

BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT NO. 508
County of Cook and State of IllinoisRESOLUTION: REVISE THE RULES FOR THE MANAGEMENT AND
GOVERNMENT
of the
CITY COLLEGES OF CHICAGOAmendments to the
STUDENT POLICY MANUAL

WHEREAS, Section 1.8 of the Rules for the Management and Government of the City Colleges of Chicago, provides for the amendments and revisions to said Rules; and

WHEREAS, proposed modifications to the Satisfactory Academic Process, Appeal of Instructional Grading Procedure, and Graduation Requirements, warrant changes to the Student Policy Manual

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Student Policy Manual be adopted by the Board of Trustees and effective immediately. Proposed changes are in **bold** as follows:

Part IV - SATISFACTORY PROGRESS/EARNED CREDIT RATE – Pg. 16

RATIONALE: Align the Satisfactory Academic Progress requirements to bring in line with other community colleges in the state.

In order to receive Financial Aid, a student must enroll in a financial aid eligible academic program and successfully complete at least **67% of their cumulative attempted** hours evaluated at the end of each term. Successful completion is evaluated based upon final grades of A, B, C, or D, in courses that can be used toward graduation.

CREDIT HOUR LIMIT – Pg. 17

RATIONALE: Correct the policy to reflect the inclusion of remedial hours in the calculation of credit hour limits.

Students are expected to complete their program of study in a timely manner. Financial aid eligibility requires students be enrolled in certificate or associate degree programs. The amount of time students are given to complete their program of study and continue to receive financial aid is the student's Credit Hour Limit. The Credit Hour Limit is equal to 150% of the program length **plus up to 30 cumulative remedial hours**. For example, if a student has completed 24 remedial hours and is in a 60 hour associate degree program, the Credit Hour Limit is 114 cumulative hours (60 x 150% = 90 + 24 = 114).

ACADEMIC STANDING – Pg. 24

RATIONALE: Align the academic standing requirements of Credit Hour students with the Vocational Skills Programs by adjusting the Registered Credit Hours and the Cumulative Minimum GPA Required.

<i>Credit Hours</i>		<i>Vocation Skills Programs of 31 Credits or More</i>		
<i>Registered Credit Hours</i>	<i>Cumulative Minimum GPA Required</i>	1 to 30	1 to 900	1.75
1 to 29	1.75	31 or More	901 and above	2.00
30 or more	2.00	<i>Programs of 30 Credits or Less</i>		
		<i>Hours</i>	<i>Clock</i>	<i>Cumulative Minimum GPA Required</i>
		1 to 15	1 to 900	1.75
		16 - 30	901 and above	2.00

To receive a degree or certificate, a student must have a cumulative grade point average of at least 2.0 in courses required for the degree or certificate.

Part V - APPEAL OF INSTRUCTIONAL GRADING PROCEDURE – Pg. 22

RATIONALE:

Steps in the Grade Appeal Process have been inadvertently omitted during the rewrite of the manual. These revised grade appeal steps provide clarity to the process by guiding students through the appropriate channels and should read as follows:

This process will normally be accomplished within one semester of the original grade's assignment.

1. A student who wishes to appeal a final grade must first meet with the faculty member to review the criteria applied in assigning that grade. The student should initiate this discussion within thirty (30) calendar days of a student's receipt of the final grade by submitting a Grade Appeal Form to the faculty member with copies to the department chairperson and appropriate Dean.
2. The faculty member shall respond to the appeal by meeting with the student and rendering a decision within seven (7) calendar days after receipt of the appeal.
3. If after this initial review the student is not satisfied, he or she may next appeal in writing to the department chairperson within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the department chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer. The chairperson or dean shall investigate the matter and communicate the outcome of the investigation to the student in writing. Said investigation shall include a meeting with the faculty member to review the criteria applied to the student's performance in assigning the final grade and a meeting

with the student to hear the basis of the grievance. When the faculty member and the chairperson have reached a decision, the chairperson will communicate that decision in writing to the student. The chairperson or dean shall complete the investigation and issue a decision within fourteen (14) calendar days after receipt of the appeal.

4. If the student does not agree with the department chair's decision, the student may appeal in writing to the Academic Dean within seven (7) calendar days of receipt of the department chair's decision. The Academic Dean shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.
5. If the student does not agree with the Academic Dean's decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Dean's decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.
6. If the student does not agree with the Academic Vice President's decision, the student may appeal in writing to the College President within seven (7) calendar days of receipt of the Academic Vice President's decision. The decision of the College President is final.
7. If at any step in the appeal the student does not receive a decision on the appeal by the deadlines stated above the student may proceed to the next level of appeal. The sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal.

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 that the instructor's grade was mistaken, dishonest or based upon invidious prejudice in violation of Board policy. In that event, another instructor in the discipline shall be appointed by the College President to conduct an evaluation of the student's performance and award the final grade.

GRADUATION REQUIREMENT – Pg. 25

RATIONALE:

Clarify course requirements necessary for graduation eligibility.

To be eligible for graduation in all credit degree and certificate programs, 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 graduation GPA of 2.0. **Under certain circumstances, elective courses with a "D" final grade can count towards graduation.** This policy is effective for all students entering or returning to the City Colleges of Chicago after May 1, 1998 (Board Report #20582, adopted 5-8-98).

January 6, 2005