 (https://www.njcaa.org/member_colleges/handbook/).

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

Students with Out-of State residency are not eligible for In-District tuition.

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.

1. 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; or in the case of spouse filing separately, provide a marriage certificate and tax return for the spouse) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.

i. Debt Forgiveness

Circumstances arise where a student may request a tuition waiver (based on a personal situation, financial hardship, 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 Petition Waiver Committee.

Appeals must be submitted within thirty (30) calendar days following the end date of term in which the disputed charges(s) were posted in student information system. Appeals submitted after the thirty (30) day-time period will not be considered unless the student provides valid documentation that shows he/she was medically incapacitated or incarcerated, and therefore, unable to appeal during the thirty (30) day timeframe. At the discretion of administrative staff, exceptions may be made to appeals submitted after the thirty (30) day-time period.

The student will receive a decision by the 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.

Processing an Institutional Error

When there is a dispute over the validity of charges on a student account, CCC staff will research to determine if an institutional error exists and whether the correction of the error requires adjustment to the amount of debt owed by the student. A CCC employee must complete the Debt Forgiveness Petition form, verify, and document the existence of an institutional error. All institutional errors will require review by the Petition Waiver Committee. If the committee approves the appeal for institutional error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.

Tuition Waiver Programs – State – Procedures

Application of Tuition Waivers and Other Tuition-Restricted Funds.

State tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.

Policy: Tuition Waiver Programs – State (p. 24).

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 (p. 21)).
 - 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. DCFS Scholarship (20 ILCS 505/8)

Each year the Department of Child and Family Services (DCFS) selects a maximum of 53 scholarship recipients (at least four of whom shall be children of veterans) from among the youth under care, youth who aged out of care at age 18 or older, or youth formerly under care who have been adopted or are in a guardianship placement. Selected youth must earned a high school diploma from a public school district or a recognized nonpublic school or a high school equivalency certificate or who have met the State criteria for high school graduation. Scholarship recipients shall be eligible for scholarships and fee waivers which will entitle them to four (4) consecutive years of community college, university, or college education. Selection shall be made on the basis of scholastic record, aptitude, and general interest in higher education. In accordance with this Act, tuition scholarships and fee waivers shall be available to such students at any university or college maintained by the State of Illinois. The Scholarship applies to full-time students (12+ credits) and includes a tuition waiver, book voucher (**only waived if Financial Aid does not cover books and supplies**), monthly stipend (State paid), and State provided medical card until age 23. Students are required to attend summer school (6+ credits) to maintain their monthly stipend during the summer months.

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. Veterans residing out-of-district will qualify for in-district tuition. The Veteran Certifying Official (located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) 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 (p. 28) and Repeating & Retaking Courses (p. 13).

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 (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) can assist the student in determining his/her eligibility for the ING Grant. Veterans residing out-of-district will qualify for in-district tuition. For more information about veterans benefits and repeating courses, see Veterans Education Benefits (p. 28) and Repeating & Retaking Courses (p. 13).

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 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 (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) 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 (p. 28) and Repeating & Retaking Courses (p. 13).

Tuition Waiver Programs – Federal – Procedures

Application of Tuition Waivers and Other Tuition-Restricted Funds.

Federal tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.

Policy: Tuition Waiver Programs – Federal (p. 24).

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

Application of Tuition Waivers and Other Tuition-Restricted Funds

Contractual tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.

Policy: Tuition Waiver Programs – Contractual (p. 24).

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 (p. 29)), 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. The employee must provide documentation (e.g., tax return; divorce decree; or in the case of spouse filing separately, provide a marriage certificate and tax return for the spouse) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.

Tuition - Pass-Through Course Charge Approval - Procedures

Policy: Tuition - Credit & Skills Classes (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#text>)

1. The Board of Trustees will consider a proposal for a pass-through course charge if it complies with the following:

- a. The charge will only cover costs that would otherwise be incurred by the student separate from tuition expense ("pass-through" costs).
- b. The pass-through charge will not be implemented to generate revenue or cover operating costs that are not currently passed to the student.
- c. The pass-through charge reduces the overall educational cost to students, creates greater transparency regarding the students' total educational cost, or serves to advance educational excellence, improve student outcomes, or increase the number of students that attain industry-recognized credentials.
- d. The pass-through charge is implemented at the course-level (not class-level), and therefore, will only cover costs that are universally associated with the course regardless of instructor, method of delivery, or location of the course.
- e. The pass-through charge has been vetted with faculty from the program to ensure alignment with course and program learning outcomes.

2. Proposals for pass-through course charges must be accompanied by a justification showing that each of the above criteria are met and must be reviewed and approved by the department and discipline (where applicable).

3. Following department/discipline approval, the proposed pass-through charge must be reviewed and approved by the Academic Vice President at each college that offers the course associated with the charge.

4. Following approval by the Vice Presidents, the proposed pass-through course charge and justification will be sent to the Provost for final prior to submitting to the Board of Trustees for approval.

5. Pass-through course charges will be reviewed and updated annually, in alignment with CCC's budgeting cycle, by a designated working group that includes representation from the academic arm of all Colleges that

have approved pass-through course charges. Updated pass-through charges will be sent to the Provost with justifications regarding any proposed changes or modifications. New pass-through course charges must be vetted and approved through the process described in steps 1-4.

Federal Financial Aid Eligibility – Procedures

Policy: Federal Financial Aid Eligibility (p. 25).

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. A financial aid tuition 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, Student Aid Index (SAI) 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 tuition 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 have provided all requested financial aid documents, and then logs into my.ccc.edu, navigate to their current year financial aid information, and selects "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 (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>) for additional information on book vouchers.

Financial aid is disbursed at different times throughout the academic year. Unless Federal regulations require otherwise, a single disbursement of financial aid dollars will occur 4 - 6 weeks after the term begins. 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.

Satisfactory Academic Progress – Procedures

Policy: Satisfactory Academic Progress (p. 27).

I. Student's Satisfactory Academic Progress (SAP) Status

The following items are indicators of a student's financial aid status.

- SAP Good Standing:** Students who are meeting all aspects of the Satisfactory Academic Progress policy.
- SAP Warning:** Students who fail to meet Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. No appeal is required during this Warning period. Students who fail to meet Satisfactory Academic Progress requirements at the end of the Warning status term will be placed on a Financial Aid Hold. However, with a successful SAP appeal, those students will be placed on Financial Aid probation and will retain financial aid eligibility.
- SAP Probation:** Students who have successfully appealed their Financial Aid Hold are placed on Probation. Students on Probation are eligible to receive Financial Aid for one (1) semester, after which they MUST be in Good Standing or meeting the requirements of an academic progress plan.
- SAP Hold:** Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their academic progress plan, will be placed on a Financial Aid Hold. Students on a Financial Aid Hold are not eligible to receive Financial Aid.

II. Student Notification

- All credit students currently receiving Financial Aid will receive notification of their Satisfactory Academic Progress status through their CCC e-mail at the conclusion of end of term processing.
- Students who have been placed on a Financial Aid Warning or a Financial Aid Hold will also have an alert in their my.ccc.edu Student Portal.

III. Evaluating Progress

- The Office of Student Financial Aid evaluates Satisfactory Academic Progress for Financial Aid applicants three times a year (at the end of each semester). Returning students, who were not enrolled for the prior semester evaluation, are reviewed for Satisfactory Academic Progress when CCC receives their Free Application for Federal Student Aid (FAFSA).

IV. Standards of Satisfactory Academic Progress

- Standard 1: Grade Point Average (GPA):**

Students must maintain a minimum cumulative GPA according to the following chart:

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31 or more	2.0

* Grades for Remedial courses are included in the GPA calculation.

*Courses that receive a grade designation of Satisfactory "S" or Unsatisfactory "U" do not count towards the GPA.

*Non-grade designations of ADW, WTH, NSW, AUD, or Incomplete ("I") will be part of the student's transcript, but will not count towards the GPA.

*Non-grade designations of NC will be a part of student's transcript, but will not count towards GPA, PACE or TIMEFRAME

b. Standard 2: Rate of Completion (Pace):

A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of credit hours. Only non-remedial courses are included in this calculation.

Total Number of Credits Attempted	Pace Requirement
1-15	50%
16-30	60%
31 or more	67%

*This includes earned letter grades of A,B,C,D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, administrative withdrawals (ADW), student initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete("I") was earned. This also includes courses a student may have taken at any one of the City Colleges of Chicago many years ago or during Dual Enrollment while in high school. This excludes remedial coursework

c. **Standard 3: Maximum Timeframe:** Students must complete their degree or certificate program at City Colleges of Chicago (CCC) within a time frame that is no longer than 150% of the published length of the program. The time frame includes all attempted credit course work at CCC, as well as courses from other schools accepted for transfer at CCC (regardless of any change in program or any prerequisite course work necessary for admission to a program).

Factors that Affect Maximum Timeframe

- Credit Hours Attempted for Which the Student Did Not Receive Financial Aid That Are Applicable Toward the Current Program of Study
- Transfer Credit Hours That Are Applicable Toward the Current Program of Study
- Grade Designations of A, B, C, D, or F
- Academic Dishonesty Withdrawal (ADH)
- Administrative Removal from College (ADR)
- Administrative Withdrawal (ADW)
- Change of Academic Program
- Incomplete Courses
- Repeated Courses
- Satisfactory/Unsatisfactory Grades
- Subsequent Degrees/Certificates
- Voluntary Medical Withdrawal (VMW)
- Withdrawn (WTH)

V. Impacts to Enrollment Actions & Types of Courses on SAP

- a. **Academic Dishonesty Withdrawal (ADH):** Classes attempted during a term when an academic Dishonesty Withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses 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). See [GLOSSARY OF TERMS](#) for more information about the Statistical (STAT) Date.
- b. **Administrative Removal from College (ADR):** Classes attempted during a term when a student is removed from college and an ADR withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses 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). See [GLOSSARY OF TERMS](#) for more information about the Statistical (STAT) Date.
- c. **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.
- d. **Audited Courses:** Audited courses (AUD) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.
- e. **Cancelled Courses:** If a course is cancelled, it is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.
- f. **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.
- g. **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.
- h. **Earned Letter Grades:** Earned letter grades of A, B, C, 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 if the earned grade is the student's first graded attempt. Although a D letter grade may not negatively impact a student's Pace percentage, it contributes to lowering the student's GPA to below the required standard. Earning an F letter grade negatively impacts the student's GPA, Pace percentage and Maximum Timeframe determination.
- i. **Foundational Studies Courses:** Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.
- j. **Incomplete grades:** 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.
- k. **Non-Credit (NC) Course:** For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student must opt in for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade.
 - i. NC courses will be excluded from the quantitative component (pace, timeframe measurement) and (GPA measurement) of Satisfactory Academic Progress (SAP) attempted credits a student was unable to complete as a result of the COVID-19 national emergency per the following electronic announcement on May 15, 2020.
 - ii. (OPE Announcements) Subject: UPDATED Guidance for interruptions of study related to Coronavirus (COVID-19). (<https://ifap.ed.gov/electronic-announcements/051520UPDATEDGuidanceInterruptStudyRelCOVID19May2020>)
- l. **No Show Withdrawals:** No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations.
- m. **Reinstate in a class (RNS):** Reinstated classes are included in all SAP evaluations.
- n. **Remedial Courses:** Remedial (developmental) courses are included in the Cumulative GPA calculation and excluded from Pace percentage. Remedial courses are excluded from the Maximum Timeframe calculation.
- o. **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.
- p. **Satisfactory/Unsatisfactory Grades:** An earned grade of S (Satisfactory) positively impacts a student's Pace percentage and brings the student closer to completing his or her program within the Maximum Timeframe of the program. Earning a U (Unsatisfactory) grade negatively impacts the student's Pace percentage and Maximum Timeframe determination. These grades are not factored into the GPA qualitative measure.
- q. **Subsequent Degree:** Students who complete a certificate or degree may request an 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.
- r. **TMP:** Temporary non-grade designation is 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, TMP lowers the Pace percentage until the grade is changed to an earned letter grade of D or higher. TMP is included in the Maximum Timeframe calculation.
- s. **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.
- t. **Voluntary Medical Withdrawal (VMW):** Classes attempted during a term when a Voluntary Medical Withdrawal is approved and posted are not included in the cumulative GPA calculation. However, the withdrawn courses 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). See [GLOSSARY OF TERMS](#) for more information about the Statistical (STAT) Date.
- u. **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). See See Glossary of Terms (p. 57) for more information about the Statistical (STAT) Date.

VI. Additional Standards

1. **Developmental Coursework:** Students may receive Financial Aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.
2. **Repeated Coursework:** Students can repeat courses with Financial Aid until successfully completed. There is no limit assuming all other SAP requirements are met. Repeated coursework will be included in the evaluation of completion rate and maximum timeframe. Students may only repeat a passed course once as long as it is in order to meet an academic standard (i.e., a higher grade is required for graduation or their program of study)
3. **Transfer Students:** Credits officially accepted in transfer will be counted in determining the maximum number of allowable credit hours for financial aid eligibility.
4. **Second Degree/Certificate Students:** Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.

VII. Appeal Process and Reinstatement of Financial Aid Eligibility

1. If a student has been suspended from Financial Aid eligibility because of failure to meet the minimum SAP requirements, and the student feels that severe, extenuating or unusual circumstances have kept them from making progress toward their degree, the student may appeal. Additional resources on mitigating circumstances can be found here (https://www.ccc.edu/wp-content/uploads/services_Documents_SAP_Mitigating_Circumstances_for_Financial_Aid_Appeals.pdf)
2. To appeal, the student must submit an appeal online at ccc.edu/sap. The appeal should include all of the items below. Additional documentation may be requested in the review process.
 - i. Identify the circumstance(s) that kept the student from meeting the Satisfactory Academic Progress standards in the past.
 - ii. The student must detail the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework.
 - iii. Identify what has changed that will allow them to achieve future academic success.
 - iv. Students are not required but can attach documentation that supports the appeal.
 - v. Students with a Maximum Timeframe must account for the credit hours that exceed 150%. Students do not need to account for semesters that were previously accounted for in prior appeals that were approved.
3. To provide consistency and fairness in decision-making, an SAP Appeal committee that includes three or more college administrators, staff or faculty at the attending institution will make all appeal decisions within 10 business days upon review of the appeal and any applicable documentation.

Should an appeal be approved, with the exception of students who have had approvals granted on the basis of a program change/program completion reset or for meeting terms of a prior approval, students will then need to meet with an Academic Advisor at their attending institution and develop an Academic Improvement Plan for the upcoming semester with the student.

d. At the end of the semester, grades will be evaluated. If the student has met the required terms of the Academic Plan, the student may remain on Financial Aid Probation and continue to receive Financial Aid the following semester. If the student fails to meet the terms of the Academic Plan in any subsequent semester, the student will become ineligible to participate in all federal and state Financial Aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy.

If an appeal is denied, the student is not eligible to receive Financial Aid until SAP standards have been met. Students who wish to appeal their denial may do so by sending additional documentation in support of their appeal to the dedicated SAP e-mail address of their institution. Students whose appeal has been denied due to a finding of falsified documentation will not be able to appeal the denial.

e. Appeals submitted after the respective date will be cancelled. Students who are appealing a denial will be granted three weeks from the denial date to submit additional documentation for review. Students who do not submit this additional documentation within this timeframe will have their appeals stand as denied.

f. Neither paying for one's classes nor sitting out a term affects a student's academic progress standing, so neither is sufficient to re-establish financial aid eligibility.

VIII. Deadline to Appeal

- Appeals must be submitted by the following dates:
- Friday, 3rd Week of September to receive Financial Aid for Fall
 - Friday, 3rd Week of January to receive Financial Aid for Spring
 - Friday, 3rd Week of June to receive Financial Aid for Summer

IX. Fraud

There are difficult situations where students purposefully misrepresent information in hopes of obtaining Financial Aid. The SAP Appeal Committee at City Colleges of Chicago is required to have a policy of referral when confronted with actual or suspected cases of fraud or abuse.

- a. Students who willfully submit fraudulent information will be investigated to the furthest extent possible. All documented cases of fraud and abuse will be reported to the proper authorities.
- b. If it is in the judgment of a member of the SAP Appeal Committee that there has been intentional misrepresentation, false statements, or alteration of documents, which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible; the case shall be referred to the Associate District Director of Student Financial Aid for possible disciplinary action. Students may also be subject to the CCC student conduct process. After investigating the situation, if the Associate District Director of Student Financial Aid believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education. The Associate District Director of Student Financial Aid will then review the student's Financial Aid file

with the Director of Financial Aid at the student's home campus. If the decision is made by the Director of Financial Aid at the student's home campus to pursue the possibility of denying or canceling Financial Aid, a written request to make an appointment will be sent to the student. If the student does not make an appointment, the Director of Financial Aid may:

- i. Not process a Financial Aid application until the situation is resolved
- ii. Not award Financial Aid
- iii. Cancel Financial Aid
- iv. Determine that Financial Aid will not be processed for future years

All processing of the application or disbursement of funds shall be suspended until the Director of Financial Aid has made a final determination.

X. Definitions

Warning: A warning semester is given to every student the first time they violate minimum GPA or completion rate requirements (Pace). Students are still eligible to receive financial aid while in Warning status.

Hold: If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid.

Probation: If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid. The student may appeal this decision and if the appeal is approved, the student will be placed on a Probation semester, emailed an Academic Plan and will be eligible to receive Financial Aid for this semester.

Appeal: Personal statement and supporting documentation asking for Financial Aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a Probationary semester and require that the student sign an Academic Plan.

Academic Plan: If a student appeals their Financial Aid suspension and is approved they will be assigned an Academic Plan detailing the academic performance and necessary measures required to maintain Financial Aid eligibility until meeting SAP.

Credit Hours Attempted: The number of credit hours in which a student is enrolled after the last day to drop without a "W"/transcript date.

Maximum Timeframe: The number of credit hours a student can attempt to complete his/her degree, not to exceed 150 percent of the published time measured in credit hours.

Minimum Cumulative Grade-Point Average: The grade-point average required for maintaining Satisfactory Academic Progress or graduation.

Pace of Completion: The percentage of credit hours a student completed of the credit hours in which a student was enrolled after the last day to drop without a "W"/transcript date.

1. Satisfactory Academic Progress Policy Statement

The following policies are as guidelines only and are subject to change at the sole discretion of City Colleges of Chicago.

CTP - Satisfactory Academic Progress – Procedures

Policy: Comprehensive Postsecondary Program (CTP) (p. 27)

Student's Satisfactory Academic Progress (SAP) Status: The following items are indicators of a student's financial aid status.

- **SAP Good Standing:** Students who are meeting all aspects of the Satisfactory Academic Progress policy.
- **SAP Warning:** Students who fail to meet Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. No appeal is required during this Warning period, but the student will be required to attend a Student Success Workshop. Students who fail to meet Satisfactory Academic Progress requirements at the end of the Warning status term will be placed on a Financial Aid Hold. However, with a successful SAP appeal, those students will be placed on Financial Aid probation and will retain financial aid eligibility.
- **SAP Probation:** Students who have successfully appealed their Financial Aid Hold are placed on Probation. Students on Probation are eligible to receive Financial Aid for one (1) semester, after which they **MUST** be in Good Standing or meeting the requirements of an academic progress plan.
- **SAP Hold:** Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their academic progress plan, will be placed on a Financial Aid Hold. Students on a Financial Aid Hold are not eligible to receive Financial Aid.

Student Notification

- All credit students currently receiving Financial Aid will receive notification of their Satisfactory Academic Progress status through their CCC e-mail at the conclusion of end of term processing.
- Students who have been placed on a Financial Aid Warning or a Financial Aid Hold will also have an alert in their MyCCC.edu Student Portal.

Evaluating Progress

- The Office of Student Financial Aid evaluates Satisfactory Academic Progress for Financial Aid applicants three times a year (at the end of each semester). Returning students, who were not enrolled for the prior semester evaluation, are reviewed for Satisfactory Academic Progress when CCC receives their Free Application for Federal Student Aid (FAFSA).

Standards of Satisfactory Academic Progress

Standard 1: Progressive Grade Point Average (GPA): Students must maintain a minimum cumulative GPA according to the following chart:

Total Credit and Continuing Education Hours Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31 or more	2.0

*Grades for Remedial courses are included in the GPA calculation.

***Courses that receive a grade designation of Satisfactory "S" or Unsatisfactory "U" do not count towards the GPA.**

***Non-grade designations of ADW, WTH, NSW, AUD, or Incomplete ("I") will be part of the student's transcript, but will not count towards the GPA.**

***Non-grade designations of NC will be a part of student's transcript, but will not count towards GPA, PACE or TIMEFRAME**

Standard 2: Progressive Rate of Completion (Pace): A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of hours. Only non-remedial courses are included in this calculation:

Total Credit and Continuing Education Hours Attempted	Pass Percentage Requirement
1-15	50%
16-30	60%
31 or more	67%

***This includes earned letter grades of A,B,C,D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, AUD courses, Non-Credit Courses, administrative withdrawals (ADW), student initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete("I") or Temporary ("TMP") was earned. This also includes courses a student may have taken at any one of the City Colleges of Chicago many years ago or during Dual Enrollment while in high school. This excludes remedial coursework.**

Standard 3: Maximum Timeframe: Students must complete their degree or certificate program at City Colleges of Chicago (CCC) within a time frame that is no longer than 150% of the program hours. The time frame includes all attempted course work at CCC, as well as courses from other schools accepted for transfer at CCC (regardless of any change in program or any prerequisite course work necessary for admission to a program).

***Non-grade designations of ADW, WTH, NSW, AUD, TMP, or Incomplete ("I") will be part of the student's transcript and will count towards a student's timeframe.**

Factors that affect Maximum Timeframe:

- Credit Hours Attempted for Which the Student Did Not Receive Financial Aid That Are Applicable Toward the Current Program of Study
- Transfer Credit Hours That Are Applicable Toward the Current Program of Study
- Grade Designations of A, B, C, D,F, S
- Academic Dishonesty Withdrawal (ADH)
- Administrative Removal from College (ADR)
- Administrative Withdrawal (ADW)
- Change of Academic Program
- Temporary (TMP) Courses
- Incomplete Courses
- Repeated Courses
- Satisfactory/Unsatisfactory Grades
- Subsequent Degrees/Certificates

- Voluntary Medical Withdrawal (VMW)
- Withdrawn (WTH)

Appeal Process and Reinstatement of Financial Aid Eligibility

1. If a student has been suspended from Financial Aid eligibility because of failure to meet the minimum SAP requirements, and the student feels that severe, extenuating or unusual circumstances have kept them from making progress toward their degree, the student may appeal.
2. To appeal, the student must submit an appeal online at ccc.edu/sap. The appeal should include all of the items below. Additional documentation may be requested in the review process.
 - a. Identify the circumstance(s) that kept the student from meeting the satisfactory academic progress standards in the past. The student must detail the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework, and what has changed that will allow them to achieve future academic success. Attach documentation that supports the appeal.
 - b. In lieu of third-party documentation, students may submit a signed statement detailing the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework, and what has changed that will allow them to achieve future academic success.
 - c. Students with a Maximum Timeframe must account for the hours that exceed 150%. Students do not need to account for semesters that were previously accounted for in prior appeals that were approved.
3. To provide consistency in decision-making, a committee of three or more administrators from two or more student facing departments at the attending institution will make all appeal decisions within ten business days upon review of the appeal and any applicable documentation.
4. Should an appeal be approved, with the exception of students who have had approvals granted on the basis of a program change/ program completion reset or for meeting terms of a prior approval, students will then need to meet with an Academic Advisor at their attending institution and develop an Academic Improvement Plan for the upcoming semester with the student.
5. At the end of the semester, grades will be evaluated. If the student has met the required terms of the Academic Plan, the student may remain on Financial Aid Probation and continue to receive Financial Aid the following semester. If the student fails to meet the terms of the Academic Plan in any subsequent semester, the student will become ineligible to participate in all federal and state Financial Aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy.
6. If an appeal is denied, the student is not eligible to receive Financial Aid until SAP standards have been met. Students who wish to appeal their denial may do so by sending additional documentation in support of their appeal to the dedicated SAP e-mail address of their institution. Students whose appeal has been denied due to a finding of falsified documentation will not be able to appeal the denial.

7. Appeals submitted after the respective date will be cancelled. Students who are appealing a denial will be granted three weeks from the denial date to submit additional documentation for review. Students who do not submit this additional documentation within this timeframe will have their appeals stand as denied.
8. Neither paying for one's classes nor sitting out a term affects a student's academic progress standing, so neither is sufficient to re-establish financial aid eligibility.

City Colleges of Chicago has a responsibility to provide a safe and nondiscriminatory environment. Please be aware that if an appeal references sexual misconduct or protected class discrimination or harassment, the Office of Student Financial Aid is obligated to report allegations of this nature to the Equal Opportunity Office (EEO) in addition to considering the appeal on these grounds. EEO may contact the student appealing in this case, but the student is not required to respond.

Deadline to Appeal

- Friday, 3rd Week of September to receive Financial Aid for Fall
- Friday, 3rd Week of February to receive Financial Aid for Spring
- Friday, 3rd Week of June to receive Financial Aid for Summer

Monetary Assistance Program (MAP) – Procedures

Policy: Monetary Assistance Program (MAP) Grants (p. 27).

MAP grants are funded by the State of Illinois. The actual amount a student is awarded each term depends on the calculation of financial need, the cost of tuition and mandatory fees at the college of choice, the number of credit hours for which the student is enrolled, and other factors related to the amount of funding provided for the program each year. MAP grants can be applied toward tuition and mandatory fees only. MAP grants cannot be used for items such as books, travel, or housing. All MAP awards are paid directly to the college. The college certifies that the student is enrolled and that he/she meets all eligibility requirements.

Students may be required to provide proof of Illinois residency.

Veterans Education Benefits – Procedures

Policy: Veterans Education Benefits (p. 28).

The City Colleges of Chicago has two team members at each college who are dedicated to serving veterans, service members, and their dependents. The School Certifying Official (SCO), located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>), is available to assist military affiliated students with utilizing state and/or federal veterans educational benefits. The Veterans Services Specialist (<http://www.ccc.edu/departments/Pages/Veterans-Services.aspx>), located in the Veterans Services Center, can assist the student with issues related to his/her education, applying for veterans education benefits, 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 military credit (<http://www.ccc.edu/services/Pages/Request-Military-Transcript.aspx>).

The City Colleges of Chicago does not, and has never, conducted fraudulent or aggressive recruiting on or off military installations or in any other venue, nor do we misrepresent ourselves, our programs, or our mission. We do not pay incentive compensation to anyone for recruiting

actions. We meet all State authorization requirements consistent with those issued by the Department of Education.

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 (p.)[®] (Chapter 33) and Montgomery GI Bill (Chapter 30))
- Post 9/11 GI Bill[®] (Chapter 33) (see Post 9/11 GI Bill (p.)[®] (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 Veterans Services Specialist 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. Meet with the Veterans Services Specialist to discuss education goals, veterans educational benefits, and the Military Credit Policy. The Veterans Services Specialist will assist the student in applying for their benefits or in completing the Request for Change of Program or Place of Training, review the documentation the School Certifying Official (SCO) needs to process the student's request for veterans education benefits, and ensure all documentation for Military Credit is requested and submitted timely.
2. Meet with a College Advisor (<http://www.ccc.edu/departments/Pages/Advising.aspx>) to obtain an Education Plan and register for courses that are required per the Education Plan.
3. Visit the SCO to submit a copy of his/her DD214 (or other applicable separation document), documentation that supports his/her eligibility for the veterans educational benefit he/she plans to use, class schedule (after registering), and Veterans Education Benefits Declaration Form.
4. For each subsequent term of course registration, the student must bring his/her class schedule to the SCO (after registering) and Veterans Education Benefits Declaration Form.

The SCO certifies the military-affiliated student's enrollment via VA-ONCE.

d. Enrollment Certification Process

The SCO certifies the data required for each program which may include in-state flat rate tuition charges, term dates, eligible credit hours, the training type, and the name of the academic program.

The SCO monitors military-affiliated students' enrollment throughout the term and reports any changes in enrollment or tuition.

e. Attendance and Active Duty Service

Students who are Active-Duty Service members and their eligible dependents may apply for the Tuition Assistance program through the US Department of Defense. The student obtains an authorization form from their military branch and submits it to the Business Office at their campus for third-party billing for the amount of tuition.

A student's failure to attend classes may result in the loss of Tuition Assistance (TA).

- 100 percent of TA funds will be returned to the appropriate Military Service branch when the Service member does not begin attendance in one or more of their enrolled courses.
- If TA funds have paid for a course that is cancelled by CCC, the funds are returned to the appropriate Military Service Branch.
- If a student discontinues attendance in one or more courses, then TA funds are returned on a proportional basis through the 60 percent portion of the period for which the funds were provided.

In instances when a Service member stops attending due to a military service obligation, CCC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

Academic Standards and Veterans – Procedures

Policy: Academic Standards and Veterans (p. 29).

If a student who is receiving federal veterans educational benefits changes his/her enrollment (ADH, ADR, ADW, NSW, VMW, WTH), the change will be reported to Veterans Affairs within thirty (30) days (see ADH – Academic Dishonesty Withdrawal (p. 10), ADR – Administrative Removal from College (p. 10), ADW – Administrative Withdrawal (p. 10), NSW – No-Show Withdrawal (p. 10), VMW – Voluntary Medical Withdrawal (p. 10), and WTH – Class Drop or Withdrawal (p. 10)).

If the student believes they have a mitigating circumstance leaving them no other choice but to withdrawal from their class, the student should meet with the Veterans Services Specialist in the Veterans Resource Center (<http://www.ccc.edu/departments/Pages/Veterans-Services.aspx>) immediately after the withdrawal to discuss the circumstances and bring in documentation to support the situation. The Veterans Services Specialist will complete a Mitigating Circumstance Form and forward it onto the School Certifying Official located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>) for processing within the VA system.

The 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.

The U.S. Department of Veterans Affairs (VA) requires all students receiving VA benefits to make Satisfactory Academic Progress (SAP) toward completing their program. The Satisfactory Academic Progress for VA benefit purposes is different than SAP for Federal Financial Aid.

Requirements

All students receiving military or veteran affiliated educational benefits must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher of all classes attempted when utilizing federal benefits.

Students who do not maintain the standard will be classified as one of the following:

- **VA Warning:** After the first semester of not meeting the above standards, students will be placed on Warning. Students on warning are still eligible for VA benefits and may still enroll in classes. Students on warning are required to meet with the Veteran Service Specialist in the Veteran Resource Center to find the best City Colleges of Chicago resources to regain satisfactory progress. CCC will report the warning status to the VA.
- **Continuation of Warning:** For students that improve their GPA but still fall below the 2.0 GPA standard, will be eligible for benefit enrollment the following academic semester. Students will remain on a warning status until they achieve a cumulative GPA of 2.0 and above.
- **Removal of Warning:** The Warning status will be removed once the student raises their cumulative GPA above a 2.0.
- **VA Suspension:** CCC will place students who do not meet the standard after the warning semester on suspension. CCC will report the suspension status to the VA. Students may appeal the suspension (instructions and more information are included below). Students who do not appeal or whose appeal is denied will not be allowed to utilize veteran benefits the next consecutive semester. After the period of non-certification, the student will need to follow the appeal process.
- **VA Termination:** If a student reaches suspension of VA benefits for a second time, the student's benefits will be terminated by the institution and they will be unable to be certified at City Colleges of Chicago.

Notification: Students who are placed on warning or suspension will be notified via email and postal mail at the end of the semester when final grades are posted.

Credits: Include graded classes (A – F). Note: satisfactory (S), unsatisfactory (U), classes dropped on or after the first day, withdrawals (WTH), incompletes (I), repeats, transfer credits (T), Administrative withdrawn (ADW), voluntary medical withdrawn (VMW) and audited course (AUD) do not count. See student handbook for information on Student Policy for grading policies.

Withdrawals: CCC will report dropped classes to the VA which may result in a VA debt to the student.

Required classes: CCC will only certify degree program courses for the purposes of federal educational benefits.

Repeated Classes: Successfully completed courses may not be certified again for educational benefit purposes. If a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to the VA again.

Transfer Credit: Credits earned at other colleges must be evaluated through Registrar's Office for transfer credits.

*This policy pertains to veteran benefits **only** and differs from City Colleges of Chicago financial aid SAP policy.

Appeal Process: Students on suspension who believe their circumstances merit reconsideration, may appeal their suspension by submitting a Petition for Reinstatement. This form can be found in the Veteran Resource Center or the Financial Aid Office. The appeal requires a student to explain why they failed to meet the standard and what has changed that will allow them to meet the standard during the next semester. Reasons a student may appeal include: death of a relative, injury or illness, or other circumstances that result in a hardship to the student.

Documentation may be required as evidence to support claim. Students who appeal will be notified of the decision via student e-mail within 10 business days. If a student has a grade change or believes that the SAP determination is incorrect, it is the student's responsibility to contact the financial aid office. Only one approved appeal per student is permitted, unless other extenuating circumstances occur.

Results of Appeal

- **Approved with certification of benefits:** Students can enroll in classes. Enrollment will be certified and, if eligible, the student will receive payment of benefits.
- **Approved without certification of benefits:** Students can enroll in classes; however, enrollment will not be certified. In order to demonstrate commitment and the ability to be successful, students will need to pay for their classes out of pocket. If the student demonstrates academic success, (enroll in at least 6 credits and completes 100% of classes attempted with a GPA above 2.0) future enrollment will be certified, and the student will receive payment of benefits if eligible.
 - If approved, students will be required to meet with an academic advisor. CCC may require the student to fulfill specific terms and conditions such as taking a reduced credit load or enrolling in specific courses. Students who will be able to meet the SAP requirements at the end of the semester will be placed on VA Probation. Students who will not be able to complete the SAP requirements at the end of the semester will be required to make an Academic Improvement Plan (AIP) with an Academic Advisor. The AIP will include the classes and GPA required for each semester until the student meets the SAP standard.
- **VA Probation** status or the requirement to follow an academic plan will be removed when the student has met the SAP requirements. At the end of each semester, students on probation who do not meet the SAP requirements or students with an AIP that do not meet the requirements of the AIP, will be placed on suspension.

Denied: Students who choose not to petition or whose petition is denied will **not** be allowed to enroll for one semester and classes will be dropped at that point. Students must wait at least one semester before another petition is considered, if the petition is considered.

Students Called to Active Military Service – Procedures

Policy: Students Called to Active Military Service (p. 29).

If a student receives military orders, the service member must submit a copy of his/her documentation to the Veterans Services Specialist as soon as possible prior to their departure.

- **If the call to active duty is on or before the midterm date:** the college will withdraw the student from all classes and refund all tuition and charges paid.
- **If the call to active duty is after the midterm date:** the student may, at his/her option:
 - Request instructors for an early final examination or the assignment of an Incomplete "I" grade, in the affected course(s). The student will be subject to the normal rules regarding how an Incomplete Grade is granted (see I – Incomplete (p. 11)), a final grade will be posted by midterm of the next big term, if not sooner. However, in the event the students' active duty extends beyond the general Incomplete submission time period, the student may complete the work within 180 days after release from active duty, or return from active duty reassignment, and a grade change may occur; or
 - Choose to withdraw from courses and receive a full refund of all tuition and charges paid.

The Veterans Services Specialist completes the Military Leave/Deployment Form and works with the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) to ensure all student records accurately reflect the student's choice. If the student is using Veterans Education Benefits, the Veterans Services Specialist also works with the School Certifying Official to ensure Veterans Affairs is notified of the student's mitigating circumstances due to military orders. The Veterans Services Specialist retains the Military Leave/Deployment Form with accompanying orders.

Email Account & Portal – Procedures

Policy: Email Account & Portal (p. 30).

a. Email Account

Students may setup their accounts by visiting my.ccc.edu (<http://my.ccc.edu>), and then clicking on username (<https://apps.ccc.edu/AccountManagement/>). 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 (<http://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 (<http://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 (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>), review their student account, and much more. In addition, via the portal, students have access to other systems and tools (<http://www.ccc.edu/Pages/StudentTools.aspx>), 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 (p. 32).

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 ACCESS Center 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 ACCESS Center 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 ACCESS Center. 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 ACCESS Center 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 ACCESS Center 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 ACCESS Center of Schedule Changes

Students with disabilities should inform the ACCESS Center 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).

d. Support Worker in the Classroom

- The support worker is permitted in the classroom per the developmental disability and mental disability services act. The personal support worker will also be noted on the Letter of Accommodation.
- The ACCESS Center will inform the faculty member and the Office of Instruction of the class capacity change.

- The Office of Instruction will make a best effort to adjust classroom location if the class fills to capacity

Name Change – Procedures

Policy: Name Change (p. 32).

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 (p. 32).

Students must utilize the following procedure in order to properly raise their challenge or dispute (see Appeal Instructional Grading, Academic Dishonesty (p. 13) for information about appealing a final grade or finding of academic dishonesty, including time limits):

- The challenge or dispute must:
 - be made in writing,
 - include the title and date of the document being challenged or disputed, and
 - 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. 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
 - amend the record accordingly, and
 - 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
 - make the statement a part of the student's official record,
 - maintain the statement with the contested part of the record for as long as the record is maintained, and

- disclose the statement whenever it discloses the portion of the record to which the statement refers.

Education Records – Disclosure – Procedures

Policy: Educational Records – Disclosure (p. 33).

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) (p. 35).

a. Appealing an Administrative Removal

Appeals must be made in writing and submitted to the Provost & 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 Provost & 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 Provost & 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 Provost & Chief Academic Officer deems just and proper under the circumstances. The Provost & Chief Academic Officer's decision on the appeal shall be final and shall be effective immediately upon issuance. See Glossary of Terms (p. 57) for the definition of "academic days."

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 (p. 38).

Students exercise their option to disclose a designated mental health emergency contact via their student profile on my.ccc.edu (<http://my.ccc.edu>). Students may add a designated contact, change their contact, or delete a previously designated contact.

Disciplinary Hearings – Procedures

Policy: Disciplinary Hearings (p. 39).

a. Due Process Hearing

Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator

determines an appropriate disposition through one of the following actions:

- Dismissal of the complaint if it does not constitute a violation of student conduct policy.
- Non-judicial intervention if the matter is deemed to be of a minor nature.
- Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above.
- Mediation involving the affected parties.
- Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.
- Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.

When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review.

b. Interim Suspension

A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing.

c. Formal Disciplinary Hearing

- The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members.
- The College President, or designee, 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 hearing will be scheduled to reasonably accommodate the student's schedule within the designated 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 the 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 upon which that recommendation was made. See Glossary of Terms (p. 57) for the definition of "academic days."
- The College President may accept or reject the committee's recommendation or lessen sanctions or conditions. The College President may not increase the level of sanctions or conditions. The College President will advise the student, in writing, via CCC official email and/or certified U.S. mail, 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 suspend for more than five (days), dismiss, or expel the student shall be forwarded to the Provost & Chief Academic Officer or designee for approval and shall contain a summary of the evidence on which the decision is based.
- The College notifies the student of the President's decision using official CCC email and/or certified U.S. mail.

d. 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](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx) ([http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx)) and at Equal Opportunity in Employment, Programs, Services and Activities (p. 40)
- 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 (p. 40).

Students may appeal disciplinary sanctions.

- The student files an appeal by completing the Disciplinary Appeal Form found at <https://www.ccc.edu/departments/Pages/Judicial-Affairs.aspx>. The online form provides the opportunity to submit any supporting documentation. A copy of this form is also available in the Student Services office and can be submitted, along with any supporting documentation, to [j\(judicialaffairs@ccc.edu\)judicialaffairs@ccc.edu](mailto:j(judicialaffairs@ccc.edu)judicialaffairs@ccc.edu) (judicialaffairs@ccc.edu). Upon submission by either method, the student will receive an emailed confirmation of receipt.
- The student is notified of the Provost & Chief Academic Officer's decision via official CCC email and/or certified U.S. mail.

Student Grievances (Non-Academic) – Procedures

Policy: Student Grievances (Non-Academic) (p. 40).

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:

1. 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.
2. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) academic 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.
3. If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) academic 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, he/she should follow the procedures outlined in the Equal Opportunity in Employment, Programs, Services and Activities policy (p. 40).

Equal Opportunity in Employment, Programs, Services and Activities – Procedures

Policy: Equal Opportunity in Employment, Programs, Services and Activities (p. 40).

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 EEO Office will investigate complaints involving conduct on City Colleges of Chicago's campuses when such conduct materially and substantially interferes with the operational and educational programs or the safety and welfare of the City Colleges of Chicago community. 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
Facsimile: 312-730-1576
Email: OCR.Chicago@ed.gov.

a. Who May File a Complaint

Complaints of discrimination, harassment, retaliation, or sexual misconduct may be made by or against employees, students, or other participants in Board programs, activities, or services.

b. 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 one hundred eighty (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 180 N. Wabash Ave., Chicago, IL 60601 or at eeofficer@ccc.edu. For more information, the EEO Office can be reached at (312) 553-2865.

If an incident involves alleged misconduct by the Executive Director of Employee and Labor Relations or the Title IX Coordinator, reports should be made directly to the

Chief Talent Officer
3901 South State Street
Chicago, IL 60609
or at (312) 553-2987.

c. 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. Only employees who are statutorily prohibited from reporting such information (i.e. licensed health care professionals) are exempt from these reporting requirements.

Students are encouraged to immediately report any incidents of discrimination, harassment, or hostile work or learning environment to the EEO Office. Reports may be made by the person experiencing the alleged misconduct or by a third party, such as a witness or someone who is told of the alleged misconduct. Where a third party has reported alleged misconduct, the EEO Office will promptly notify the student that a report has been received. EEO Policy and Procedures will apply in the same manner as if the student had made the initial report. Reports from anonymous sources will be treated in the same manner.

d. Reporting a Complaint of Harassment

1. Any individual who believes (s)he has been a victim of harassment should report the alleged harassment immediately to Campus Security or the EEO Office.
2. If any other employee receives a report or information of harassment, the employee must immediately report the alleged harassment to the EEO Office.
3. Where an individual chooses to report electronically and provide his or her identity and contact information, the EEO Office will respond to the individual within 12 hours.
4. Individuals are strongly encouraged to report incidents of, or share information about, harassment as soon as possible after the incident has 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.
5. Victims of 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.
6. 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.
7. 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 charges 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 and only share information with individuals responsible for handling City Colleges of Chicago's response.
8. If applicable, individuals have the right to file a Complaint with the EEO Office and a criminal complaint simultaneously. City Colleges will not file a criminal complaint on your behalf.

e. Confidential Reporting

If a reporting party desires to keep the details of an incident confidential, the reporting party may speak with:

- Confidential Advisors who will provide emergency and ongoing support to survivors of sexual violence.

- Mental Health Counselors through the Wellness Centers are not required to report any information about an incident to the Title IX Coordinator without the victim's permission.

A victim who at first requests confidentiality may later decide to file a complaint with City Colleges of Chicago or report the incident to law enforcement, and thus will have the incident fully investigated. If City Colleges of Chicago determines that the alleged perpetrator(s) pose(s) a serious and immediate threat to the college community, the Office of Safety and Security may be called upon to issue a timely warning to the community.

Any such warning will not include any information that identifies the victim.

f. Anonymity

Students, or parents of minor students, reporting incidents of sexual violence sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. City Colleges strongly supports a survivor's interest in confidentiality in cases involving sexual violence. There are situations in which a school must override a survivor's request, however, these instances will be limited and the information should only be shared with individuals who are responsible for handling City Colleges' response to incidents of sexual violence. Given the sensitive nature of reports of sexual violence, City Colleges ensures that the information is maintained in a secure manner.

If a survivor does not specifically ask for confidentiality, to the extent possible, City Colleges will only disclose information regarding alleged incidents of sexual violence to individuals who are responsible for handling the school's response.

g. 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 through a survivor centered response. 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.

h. Interim Measures

Survivors may, in consultation with the appropriate college authority or personnel, and the complainant, request interim measures, which include modifying academic or working situations of the complainant and/or respondent while an EEO investigation is pending.

i. Investigation Procedures

The Equal Opportunity ("EEO") Office is responsible for investigating complaints of discrimination, harassment, retaliation and sexual misconduct made by students, employees, program participants and visitors, including but not limited to those complaints brought by a student against an employee and/or fellow student, employee against employee or student and third party against employee or student.

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 EEO Office will direct all parties, witnesses and other interested individuals to preserve any relevant evidence.
5. The EEO Office may consider information concerning the romantic or sexual history of either party with other people. Either the complainant or respondent may provide information regarding their shared romantic or sexual history. If either offers such information, the other will be notified and have the right to respond.
6. Each party has the right to request that evidence regarding his or her mental health diagnosis and/or treatment be excluded from consideration when responsibility is being determined.
7. Prior reports or determinations of respondent for misconduct may be considered in determining the responsibility of the respondent. Prior determinations of responsibility for allegations of the same type of misconduct may be admissible in the sanctioning stage of the process.
8. 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.
9. The EEO Office shall file a written report of the findings with the Chief Talent Officer 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.
10. Both the complainant and the respondent shall be notified in writing of the findings of the investigation.

j. Confidentiality of the Investigation

The investigation will be conducted in such a way so as 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.

k. 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.

l. False Reporting

Any person who knowingly files a false complaint will be in violation of this Policy and will be subject to disciplinary action.

m. 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.

n. When a Complaint Is Sustained

Where a violation of the EEO Policy is found to exist, a Survivor may request any interim measures needed to stop the alleged sexual discrimination, harassment or misconduct and to prevent it from reoccurring.

If the violation involves employees, 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 issue its findings and make a recommendation of an appropriate corrective action to the District Hearing Panel with a copy 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.

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.

o. Adjudication Process for Students/Hearing Panel

Process where the respondent is a student:

1. Formal hearings are brought before the District Hearing Panel. The Panel will generally have three (3) members drawn from specially trained administrators in the District who will receive relevant training at least once a year. Whenever a member of the

Panel has a conflict of interest, or the appearance of a conflict, that member shall not sit for the hearing creating the conflict.

2. No less than three (3) business days but not more than five (5) business days after delivery of notice of the initial composition of the District Hearing Panel to the parties, the District Hearing Panel will provide a separate notice to the complainant, respondent and any witnesses or other third parties whose testimony the panel deems relevant, requesting such individuals to appear before the panel.
3. The District Hearing Panel shall provide the names of the witnesses or other third parties that the panel plans to call in its notices to the complainant and the respondent.
4. Unless exigent circumstances are present, the hearing shall be conducted within seven (7) business days but no sooner than five (5) business days after the receipt of the matter by the panel.
5. If any party fails to appear before the District Hearing Panel if requested to do so, and such party was provided with proper notice of the hearing, then absent extenuating circumstances, the panel will proceed to determine the resolution of the Complaint.
6. Both the complainant and the respondent may be accompanied by one support person or advisor to assist them during the hearing process. This support person can be anyone, including an attorney. The EEO Office must be notified three (3) business days in advance of the hearing if a party will be accompanied by a support person or advisor.
7. Both the complainant and the respondent have the right to request substitutions of District Hearing Panel members based upon conflict of interest. The Title IX Coordinator will review all requests on the basis of conflict of interest.
8. For sexual misconduct reports or reports of a sensitive nature, whether the complainant is serving as the reporting party or as a witness, alternative testimony options will be given such as placing a privacy screen in the hearing room or allowing the alleged victim to testify outside the physical presence of the responding party such as through Skype or by phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.
9. If any participant in the hearing requires special accommodations, the Title IX Coordinator should be notified within two (2) business days of the hearing.
10. The parties will have an equal opportunity to present evidence and witnesses on their behalf during the hearing. Formal rules of evidence will not be observed. There will be no direct cross-examination of either party or witnesses.
11. The District Hearing Panel will convene to deliberate and render a decision, by majority vote, regarding whether or not the respondent has violated the EEO Policy by a preponderance of the evidence. No member of the Hearing Panel may abstain. The District Hearing Panel will render a decision within five (5) business days.
12. Following the hearing, the complainant and respondent will be notified in writing of the findings and any applicable sanctions.

p. 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.

q. The Appeals Process

The complainant and the respondent have the right to appeal the final determination of responsibility and/or the resulting sanction based on the limited grounds of:

1. procedural error that materially affected the outcome, or
2. material, new evidence not reasonably available at the time of the hearing, or
3. a sanction that is excessive, inconsistent or insufficient with the nature of the offense.

Written requests for appeal must be submitted within five (5) business days following the delivery of the notice of the outcome to the Associate Vice Chancellor of Student Services. The appealing party must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.

- Each party may respond in writing to any appeal submitted by the other party. Written responses must be submitted within five (5) business days following delivery of the notice of the written appeal. Written requests for appeal submitted by one party will be shared with the other party.
- If the appeal is granted:
 - Due to substantial procedural error, the matter will be heard by the new hearing panel.
 - Due to the discovery of new evidence not reasonably available at the time of the initial hearing or the nature of the sanction, the matter will be returned to the same hearing panel which originally heard the matter for reconsideration in light of the new evidence.

In the event of reconsideration, the appeal panel will give the hearing panel instructions regarding the nature and extent of its reconsideration. The hearing panel will act promptly to reconsider the matter consistent with those instructions. Following reconsideration, the finding of the hearing panel or the sanction imposed by the decision-maker will be final and not subject to further appeal.

r. Definitions

Acquaintance rape is defined as forced, manipulated or coerced sexual contact by someone the victim knows.

Age means the chronological age of a person who is at least forty (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.

Confidential Advisor is a person who is employed or contracted by City Colleges of Chicago to provide emergency and ongoing support to survivors of sexual violence. Confidential advisors receive forty (40) hours of training on sexual violence before being designated as confidential advisors, and thereafter receive a minimum of six (6) hours of annual training on issues related to sexual violence. Confidential advisors also receive periodic training on the college administrative process, interim protective measures and accommodations, and complaint resolution procedures.

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. Consent to engage in sexual activity may be withdrawn at any time. An individual is unable to give his or her consent if he or she is unable to understand the nature of the activity due to circumstances such as incapacitation, minor status, unconsciousness, etc. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent, nor does a person's manner of dress imply consent. Consent to engage in sexual activity without one person does not constitute consent to engage in sexual activity with another person. The use of coercion pressure, threats, manipulation, substances, and/or force invalidates consent.

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.

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.

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 adults with disabilities.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcomes free will or resistance or produces consent.

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.

Rape is a form of sexual assault. Rape is any non-consensual act involving the penetration of the sex organs, anus, or mouth.

Religion means all aspects of religious observations and practices, as well as belief.

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. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Sex means the status of being a male or female.

Sexual assault is defined as any type of sexual contact or behavior, including sexual penetration (oral, anal, or vaginal) by force or threat of force or an act of sexual contact or behavior, including sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. Sexual assault can occur between members of the same or opposite sex.

Sexual discrimination is discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.

Sexual exploitation occurs when a person takes a non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Sexual Exploitation includes but is not limited to: invasion of sexual privacy; prostituting another person; non-consensual photographing or visual or audio recording of nudity or sexual activity; unauthorized sharing or distribution of photos or visual or audio recording of nudity or sexual

activity without the person's permission, consent, knowledge; or sexually-based stalking and/or bullying.

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 misconduct means any knowing touching or fondling of 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 thirteen (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.

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.

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.

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 twenty-four (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 (see Article 6, B (<http://www.ccc.edu/departments/Documents/BOARD%20POLICIES%20AND%20PROCEDURES.pdf>) Board Policies and Procedures for Management & Government (<http://www.ccc.edu/departments/Documents/BOARD%20POLICIES%20AND%20PROCEDURES.pdf>)). 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.

Survivor is defined as an individual who has experienced sexual violence, domestic violence, dating violence or stalking while enrolled, employed, or attending an event at a higher education institution.

Survivor-centered means a systematic focus on the needs and concerns of the survivor of sexual violence, domestic violence, dating violence or stalking that:

1. ensures the compassionate and sensitive delivery of services in a nonjudgmental manner;
2. ensures an understanding of how trauma affects survivor behavior;
3. maintains survivor safety, privacy and, if possible, confidentiality; and
4. recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence or stalking.

Trauma-informed response is a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, dating violence or stalking, and understanding the behavior of perpetrators.

Student Travel and Chaperone Policy – Procedures

Policy: Student Travel and Chaperone Policy (p. 43).

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 (p. 44).

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:

1. College PACC Resource Advisors* (see (PACC) Curriculum Manual), and
2. 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 (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 (p. 45).

The Office of Academic & Student Affairs 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 Academic & Student Affairs.

Colleges will submit draft program reports to Office of Academic & Student Affairs to allow time for internal review prior to submitting to ICCB.

Program Inactivation – Procedures

Policy: Program Inactivation (p. 44).

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 student¹ 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 on 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.

¹ 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 (p. 47).

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 Provost & Chief Academic 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/her counterpart(s) at the campus(es) where the course(s) is (are) being offered and make appropriate arrangements.

Outside Employment – Procedures

Policy: Outside Employment (p. 49).

Information on how to submit the Outside Employment form can be found on the following website <http://www.ccc.edu/departments/Pages/Outside-Employment.aspx>

Criteria for Promotion in Rank – Procedures

Policy: Criteria for Promotion in Rank (p. 52).

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

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

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 ¹ of graduate credit more than the minimum requirements for certification for employment in CCC.	60 semester hours ¹ 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.

¹ 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 Provost & Chief Academic Officer. 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 Academic & Student Affairs
- 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 Provost & Chief Academic 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.

The final list of approved candidates for Promotion in Rank will be presented to the Board of Trustees prior to the start of the upcoming academic year. The above procedures shall be in effect until further recommendations for revisions are approved by the Chancellor.

Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review – Procedures

Policy: Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review (p. 53).

In instances where an instructor’s academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment, the instructor should complete and submit a Tested Experience (<http://www.ccc.edu/departments/Pages/Faculty-Forms.aspx>) form and submit it to relevant Department Head. With the concurrence of the appropriate Dean, the Vice President will approve the instructor’s credentials to teach.

Faculty Absences from Professional Duties: Procedures for Reporting Attendance – Procedures

Policy: Faculty Absences from Professional Duties: Procedures for Reporting Attendance (p. 53).

Call-in Procedures

Types of Calls for Substitution

- **Timely** – advance notification of at least 24 hours that a substitute is needed.
- **Emergency** – less than 24 hours of advance notification that a substitute is needed.

Timely Call for Substitution

In the event of a Timely Call For Substitution, faculty must send an email to or call **both** the department secretary and the department chairperson. The email must identify the class and section which needs a substitute instructor, and must contain the lesson plan for the scheduled class along with any special instructions for the substitute.

Upon receipt of the notification email, the following will occur:

1. A call for qualified/vetted instructors will be made in the area needing the substitute by the department chairperson or his or her designee.
2. If a qualified/vetted instructor is not found to be available or to be interested, a general call for an instructor from all areas will occur, as academically appropriate and defined by the department chairperson.
3. If a full time or part time faculty member is not found to be available or to be interested in substituting, the class will be cancelled, a cancellation notice displayed, and an attendance sign-in sheet posted by the department secretary or department chairperson. If at all possible, the absent faculty member will email the students informing them of the cancellation.

Emergency Call for Substitution

In the event of an Emergency Call For Substitution, faculty must contact, via email or telephone, both the department secretary and the department chairperson. If neither is available, faculty must contact security to inform students. The faculty member must identify the class and section which needs a substitute instructor, and must clearly communicate (in writing or verbally if by phone) the lesson plan for the scheduled class along with any special instructions for the substitute.

The process of responding to an Emergency Call for Substitution will be structured identically to a Timely Call for Substitution described above. However, the process must be expedited depending on the window of time after the identification of the need for a substitute and the beginning time of the scheduled class needing substitution.

Faculty Cancelling Class

Faculty **cannot self-initiate a class cancellation**. Faculty must follow the above Substitution Policy and Call-in Procedures in order to find a faculty member to facilitate active student learning. If neither the department chair nor secretary are available and security is contacted to cancel the class, faculty are required to follow up with the chair and department secretary.

Substituting Class Time Prohibited

Alternative class meeting times cannot be substituted for a scheduled meeting time. When students enroll for a course they are registering for specific days and times on a scheduled grid.

Use of Self-Authored Texts in the Classroom – Procedures

Policy: Use of Self-Authored Texts in the Classroom (p. 56).

Prior to requiring the use of a self-authored text in the classroom, faculty members must seek approval through the Office of the Vice President by completing the Faculty Request for Approval of Self-Authored Texts form housed on the Faculty Forms webpage and in the Office of the Vice President. The form requires the VP to review the documentation provided and ensure that the faculty member has gone through the proper channels to have any royalties from the use of the text routed to an appropriate fund. If approved at the College level, the Vice President will forward the documentation to the Office Educational Quality at the District Office for final review and archive purposes.

No-Show Withdrawals (NSW) & Refunds – Procedures

Policy: No-Show Withdrawals (NSW) & Refunds (p. 25).

Effective Summer 2018, students will be charged a \$200 penalty if they are issued a No Show Withdrawal (NSW) for one or more credit classes in an academic term. All Financial balances or charges resulting from NSWs prior to Summer 2018 remain in effect. This penalty is in addition to any tuition that is charged for other coursework in the academic term. If the \$200 penalty is more than the total tuition previously charged for all NSW classes in the term, the NSW penalty will be reduced to the lower tuition amount. This NSW penalty is non-refundable. Per the Department of Education, this \$200 penalty cannot be covered by financial aid as it is not an eligible charge. Any waiver or reduction in penalty fees will follow the Debt Forgiveness Petition process (see Debt Forgiveness (p. 93)).

Class Withdrawals & Refunds

Policy: Class Withdrawals & Refunds (p. 25)

No Cost Retakes

Students who withdrew (WTH) or received an ADW after March 16, 2020, receive a NC, or any grade in a class during Spring 2020, except for 1R8 classes, can retake the course at no cost if taken prior to the end of the Spring 2023 term. The no cost retake will not apply towards the student's tuition charges. No additional action is required.

Students receive a one time, no cost retake for Spring 2020 classes in the above categories. Any additional attempts will be charged the current tuition rate.

If a student is retaking a class at no cost, and receives an NSW, the NSW fee is the student's responsibility and is ineligible for an additional no cost retake of the same class.

In addition, if a student receives an ADW or withdraws after the start of the session, the one-time retake has been applied and is ineligible for an additional no cost retake of the same class.

Infectious Diseases

Policy: Infectious Diseases (p. 42)

Starting in Summer 2020, some classes may begin to transition back to the face-to-face environment. Prior to entering a CCC facility, individuals will be asked to complete the following self-screening questionnaire.

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?
- Have you, or anyone you have been in close contact with (within 6 feet for more than 10 minutes), been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19 in the last 14 days?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official in the last 14 days?

If the answer to any of these questions is yes, you may not come in to school or work. It is recommended by the Chicago Department of Public Health that anyone with close contact and/or symptoms be tested. Individuals in this situation should contact their medical provider or the Chicago Coach app (https://www.ptsd.va.gov/appvid/mobile/covid_coach_app.asp) for additional instructions.

Students are required to maintain contact with their instructors to ensure they are keeping up with their coursework and understand what is required of them to complete the course upon their return.

Full-time Faculty Teaching Online Learning and College Success Courses – Procedure**Online Course Content Requirements**

- Individual student accommodations must be provided in addition to steps taken to comply with the ADA. Faculty must use the embedded accessibility tool in the CCC Learning Management System to confirm their online courses meet the ADA requirements. Instructional designers are available to support faculty with any online course updates.
- Instructional designers will review Brightspace classes for ADA compliance and provide feedback to instructors if further adjustments are necessary.
- Instructors can check accessibility using embedded Brightspace function.
- All online course content must include evidence of Regular and Substantive Interaction (RSI), as outlined by the U.S. Department of Education:
- In distance education, faculty (instructor) is defined as an individual responsible for delivering course content and who meets the qualifications for instruction established by a school's accrediting agency.

- Substantive interaction is defined as engaging students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following:
- Providing direct instruction
- Assessing or providing feedback on a student's coursework
- Providing information or responding to questions about the content of a course or competency
- Facilitating a group discussion regarding the content of a course or competency; or
- Other instructional activities approved by the institutions or program's accrediting agency
- Faculty must engage in at least **two forms** of substantive interaction meeting the regulatory requirements during each course or competency. The regulations do not prescribe a specific frequency or combination of each type of interaction except that they must be "predictable and scheduled."
- It is recommended that these "predictable and scheduled" interactions are communicated to students by:
- Stating in your syllabus and online course when and how often students should expect that you will interact with them
- Clearly listing any required synchronous meeting times in your syllabus and online course
- A school ensures regular interaction between a student and faculty, prior to the student's completion of a course or competency by:
- Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
- Monitoring the student's academic engagement and success and ensuring that faculty is responsible for promptly and proactively engaging in substantive interaction with the student when needed based on such monitoring, or upon request by the student.
- Monitoring a student's "academic engagement and success"

May include:

- Evaluating a student's level of participation in synchronous sessions
- Monitoring the student's activity on course/publisher websites or materials
- Considering the quality of the student's coursework or understanding; or
- Other forms of monitoring the student's engagement and success

Textbooks and Resources

- Faculty may change the textbook or resource in the online course shell if the following conditions are met:
- Faculty must adhere to Policy 10.37 Faculty Book Assignments and
- The change will be made 30 days before the CCC Bookstore opens to students, unless otherwise approved by the Academic Vice President and
- Faculty ensures the content in the online course shell aligns with the new textbook or resource and supports the student learning objectives and course outcomes in the PACC approved

syllabus. If faculty need assistance with aligning the online content, faculty may contact the Department of Online Learning to partner with an instructional designer to help and

- Faculty considers the cost of the textbook or resource. The cost of the new material should remove and not create financial barriers for students and
- Faculty believes the new textbook or resource is more inclusive to diverse learners, offering several ways to learn important concepts and
- Faculty makes certain that CCC has the resources available for students, such as software or technology that will help students successfully complete the required work in class.

MATH 118,MATH 124, MATH 125, orMATH 140

Pregnancy and Parenting - Procedures

Policy: Pregnancy and Parenting (p.)

Request an Extended Absence:

Students who request to take an extended absence for pregnancy-related reasons may also complete a request for VMW, if the start of the absence occurs during the semester (please see VMW policy).

Steps to initiate a leave:

- Initiate a pregnancy-related leave request and submit to the Dean of Student Services or designee. If approved, the student will be notified of the term required to return to remain at their current status.
- Initiate a voluntary medical withdrawal request (if needed).
- If the student returns within 3 terms from the start of the leave, the student may be reinstated into the academic program and requirement term they were in at the time of the leave, when possible.
- Upon return to CCC, student must speak to the Dean of Student Services or designee to confirm academic intent.

Notes:

- **Programs that are no longer offered:** If at the time of the leave the student was declared in a program that is no longer offered, they will need to select a new program and follow the current catalog requirements.
- **Selective Admissions or Specialized Accredited Programs:** Student must speak to the Program Director or designee to discuss a reinstatement plan, if possible.
- Student has the right to declare in the current requirement term but will not be able to move back to the prior requirement term, once they decide to move to the current term.

Policy Addendum

Item	Change Description	Date of Update - Effective Term
Policy Section 2.04 Assessment & Placement - Credit Students	Updated to reflect board-approved changes 3/4/2021	Policy Updated 3/5/2021

Policy Section 2.04 Assessment & Placement - Credit Students	Updated to reflect board-approved changes from 11/4/2021 (https://apps.ccc.edu/brpublic/2021/nov/34346.pdf)	Policy Updated 11/8/2021	Policy Section 6.16 Satisfactory Academic Progress	Updated to reflect board-approved changes 11/5/2020	Policy Updated 11/6/2020; Effective Spring 2021
Policy Section 2.04 Assessment and Placement	Updated to reflect approved changes from 3/3/2022	Policy and Procedures Updated 3/3/2022	Policy Section 7.01 Veterans Educational Benefit	Updated to reflect board-approved changes 11/5/2020	Policy Updated 11/6/2020
Procedure 2.06 Assessment and Placement-Adult Education Students	Updated to reflect approved changes 11/3/2022	Procedure Updated 11/4/2022	Policy and Procedure 8.01 Students with Disabilities	Updated to reflect approved changes from 3/3/2022	Policy and Procedure Updated 3/3/2022
Policy Section 2.07 Transfer Credit	Updated to reflect approved changes from 3/3/2022	Policy Updated 3/3/2022	Policy Section 8.02 Name Change	Updated to reflect board-approved changes 3/4/2021	Policy Updated 3/5/2021
Policy Section 2.07 Transfer Credit	Updated to reflect board-approved changes 11/3/2022	Policy Updated 11/4/2022	Policy Section 8.02 Name Change	Updated to reflect board-approved changes from 11/4/2021 (https://apps.ccc.edu/brpublic/2021/nov/34346.pdf)	Policy Updated 11/8/2021
Policy Section 2.09 Credit by Assessment of Prior Learning	Updated to reflect board-approved changes 3/4/2021	Policy Updated 3/5/2021	Policy Section 8.03 Educational Records – Student Access	Updated to reflect approved changes from 3/3/2022	Policy Updated 3/3/2022
Policy Section 3.08 Grade Designations	Updated to reflect board-approved changes 3/4/2021	Policy Updated 3/5/2021	Policy Section 8.18 Standards of Conduct	Updated to reflect board-approved changes 3/4/2021	Policy Updated 3/5/2021
Policy Section 3.08 Grade Designations	Updated to reflect approved changes from 3/3/2022	Policy Updated 3/3/2022	Policy Section 8.18 d10 Academic Integrity	Updated to reflect board-approved changes from 11/3/2022	Policy Updated 11/4/2022
Policy Section 3.13 Non-Grade Designations	Updated to reflect board-approved changes 3/4/2021	Policy Updated 3/5/2021	Procedure 8.21 Disciplinary Hearings	Updated to reflect approved changes from 3/3/2022	Procedure updated 3/3/2022
Policy Section 3.13 Non-Grade Designation	Updated to reflect approved changes from 3/3/2022	Policy Updated 3/3/2022	Policy Section 8.34 Responsible Computer Use Policy	Updated to reflect board-approved changes 11/5/2020	Policy Updated 11/6/2020
Policy Section 6.01 Residency	Updated to reflect approved changes from 3/3/2022	Policy Updated 3/3/2022	Policy Section 10.30 Instructor Processes	Updated to reflect board-approved changes 11/5/2020	Policy Updated 11/6/2020
Policy Section 6.02 Tuition – Credit & Skills Classes	Updated policy to reflect board-approved tuition structure (approved 4/2/2020) (p. 23)	Updated 10/7/2020*; Effective Summer 2020	Procedure - Non-Grade Designation	Updated to reflect approved changes from 11/4/2021 (https://apps.ccc.edu/brpublic/2021/nov/34346.pdf)	Procedure Updated 11/8/2021
Procedures 6.04 Financial Obligation	Updated to reflect approved changes from 3/3/2022	Procedure Updated 3/3/2022	* Policy was updated in CCC's official policy document following board approval 4/2/2020. The change was inadvertently missed in the transition to the new academic policy site.		
Procedure 6.05 Tuition Chargeback	Updated to reflect approved changes 11/3/2022	Procedure Updated 11/4/2022			
Procedure 6.06 Tuition Waiver Programs	Updated to reflect approved changes 11/4/2022	Procedure Updated 11/4/2022			
Policy Section 6.11 Class Withdrawals & Refunds	Updated to reflect board-approved changes 3/4/2021	Policy Updated 3/5/2021			
Policy Section 6.15 Return to Title IV Funds	Updated to reflect approved changed from 3/3/2022	Policy updated 3/3/2022			

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