

29352
ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 2, 2009

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION

ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL
OF THE CITY COLLEGES OF CHICAGO
2009-2010

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college of colleges under the jurisdiction of the board.”

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

WHEREAS, said revisions have been reviewed by the Officers of the District and are being recommended by the Chancellor,

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Academic Policy and Procedures Manual be adopted by the Board of Trustees effective April 2009, and posted on the City Colleges website.

April 2, 2009—Academic Affairs

29352

**ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
APRIL 2, 2009**

City Colleges of Chicago Academic Policy Manual

**March 2009
Office of Associate Vice Chancellor
Academic Affairs**

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**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** Wayne Watson **DATE:** 8/89

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: **ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR**

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Guidelines for Degree Programs

POLICY:

The City Colleges of Chicago offer seven 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.) and Associate of Arts in Teaching (A.A.T.). The A.A., A.E.S., A.F.A. and the A.S. degrees are generic, allowing students to customize their electives in a variety of concentrations to meet their career and academic goals.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 8/89

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Arts (A.A.) Degree

POLICY:

The Associate in Arts degree prepares an individual for transfer to a four-year college or university. The general education and concentration course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Arts degree program is placed on the communications, social sciences, humanities and professional fields. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of 62 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.A. degree course work must be earned at the City College awarding the degree in order for an A.A. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.A. degree will be awarded, provided all other requirements for the A.A. degree are fulfilled.

Consistent with the IAI model, the City Colleges of Chicago requires that thirty-eight (38) of the total sixty-two (62) semester hours be taken in the General Education areas of: Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. 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. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

Additionally, students must complete with a grade of C or better eight (8) semester hours of a Foreign Language, or demonstrate competency equivalent to the stated outcomes of a second semester course.

The remaining 16 semester hours of elective courses shall be selected to meet the transfer and career goals of the student. However, a student may elect to earn an A.A. degree without following any specific area of concentration of study, 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.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Science (A.S.) Degree

POLICY:

The Associate in Science degree prepares an individual for transfer to a four-year college or university. The general education and concentration course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Science degree program is placed on Science, Mathematics and professional fields. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of 64 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.S. degree course work must be earned at the City College awarding the degree in order for an A.S. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.S. degree will be awarded, provided all other requirements for the A.S. degree are fulfilled.

Consistent with the IAI model, the City Colleges of Chicago requires that thirty-nine (39) of the total sixty-four (64) semester hours be taken in the General Education areas of: Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. 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. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 8/89

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

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

POLICY:

The Associate in Applied Science degree prepares an individual for career entry immediately upon completion of the degree, and is not considered a transfer degree. However, some four-year colleges and universities will take course work pursued for an A.A.S. degree toward similar concentrations.

Emphasis in the Associate in Applied Science degree program is placed on the specialized skills that prepare the individual for employment at the professional/technical level. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of 60 to 78 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies by program. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1, 1.2. and/or 1.6. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.A.S. degree course work must be earned at the City College awarding the degree in order for an A.A.S. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.A.S. degree will be awarded, provided all other requirements for the A.A.S. degree are fulfilled.

Fifteen (15) to eighteen (18) of the required 60 to 78 semester hours must be distributed among the general education areas. The choice of courses used to meet the general education requirements is established for each program and some A.A.S. degree programs may have specific general education 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. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The remaining semester hours must be concentrated in the required course work.

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 8/89

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

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

POLICY:

In the Associate in General Studies degree program emphasis is placed on the exploration and development through the study of a variety of subject offerings, with the option for the individual to select one of the other degree programs upon satisfying admissions standards and/or criteria or reaching a career/academic goal decision. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of a total of 60 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies by program. All courses submitted for graduation must be part of the approved program of study. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.G.S. degree course work must be earned at the City College awarding the degree in order for an A.G.S. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.G.S. degree will be awarded, provided all other requirements for the A.G.S. degree are fulfilled.

A minimum of thirty (30) of the required 60 semester hours must be distributed among the five general education areas of Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences, with a minimum of two courses required in Communications and one course required in each of the other four areas. The choice of courses used to meet the general education requirements differs among each of the City Colleges of Chicago. 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. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** O. Suarez **DATE:** 7/96

REVIEWED: 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

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

POLICY:

The Associate in Engineering Science degree prepares an individual for transfer to a four-year college or university. The general education and concentration course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Engineering Science 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, with a minimum of an overall C (2.00) grade point average. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.E.S. degree course work must be earned at the City College awarding the degree in order for an A.E.S. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.E.S. degree will be awarded, provided all other requirements for the A.E.S. degree are fulfilled.

Twenty-seven (27) of the required 60 to 68 semester hours must be distributed among the three general education areas of Communications, Humanities and Fine Arts, and Social and Behavioral Sciences. The choice of courses used to meet the general education requirements differs among each of the City Colleges of Chicago, per final approval by the Illinois Community College Board. 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. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The remaining semester hours must be concentrated in the required course work.

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** O. Suarez **DATE:** 11/96

REVIEWED: 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

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

POLICY:

The Associate in Fine Arts degree prepares an individual for transfer to a four-year college or university. The general education and concentration course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Fine Arts degree program is placed on the concentrations in art and music. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies at some colleges, as per degree approval by the Illinois Community College Board. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.F.A. degree course work must be earned at the City College awarding the degree in order for an A.F.A. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.F.A. degree will be awarded, provided all other requirements for the A.F.A. degree are fulfilled.

Twenty-seven (27) of the required 60 to 68 semester hours must be distributed among the five general education areas of Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. 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. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The remaining semester hours must be concentrated in the required course work.

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 3/09

REVIEWED: 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate of Arts in Teaching Degree (A.A.T)

POLICY:

In the Associate of Arts in Teaching degree program emphasis is placed on the study of teacher education with a specialization in high school mathematics for students who plan to transfer to a baccalaureate degree teacher education program at a college or university. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of a total of 62 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies by program.

All courses submitted for graduation must be part of the approved program of study. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.A.T. degree course work must be earned at the City College awarding the degree in order for an A.A.T. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.A.T. degree will be awarded, provided all other requirements for the A.A.T. degree are fulfilled.

A minimum of thirty-eight (38) of the required 62 semester hours must be distributed among the five general education areas of Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. The choice of courses used to meet the general education requirements may differ among each of the City Colleges of Chicago. 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. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The wording on the diploma for the Associate of Arts in Teaching degree shall stipulate only the

Associate of Arts in Teaching degree.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow DATE: 8/10/71

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE (See Board Report No. 1522)

SUBJECT: CCC Application of Rationale for Awarding Student Semester Credit**POLICY:**The rationale for awarding student credit is as follows:

<u>Category</u>	<u>Number of Instructional Hour(s)* Per Week</u>	<u>Semester Credit Hours</u>
Lecture	1	1
Discussion	1	1
Demonstration	1	1
Open Laboratory Experience	1	0
Laboratory or Studio		
with follow-up	2**	1**
Laboratory or Studio		
Self-contained	3	1
Independent Projects	3	1
Cooperative Work Experience		
Full-time (20 hours or more)	10	1
Cooperative Work Experience		
Part-time	5	1
Seminars	1	1
Field Trips	3	1
Clinical	Dependent upon external accrediting agency requirements	

Instructional hour = 50 minutes

* Based on a 16-week term; other term lengths should be pro-rated accordingly.

**Minimum

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 5/25/72

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Health and Fitness Science

POLICY:

All Health and Fitness Science courses are electives unless required for a specialized program (teaching, recreation aide, etc.).

Health and Fitness Science 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.

Students should be advised and made aware of the Health and Fitness Science (Physical Education) requirements of the four-year colleges or universities to which they may want to transfer.

Effective spring 2009:

1. City Colleges will adopt the job titled Health and Fitness Instructor at all colleges. The job description is for a faculty position in Local 1600.
2. Faculty members teaching health and fitness science shall have a regular teaching load of 24 contact hours per semester.
3. Extracurricular sports and health and fitness science instruction are and shall remain separate functions of City Colleges. The parties expressly acknowledge that coaching opportunities shall be allocated by the Presidents of the Colleges in accordance with the needs of the extracurricular programs. No faculty member shall have rights to or priority in selection for coaching assignments.

New faculty teaching Health and Fitness Science 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.

INDEX NUMBER 1.23A

5/20/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** H.Chausow **DATE:**

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Course or Program Approval Process

POLICY:

1. Principal Advocate of new course/program communicates idea to appropriate academic department chair.
2. Principal Advocate gives copies of proposal to other appropriate CCC Departments for review. Each campus returns written evaluation.
3. Principal Advocate presents proposal to the local Curriculum Committee.
4. College Curriculum Committee, along with Principal Advocate, presents recommendation to local.
5. Principal Advocate presents proposal to College Vice President and appropriate Dean, who present same to the college President for approval.
6. Principal Advocate presents proposal, with a Proposed Academic Change (PAC) form attached and all supporting documentation to the district faculty council's academic committee (FCCCA).
7. The Principal Advocate and FCCCA presents the proposal to the full council (FCCCC).
8. FCCCC sends comments to District Director of Academic and Occupational Programs and Vice Chancellor of Academic Affairs.*
9. Vice Chancellor of Academic Affairs reviews request and forward to appropriate Associate Vice Chancellor for necessary action(s) and recommendation(s) relevant to areas of responsibility.
10. The appropriate Associate Vice Chancellor returns completed proposal with

recommendations to the Vice Chancellor for Academic Affairs who takes action as follows:

- a. Copy of recommended proposals is presented at the Vice Presidents' Meeting.
- b. Copy of recommended proposals is presented to the Educational Committee of the District's Board of Trustees for approval.
- c. Proposal receiving Board Committee and, if appropriate, full Board Approval are forwarded to ICCB with the signature of the Chancellor.
 - i. A new course is approved by ICCB staff.
 - ii. A new unit of instruction requires both ICCB and IBHE approval.

* If swift action on a course or program approval is required, the FCCCA has agreed to convene a special meeting for that purpose. Further, if the FCCCA does not forward comments to the Vice Chancellor of Academic Affairs within 90 days of receiving copy of proposal (#6 above) then the Vice Chancellor may take action s/he deems appropriate without such comments.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: O. Shabat

DATE: 8/70

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Cooperative Sub-Contractual Arrangements with Outside Agencies

POLICY:

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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: W. Watson

Date 2000

REVIEWED: 2000, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Illinois Articulation Initiative

POLICY:

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

- Students who complete the A.A. or A.S. degree and who meet the admission requirements of the IAI-participating baccalaureate degree granting institution to which they transfer will have completed the lower-division general education requirements for an associate or baccalaureate degree in lieu of the receiving institution's general education requirements.
- Students who complete the IAI General Education core Curriculum (GECC) and transfer to participating institutions have the assurance that lower-division general education requirements for an associate or baccalaureate degree have been satisfied.

A 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. In order to graduate from City Colleges, students must complete the Illinois General Education Core Curriculum, as well as meet a Mathematics requirement of four credit hours and satisfy other course/credit hour requirements of the particular degree being sought. No more than two courses from any one discipline can be used to fulfill GECC requirements.

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.

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 5/10/77

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Criteria for Approval of Faculty Programs

POLICY:

1. Scheduling must meet the needs of students.
2. All full-time faculty members must have classes on four (4) days of their duty week. No faculty member shall be required to teach on more than five (5) days per week for his/her regular program. A faculty member of variable load light may have a duty week of four (4) days in which case there shall be teaching duties on at least three (3) days. All librarians shall show their meal times, which shall not be the beginning or end of the duty day. (Note: Faculty may select overtime in a manner that leads to a six-day work week.)
3. No additional hours are to be allowed for combined classes.
4. Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit.
5. No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. The Board-Union Agreement (Local 1600) states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed (a) to complete the program of a faculty member or (b) where student needs, as determined by the Administration, make such scheduling necessary.
6. Conference and advisement hours are sixty (60) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member's program. No conference and advisement hours may begin or end within ten (10) minutes of the faculty member's class time. Wherever possible, they should not be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member's students.

7. Teacher program forms should accurately reflect all activities.
8. Each full-time faculty member shall be available for thirty (30) hours per week for teaching, advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (see local 1600 Contract, page 30).
9. Overtime may not be assigned until authorization is given by the Vice President of Academic Affairs at the college.
10. All full-time faculty members are required to participate in their home college's graduation ceremonies.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** H. Chausow **DATE:** 11/30/82

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Cooperative Education Guidelines

POLICY:

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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 10/28/91

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Copyright**

POLICY:

The Board of Trustees recognizes that the value of all copyrighted printed 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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** D. Hill **DATE:** 8/9/77

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Substitutes for Librarians

POLICY:

1. 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.
2. 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).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** D. Hill **DATE:** 1/13/83

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
 AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Arrangements for Substitute Teaching

POLICY:

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.

Further, any faculty member, including Department Chairs, initiating, participating in and/or permitting unauthorized substitute teaching shall be subject to appropriate sanctions for such actions.

INDEX NUMBER 2.14A

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5/28/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** H. Chausow **DATE:** 5/8/80

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Assignment of Faculty from Other City Colleges**

POLICY:

The Academic Vice President of a faculty member's home college and the Academic Vice President of the receiving college must approve all assignments (classes and/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.

Any assignments, including Continuing Education and CDL, that apply to faculty members from other colleges must follow the above procedures.

INDEX NUMBER 2.14B

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5/28/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** H. Chausow **DATE:** 7/1/81

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Full Time Faculty Teaching from Other City Colleges

POLICY:

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 3/31/71

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Overtime/Extra Work

POLICY:

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 by the Board of Trustees.
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 Vice Chancellor for Academic Affairs.
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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** H. Chausow **DATE:** 6/4/81

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Summer Term Assignments**

POLICY:

1. Determination of summer work will be based on Article VIII, Section F, 4f, of the collective bargaining agreement. In no instance shall the total load for a faculty member be in excess of eight (8) contact hours.
2. Bumping will be permitted until the first day of class, if course cancellations have occurred. A faculty member with a greater number of rotation points shall not be permitted to eliminate the teaching program of a less senior faculty member on the basis of seniority. All claims based on seniority are subject to review of qualifications, which shall be controlling.
3. Where a faculty member is replaced after a textbook selection has been made and opportunity offered for purchase, such textbook shall be utilized by the replacing faculty member.
4. Summer term faculty members are to hold two (2) conference hours and two (2) advisement hours per week if teaching six (6) contact hours and one (1) additional conference/advisement hour for seven (7) and/or eight (8) contact hours. The number of contact/advisement hours is to be prorated where the contact hours are less than a 100% summer assignment.
5. Faculty can be assigned up to thirty (30) hours of professional duties when granted a full-time summer assignment. Such hours are to be prorated where faculty members are assigned less than a full-time summer assignment.

INDEX NUMBER 2.15C

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5/28/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** H. Chausow **DATE:** 2/20/81

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: **ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR**

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Overtime Assignments

POLICY:

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

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

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson DATE: 9/4/90

REVIEWED: 1991, 1998, 2000, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Payment for Classes with Excess Enrollment

POLICY:

1. Payment for excess enrollment shall be on a per-capita basis which is to be determined by load, class contact hours, and teacher's salary, based upon enrollment at mid-term of the semester. (This assumes that faculty on a timely basis have submitted mid-term grade reporting forms reflecting all ADW reductions.) The formula for payment is as follows:

Fall and Spring:

$$\frac{\text{annual salary}}{\text{annual load}} \times \frac{\text{overs}}{\text{contract limit}} \times \text{contact hours} \times .94$$

Mini Term:

$$\frac{\text{annual salary}}{\text{annual load}} \times \frac{\text{overs}}{\text{contract limit}} \times \text{contact hours} \times .89$$

Summer Term:

$$\frac{\text{annual salary}}{\text{annual load}} \times \frac{\text{overs}}{\text{contract limit}} \times \text{contact hours} \times .89 \times .75$$

2. The contract limit will vary depending on the class. The limit for communications classes is 25 during the day, 29 in the evening. The limit for other classes is 35 during the day, 39 in the evening.
3. All regular load variable heavy classes are to be counted in determining the over-enrollment payment. If the contract hours and/or the contract limit varies from class to class, each class shall be computed separately and then the amounts from each class added together.
4. Overtime classes shall be computed separately. Under-enrollments in an overtime class

shall not be subtracted from the over-enrollments in the faculty member's regular program, and vice versa. Over-enrollments in overtime classes shall be figured at the overtime rate specified in Article VI.A.4 of the Agreement.

Faculty members will:

1. Submit over-enrollment claim to Vice President for approval within one week after mid-term date. Claims submitted after this date will not be eligible for reimbursement.
2. Provide documentation for the claim in the form of clearly reproduced photocopies of each mid-term grade reporting form of the teacher's entire load.
3. Resolve any questions or disagreements concerning their claims at the local level with the campus administration.

Vice Presidents will:

1. Review faculty member's full program, including class size limits, over-enrollments, and NSW/ADW policy compliance as of the mid-point of the class.
2. Determine the actual number of over-enrollments in each class. (Do not count students in the over-enrollment claim who are NSW/ADW according to the *Academic Policy Manual*.)
3. Validate or deny all claims and notify faculty member.
4. Review the decision with the faculty member, complete the Faculty over-enrollment form, and forward it to the District Office Payroll Director.

Payroll Director:

1. Review the Faculty Over-enrollment form.
2. Confer with the appropriate Vice President about those claims where there is a question concerning the application of the over-enrollment formula and, if necessary, return the claim to the Vice President.
3. After review, forward the signed Faculty Over-enrollment form to the Payroll Department for payment.

OVER-ENROLLMENT SPECIAL CASES

1. Exceeding +3 and/or +5: If a faculty member's load in a given class exceeds the +3 and/or +5 allowed in the Board-Union Agreement, he/she should be paid for the number of students above +3 and/or +5, regardless of the enrollment in his/her other classes. (For example, an English teacher with 30 students in his/her daytime 035-101 class would be paid for 2 students over the +3.)

2. No College shall make distinctions between full-time and part-time maximum size. Part-time faculty who are assigned to teach classes with students that exceed the established maximum number of students shall be paid over-enrollment pay. All extra pay for over-enrolled courses will be calculated based upon actual documented enrollments as of the midterm of the course.

Part-time faculty members will submit claims to the Vice President for approval by mid-term date.

Claims submitted after the submission of mid-term grades will not be eligible for reimbursement. Claims must be accompanied by clearly reproduced copies of class rosters for each over-enrolled class. If the instructor wishes to claim a student who is NSW according to the Academic Policy Manual, the instructor should make a notation of the claim that the student notified him/her of intention to continue or that the student has since been reinstated. Over-enrollment pay shall be paid to part-time faculty members during the semester in which it has been earned, documented and approved. Class size limitations are as follows:

<u>Courses</u>	<u>Day Maximum</u>	<u>Evening Maximum</u> (Classes beginning 6:00 p.m. or later)
Courses numbered below 101 in English, Speech and Reading	25 Students	29 Students
Composition and other writing classes in English and Speech classes	25 Students	29 Students
All other classes except Physical Education and Laboratory classes	35 Students	39 Students

3. Split Loads: If a faculty member is over enrolled in a class being taught partially for load and partially for overtime, the payment is computed by figuring how much he/she would be paid for 1 hour of load times the number of hours of load and how much he/she would be paid for 1 hour of overtime times the number of hours of overtime.

For example, if a full-time faculty member earning \$48,000 per year taught a Sociology day class with 2 extra students, 2 hours for load and 1 hour for overtime, he/she would be paid as follows:

$$\frac{\$48,000}{30} \times \frac{2}{35} \times 2 = \$182.86$$

$$\frac{\$48,000}{30} \times \frac{2}{35} \times 1 \times .30 = \$27.43$$

$$\$182.86 + \$27.43 = \$210.29$$

Note: The above will vary according to the stipulations in the collective bargaining agreement for faculty load.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Labor Relations **ISSUED BY:** W. Holm **DATE:** 8/7/80

REVIEWED: 1991, 1998, 2000, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Extra Work Compensation

POLICY:

Extra work time and compensation shall be in accordance with the collective bargaining agreement between the Board of Trustees and the Cook County College Teachers Union, Local 1600 as follows:

Semester Teaching Load

After July 14, 2008, the load for all faculty members, except those who teach English Composition, shall be fifteen (15) class contact hours per semester.

Effective spring 2009:

1. In order to receive the class load of 12 hours, English faculty must teach a minimum of nine (9) contact hours of English Composition.
2. The following courses are English Composition courses in department 035: 098, 100, 101, 102, 105, 107, 201, and 241. The following courses are ESL English Composition courses in department 135: 098, 099, and 100.
3. Integrated courses, which are six-hour courses in department 136 and 139, shall be counted as three (3) contact hours of English Composition. English faculty who teach two integrated courses and teach an additional English Composition course, as defined in #2 will be compensated for overtime for the additional three-hour composition course.
4. Faculty with three (3) hours of release time in an English Department must teach six (6) contact hours of English Composition in order to receive the class load of 12 hours. Faculty with six (6) hours of release time must teach three (3) contact hours of English Composition in order to receive the class load of 12 hours.

Effective fall 2005, faculty members assigned to teach clinical hours in nursing shall receive

one contact hour for each hour of clinical work.

Overtime and Summer Session Pay

The rate of pay for overtime assignments for a faculty member shall be 30% of a pro-rata portion of his base rate of pay. However, the minimum rate of pay for overtime assignments shall be \$625 per contact hour.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Labor Relations ISSUED BY: W. Stevens DATE: 11/15/73

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Funded Project Salaries and CCC Faculty

POLICY:

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.
3. 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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** N. Brady **DATE:** 9/4/89

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Guidelines for Special Non-Teaching Assignment for Faculty

POLICY:

I. Definition

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.

Full-time faculty members have professional duties and obligations for up to 30 hours per week as part of their regular program. (See Board-Union Agreement [Local 1600], VIII F 4c and "Criteria for Approval of Faculty Programs," Index No. 2.10A)

The following assignments are not covered by these guidelines:

- Course instruction, including adult education, continuing education, special interest, and professional development;
- Course coordination and supporting curricular work for Center for Distance Learning (CDL); and
- Clinical coordination for allied health programs, requiring separate accreditation or regulatory standards.

II. 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 on the Special Assignment form (attached).
- 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:
 - 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.
 - Administrative Support: Administrative work related to academic management, governance, academic support, or similar college function that requires a work product.
 - Project: Implementation of a pilot program, research project, or grant activity beyond normal required faculty duties.
 - Publication: Writing, editing, or production coordination of a major publication or report.

III. General Policies

- A. A President may authorize non-teaching assignments up to a total of 30 hours of released time per academic year. No additional approvals are required.
- B. At colleges preparing a self-study for HLC/NCA accreditation, the President may assign additional contact hours per semester for a faculty coordinator.
- C. 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.
- D. Specific qualifications for faculty selection will be determined by the President or Vice Chancellor who initiates the assignment.
- E. 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.

IV. 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.

V. Reporting, Processing and Evaluation

- A. All non-teaching assignments beyond the college allotment must be submitted to the Chancellor for approval preferably at least 30 days prior to the beginning date of the semester. If approved, copies will be forwarded to the Vice Chancellor for Human Resources for processing.
- B. An evaluation report may be requested by the college or Vice Chancellor who initiates the assignment at the end of each semester or academic year for each non-teaching assignment. This report may be written by the faculty member performing the non-teaching assignment, then reviewed by the President or Vice Chancellor, and, finally, submitted to the Vice Chancellor for Academic Affairs.

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.

INDEX NUMBER 2.15H

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2/13/03

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** D. Hill **DATE:** 11/21/80

REVIEWED: 1991, 1998, 2000, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Outside Employment

POLICY:

In accordance with Board policy, all Full-Time Administrators, Full-Time Faculty and Full-Time Training Specialists are required, when requested, to report all outside employment by completing an Outside Employment form. (See Employee Manual Section III, page 60.)
The Office of Human Resources will furnish the actual date when certification forms are due.

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

INDEX NUMBER 2.15I

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2/18/03

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 2/31/74

REVIEWED: 1991, 1998, 2000, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Faculty Pre-Registration Assignments

POLICY:

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.

INDEX NUMBER 2.15J

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6/4/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 3/5/87

REVIEWED: 1991, 1998 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **City Colleges of Chicago Faculty Teaching
Continuing Education**

POLICY:

College credit faculty members may teach continuing education courses provided their load in combination with these classes does not exceed the limit set by the Board-Union Agreement (Local 1600). Payment for Continuing Education courses is based on the Continuing Education scale.

The lectureship must be approved by the Academic Vice President and the Dean of Continuing Education.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Adult Education **ISSUED BY:** W. Watson **DATE:** 11/20/08

REVIEWED: 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Adult Educator Compliance with Professional Development Hours

POLICY:

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

In accordance with this policy, management will:

- Provide and promote ample opportunities for both on campus and off campus professional development.
- Maintain records of professional development activities attended by adult educators in paper files and in the PeopleSoft System. (The Adult Educator is responsible for submitting records of attendance in professional development activities to management in a timely manner.)

- Provide timely notice of failure to accrue the required hours and of termination of assignment due to a failure to comply with this policy.
- Comply with the requirements of the collective bargaining agreement of the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO and its Local 3506, Article VI, Section I: Staff Development.

1The anniversary date is the day that commemorates the full-time hire date on the same day of the year as the initial event. Lane advancements are effective on the anniversary date of the faculty only after the faculty member meets the requirements for advancement or at the start of the new semester if the anniversary is prior to the start of the new semester. In the event that the lane advance application is received subsequent to the anniversary date, the application will be approved for the anniversary date closest to date of the application.

4. This application is for the following: (Check one)

- From Lane I to Lane II - Requirements are as follows:
 - a. A Master's degree plus 15 semester hours of graduate credit (*) earned subsequent to the time the Master's degree was awarded.
 - b. The achievement of tenure with CCC.
- From Lane II to Lane III - Requirements are as follows:
 - a. An earned Doctorate degree (Ph.D. or Ed.D.) or a Master's degree plus 30 semester hours of graduate credit (*) earned subsequent to the time the Master's degree was awarded.
 - b. A minimum of 6 years of full-time college teaching experience.
 - c. A minimum of 4 years continuous full-time teaching service with CCC in Lane II.
- From Lane III to Lane IV - Requirements are as follows:
 - a. An earned Doctorate degree (Ph.D. or Ed.D.) or a Master's degree plus 60 semester hours of graduate credit (*) earned subsequent to the time the Master's degree was awarded.
 - b. A minimum of 8 years of full-time college teaching experience.
 - c. A minimum of 4 years continuous full-time teaching service with CCC in Lane III.

*After September 1, 1971, all graduate credit (to be counted toward lane advance) must be either: 1) in the faculty member's teaching certificate or employment contract, 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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor's Office

DATE: 05/25/99

REVIEWED: 1991, 1994, 1998, 2000, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Contract Renewal and the Issuance of Tenure

POLICY:

All new faculty members employed since May 19, 1971 are required to meet all requirements for contract renewal. As evidence of satisfying these requirements, faculty members are required to submit a portfolio of documentation according to accepted format as presented in the Faculty Tenure Manual, available in printed or electronic form. A tenure contract will not be recommended unless the faculty member complies with this understanding. The following requirements are specifically listed as items that must be complied with in order for contract renewal and/or a tenure contract issuance.

I. NON-RENEWAL AND RENEWAL

- A. Notification must be given of the intention not to retain the faculty member at least sixty (60) days prior to the contract termination date.
- B. Renewal or non-renewal contracts should be sent to the Vice Chancellor for Academic Affairs sixty (60) days prior to contract renewal (board action) and must be accompanied by administrative evaluations and signed by the President of the college.

II. SIGNED STATEMENT BY NON-TENURED FACULTY MEMBER (SEE INITIAL EMPLOYMENT-MEMORANDUM OF UNDERSTANDING.)

- A. All new faculty members are required to sign the *Memorandum of Understanding* indicating their understanding and acceptance of the requirements for acquiring tenure. No recommendation for tenure will be entertained by the Board of Trustees unless the Memorandum of Understanding has been signed by the faculty member and the conditions therein have been met.

III. FIFTEEN GRADUATE SEMESTER HOURS

- A. Graduate semester hours must be in accordance with criteria for lane advancement. Official transcripts from regionally accredited institutions of higher education must be included.
- B. Where the highest degree earned at the time of employment on the first employment contract is a bachelors or masters, then a faculty member must earn an additional fifteen (15) graduate credit hours (or their professional equivalent) from a regionally accredited institution in an academic subject relevant to the faculty member's teaching field after employment at the City Colleges of Chicago and prior to being offered a tenure (fourth) employment contract by the college administration.
- C. Where the highest degree earned at the time of employment on the first employment contract is a doctorate, then a faculty member may be required to complete additional course work as part of a prescribed faculty development program recommended by the college administration as part of the contract renewal and tenure process. Notification of additional required course work will be given to the candidate in writing.
- D. Specific graduate level courses must be approved in advance by the college President or his/her designee.

IV. RESEARCH PAPER/PROJECT

- A. A tenure contract will not be recommended unless the faculty member, in addition to meeting all other requirements, satisfactorily completes a research paper or project that has been approved in advance. By the end of the first year of employment all topics for papers or projects must receive prior approval from the local college administrator responsible for the faculty member's evaluation.

V. ADMINISTRATIVE RESPONSIBILITY

- A. To ensure that each non-tenured faculty member recalls all obligations for tenure, the college President is to send the annual Memorandum of Understanding to each non-tenured faculty member for signature prior to the start of each contract term of each academic year. In addition, all faculty must receive the documents "Requirements for Contract Renewal and Tenure of Faculty Members."

VI. EVALUATION (see requirements for contract renewal)

- A. All non-tenured faculty must be evaluated each semester. This evaluation must include separate input from peers, department chairs, students, and administration.
- B. All contracts offered to non-tenured faculty members must be accompanied by an in-depth evaluation by the President before the Chancellor will recommend the contract to the Board. This evaluation should be an independent

administrative evaluation including a description of ongoing evaluations throughout the year, specifically: class visitations, personal conferences, and other in-service activities.

- C. The President shall make an independent evaluation and submit a written recommendation to the Vice Chancellor for Academic Affairs prior to the end of the semester that precedes the faculty member's contract ending date. (All recommendations, whether favorable or unfavorable, are to be made by the President.)
- D. Faculty members may be considered for continued employment if classes are available and the President gives a favorable evaluation.
- E. A non-tenured faculty member of the City Colleges of Chicago (CCC) is expected to be a competent, effective, contributing member of the college community, serving both through teaching and related professional activities to provide a high quality educational experience for the students the system serves. Each faculty member is expected to:

have academic credentials and/or experience in a specific teaching field and periodically to enhance knowledge of this field as a condition for continued employment and advancement;

be effective in teaching the content of the field to students and to take steps to enhance this effectiveness;

be helpful, constructive, and innovative in providing assistance to students both in and out of class and to develop additional knowledge, skills and abilities to fulfill these professional responsibilities;

be a contributing member of the instructional department and the college as a whole, as well as the community that the college serves; and

perform all duties in a professional manner and in accordance with administrative policies and procedures.

In addition to the above for performance evaluation, non-tenured faculty must meet the following requirements to be considered for tenure:

1. Completion of fifteen (15) graduate semester hours of previously approved graduate-level course work or its equivalent. At least nine (9) of these hours should be completed by the end of the second year of employment.
2. Satisfactory completion of a research paper or project. All topics for papers or projects must receive prior approval from the local college administrator responsible for faculty evaluation by the end of the first year. All topics for papers or projects should be approved by the time of application for each contract renewal period.

Administrative Procedures

1. All non-tenured faculty shall be given a copy of the CCC Faculty Evaluation Policy at the beginning of their employment as full-time CCC faculty and again at the beginning of their third year of full-time employment. (At those two times, Vice Presidents are required to secure signatures upon receipt of these copies.)
2. The performance of non-tenured faculty shall be reviewed each semester; and at least one classroom visitation by, and conference with, the local administration to review teaching effectiveness and fulfillment of tenure requirements, shall be held each year before tenure. Student evaluations of non-tenured faculty shall be held each term and the results communicated to the administration, department and instructor.
3. Throughout the period of evaluation, non-tenured faculty shall be required to submit pertinent instructional materials for review by the local administration.
4. The local administration of the non-tenured faculty member's college of assignment shall coordinate the evaluation of the faculty member's performance with any outside agencies or other CCC college(s) at which the faculty member may teach.

MINIMUM CRITERIA

At the time of initial placement in rank and salary, the faculty member shall be informed of the minimum criteria necessary for administrative approval of a contract renewal and of the tenure contract. These criteria cover the areas of teaching effectiveness involvement in the college activities, and in evidence of professional growth.

The administration must structure a procedure to ensure periodic evaluation according to the minimum criteria for all non-tenured faculty and maintain continuing records of compliance with these criteria.

FIRST YEAR

At the end of the first year, the faculty members should present to the administration evidence of:

I. TEACHING EFFECTIVENESS

- A. Colleague and student evaluations.
- B. Dependability in classroom and student commitments (i.e., promptness, preparedness, emotional maturity, confidence, flexibility, etc.)
- C. Develops course objectives and student learning outcomes, outlines and plans courses he/she teaches.
- D. Participates in departmental recommendations for acquisition of new textbooks and publications; plans student use of learning resource materials in conjunction with classroom activities.
- E. Demonstrates effective classroom management skills.

II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES

- A. Demonstrates a commitment to the community college mission (active participation in college-wide events, community outreach, etc.)
- B. Appropriately utilizes innovative teaching technologies available to him/her, e.g., learning resources center, course management tools, Smart and Studio Classrooms, etc.
- C. Attends in-service and professional development seminars and/or conducts independent research.
- D. Participates in departmental and college activities. Attends meetings, serves on committees, follows procedures, etc.
- E. Submits mid-term and final grades on time and accurately

III. PROFESSIONAL GROWTH WITHIN THE EVALUATION CYCLE

- A. Participation in professional societies and/or conferences.
- B. Participation in workshops.
- C. Demonstration of evidence of current practices and developments in their discipline.
- D. Approved educational plan
- E. Approved tenure project topic.

SECOND YEAR

At the end of the second renewal cycle, the faculty member must present evidence of continued and expanded activity in all areas outlined for the end of the first cycle. In addition, he/she would:

I. TEACHING EFFECTIVENESS (continued)

- A. Develop course syllabi

II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES (continued)

- A. Participate in community service programs

III. PROFESSIONAL GROWTH (continued)

- A. Provide evidence of progress toward completion of educational plan
- B. Document progress on tenure project (pursuant to Contract Renewal, Tenure Plan, Second Year. See Tenure Manual).

THIRD YEAR

At the end of the third renewal cycle, the faculty member shall present evidence of continued activity in all areas outlined above and, in addition, he/she shall have

I. PROFESSIONAL GROWTH (continued)

- A. Completed the tenure project (pursuant to Contract Renewal, Tenure Plan, Third Year. See Tenure Manual).
- B. Completed the education plan.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor's Office **ISSUED BY:** O. Shabat **DATE:** 07/03/73

REVIEWED: 1991, 2002, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Criteria for Promotion in Rank

POLICY:

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. The criteria are as follows:

There shall be four general categories of qualifications for promotion in rank:

- **Performance in teaching**
- **Performance as a member of the college**
- **Professional growth**
- **Experience and length of service**

The candidate must meet the requirements in all four categories.

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.

I. Performance in teaching

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

- A. The Rank Committee of the candidate's faculty unit*.
*For purposes of Policy 2.21A and 2.21B, in their entirety, faculty unit is defined as the candidate's department or discipline.
- B. Department Chair or Director, and
- C. the Dean or Vice President for Academic Affairs, or equivalent administrator as the college President may direct.

The following evaluations shall be used:

- Superior
- Good
- Fair
- Poor

In the evaluation of performance in teaching, the following factors shall be taken into consideration:

A. Mastery of subject matter:

1. Knowledge of subject taught and of changes in applied aspect of specialty.
2. Interest in subject taught.
3. Academic breadth and perspective: ability to relate subject matter taught to broader areas.
4. Presentation of subject matter relevant to student needs.
5. Competence in the application of subject matter.

B. Classroom technique and performance; Ability to:

1. Make clear in measurable terms the course objectives, student learning outcomes, and requirements for grades.
2. Meet the class promptly, regularly and responsibly.
3. Organize the course and prepare adequately for each class.
4. Make a clear and intelligible presentation of subject matter.
5. Illuminate subject matter through concrete illustrations, pertinent subsidiary information, applications to practical situations, etc.
6. Stimulate lively, well-directed discussions.

7. Arouse student interest in subject matter and stimulate independent thought and effort.
8. Make course content relevant to the student.
9. Adjust teaching techniques and subject matter to the range of the class.
10. Develop student ability to appreciate and to engage in critical thinking.
11. Establish and maintain activities and interest which develop effective communication with the student(s).
12. Use instructional technology effectively.
13. Evaluate own performance as a teacher and make continuous improvements.

These evaluations shall be sent to the College President who will include them with the other materials forwarded to the local College Rank Promotions Committee.

A candidate may also request that any other documents or information relating to his/her performance as a teacher be added for evaluation.

From these evaluations, and from any other relevant data in this area, the local Rank Promotions Committee shall derive an overall performance in teaching category rating of

- Superior
- Good
- Fair
- Poor

II. Performance as a member of the college

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:

- A. 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.
- B. 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.

- C. **Interest in students:** This shall concern the candidate's participation in extra curricular 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.

III. Professional Growth

The Rank Promotions Committee and the President shall evaluate candidates in this category under four separate areas. Evidence of substantial achievement in any one of the four areas in this category, may compensate for lesser, but not the absence of, achievement in the other categories.

Evidence of the candidate's professional growth since his last promotion is required.

The four areas are:

- A. **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.
- B. **Education requirements:** The following educational preparation requirements for each rank are minimums for qualification to be considered for promotion. Less than the stipulated requirements in this area shall be acceptable if there is evidence of substantial or distinguished performance in any one or more of the other areas of this category.

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

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

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

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

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

C. Participation in professional associations or organizations: 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.

D. 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.

IV. Experience and length of service

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.

Experience and length of service in other fields relevant to performance as a faculty member may be considered equivalent to teaching experience.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor's Office **ISSUED BY:** O. Shabbat **DATE:** 12/10/79

REVIEWED: 1991, 2002, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Procedural Guidelines for Promotion in Rank**

POLICY:

1. 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.

2. 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:
 - a. Recommended
 - b. Not Recommended
3. 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.

4. 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.
5. All applications which have been rated "Recommended" by the President and the Rank Promotion Committee shall then be submitted to the Vice Chancellor for Academic Affairs. In cases where consensus is not reached, the President shall make the final decision.
6. Each President's recommendations shall be evaluated by the Vice Chancellor for Academic Affairs.
7. 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.
8. 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 Vice Chancellor for Academic Affairs 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 through 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.

9. It is desirable that the procedures outlined above be undertaken within a time schedule as to make possible action by the Board of Trustees no later than the regular meeting in May.
10. The above procedures shall be in effect until further recommendations for revisions are approved by the Chancellor.

Index Number 2.21 C

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3/9/09

CITY COLLEGES OF CHICAGO ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 3/09
Chancellor

REVIEWED: 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Blackboard**

POLICY:

Effective fall 2009, full-time faculty are required, at a minimum, to post their syllabi on Blackboard.

CITY COLLEGES OF CHICAGO ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 3/09
Chancellor

REVIEWED: 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Faculty (credit and foundational studies) and Adult Educator Credential
Review

POLICY:

Transcripts showing award of degree (graduate and/or terminal degree as appropriate) accompanied by a current resume/curriculum vitae shall be submitted for all new faculty hires to District Office of Academic Affairs for review and approval. Licensure documents, as appropriate, must also be submitted for review and approval.

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

The appropriate Vice President in consultation and collaboration with the appropriate Associate Vice Chancellor will determine the teaching field for the given faculty candidate. Whenever a consensus cannot be reached, the Vice Chancellor of Academic Affairs and the College President will determine the teaching field.

In addition, 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. Transcripts, resumes/CVs must be submitted for approval prior to the offer of employment at the City Colleges of Chicago.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic **ISSUED BY:** D Hill **DATE:** 06/07/82

REVIEWED: 1991, 2002, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

**SUBJECT: Faculty Absences from Professional Duties:
Procedures for Reporting Attendance**

POLICY:

1. Article VIII.D.2 of the Board-Union 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.

INDEX NUMBER 2.23A

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6/11/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 3/29/77

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Carry-over of Seniority in the Event of Departmental Reassignment

POLICY:

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, where 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.

INDEX NUMBER 2.23B

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6/11/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 3/29/77

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Seniority Rights of Faculty Members Split Between Departments

POLICY:

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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** D. Hill **DATE:** 2/15/78

REVIEWED: 1991, 1998, 2000, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
 AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Authentic Signatures

POLICY:

Authentic, not facsimile, 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."

INDEX NUMBER 2.30B

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6/11/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat

DATE: 2/8/78

REVIEWED: 1991, 1998, 2002, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Students Who Are Tardy

POLICY:

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, e.g. Allied Health, must follow the requirements published in the program's student manual in accordance with the program compliance.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 2/8/78

REVIEWED: 1991, 1998, 2002, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Students Who Are Absent

POLICY:

Students are required to attend class. Failure to attend class may result in being administratively withdrawn (ADW) from the class or failing the course.

Students who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW (Administrative Withdrawal) by the instructor. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

A student who receives an ADW at mid-term and is reinstated by the instructor may not elect to withdraw from the class at a later time. If a student receiving an ADW repeats that course, only the last grade received will be calculated in the GPA; however both grades will appear on the permanent academic record and will be counted as registered hours to determine satisfactory progress, academic warning and exclude status.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow DATE: 8/1/83

REVIEWED: 1991, 1998, 2002, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Certification of Active Pursuit (for credit, skills, and continuing education)

POLICY:

I. Initial Student Attendance

- A. The Day One Class List will contain a certification at the bottom, which faculty must sign.

A student who is absent from the first two class sessions and has not contacted is/her instructor of intent to pursue the course will have his/her registration canceled by the college and will be given **NSW** (no show withdrawal) status. For classes meeting only once a week, the first session is considered the equivalent of two class meetings for purposes of **NSW**.

- B. The instructors must redline the names of those students who did not attend the first two class sessions or who did not contact the instructor. They must also add the names of any students who have attended class sessions and have presented an official registration, but were not on the original class list.
- C. If circumstances warrant, a **NSW** student may be reinstated. In such cases, the instructor must personally submit the reinstatement form with appropriate administrative approval to the Registrars Office for processing.
- D. The Registrar will immediately verify the enrollment of any students whose names were added to the original class list.
- E. Failure on the part of an instructor to comply with the above directives will result in appropriate disciplinary action.

II. Mid-term Reporting:

At mid-term, a student shall receive a letter grade of A, B, C, D, or F, or an Administrative Withdrawal (ADW).

- A. A student must be administratively withdrawn at mid-term if he/she is not actively pursuing completion of the class as evidenced by excessive unexcused absences, lack of completing required work assignments, or the failure to take required examinations.
- B. An instructor must indicate on the mid-term grade reporting form the criteria for active pursuit of completion of the course.

III. As of summer 2008, the City Colleges of Chicago is no longer required to report attendance to ICCB.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** H. Chausow **DATE:** 8/2/83

REVIEWED: 1991, 1998, 2002, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

**SUBJECT: Procedures for Documentation of Active Pursuit and Grading by CCC
Instructors**

POLICY:

- I. Instructors must use the midterm grade reporting form and submit it to the Registrar.
- II. Midterm and final grades, including ADW designations, must be entered for every student listed on the grade roster.

At the end of each semester/term, instructors must submit to the Department Chair a copy of the grade reports on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of incomplete grades.

- III. On the first day of class, every instructor is responsible for providing their students in writing with the course objectives, student learning outcomes, requirements, methods of evaluation and course grading policies. Expectations for student attendance and make-up work should also be included in this document. Final grades of "A," "B," "C," "D," "F" or "I" (Incomplete) are 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, the instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades.

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

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 placed in the Department files and shall so certify to the Vice President.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** Chancellor **DATE:** 8/28/81

REVIEWED: 1991, 2002, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Awarding an Incomplete Grade of "I"

POLICY:

"I" designations (Incomplete) are non-grades received by students who have actively pursued the 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.

If an "I" grade is listed, instructors are to complete the appropriate forms or attach a note on the reverse side of the signed grade roster describing all requirements which must be met by the student(s) for the removal of the "I" grade.

To remove an "I" grade, a student must make arrangements with the instructor to complete the course work and/or take the final examination by the mid-point of the following semester (not including the summer term). If the course work is not completed and turned in to the instructor by this deadline, the "I" grade will convert to an "F" grade.

If the instructor is not available, the student should contact the department Chair. A student who has an "I" grade may not re-register in that course. However, if the "I" grade is changed to an "F" grade, the student may then re-register for the course.

The Department Chair or Registrar shall further 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 shall so certify to the Academic Vice President.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Office ISSUED BY: Student Policy Manual DATE: Fall 2001

REVIEWED: 2002, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: NON Grade Designations

POLICY:

All credit program letter grades earned plus ADWs and WTHs will be included in a student's permanent academic record or transcript.

I – Incomplete

Students who have actively pursued a course and earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments, may be issued a grade of "I" by the instructor. The student should make prior arrangements and receive, from the instructor, a written understanding of the work needed to complete the requirements of the course.

To remove an "I" grade, a student must complete all requirements by the mid-term of the following semester (not including a Summer term). If the completed course requirements are not received by the instructor by the deadline, the "I" grade will be converted to an "F" grade. When the instructor cannot be contacted for purposes of completion, the student should contact the department chair.

Students with an "I" grade will not be allowed to re-register for that course. However, if the "I" is changed to an "F" grade, the student may then re-register for that course.

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 follow all registration procedures and pay all appropriate charges. Audit status may not be changed after the close of registration. A student who audits a class will be issued the final grade of AUD. This grade will not be calculated in the student's grade point average or as registered hours for the purpose of academic warning and exclude status.

NSW – No-Show Withdrawals

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW). Students will be held accountable for the payment of tuition and fees of NSW courses. Federal financial aid cannot be processed for NSW classes. Students who do not attend the first two class sessions will be withdrawn from the class by the instructor and issued an NSW. Students who do not attend the first class session of a course, which meets only once per week, will be considered a no-show (NSW).

NSW – Center for Distance Learning (CDL)

Students registered in distance learning courses who fail to log-on to the Blackboard website of their course at least once on two different days within the first week of the term will be withdrawn from the class and issued an NSW.

Students are required to navigate each course they registered for during the term. Absolutely no tuition or fee refunds or adjustments will be given after these dates.

ADW – Administrative Withdrawals

Students who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW (Administrative Withdrawal) by the instructor. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance.

A student who receives an ADW at mid-term and is reinstated may not elect to withdraw from the class at a later time. If a student receiving an ADW repeats that course, only the last grade received will be calculated in the GPA; however, both grades will appear on the permanent academic record and will be counted as registered hours to determine satisfactory progress, academic warning, and exclude status. *ADW's received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA.*

A student taking a Pre-Credit class who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.

Distance learning students (CDL) who have not logged in during the three-week period just prior to midterm of the class will be withdrawn from class and issued a grade of ADW by the instructor, unless the instructor had documentation that the student is still actively pursuing the course, as evidenced by completed paper, exams, quizzes or projects.

The Blackboard (Bb) Course Statistics, Grade book, Discussion Board, Digital Drop box, Tests, Quizzes, CCC email as well as student and instructor interactions are the methods used to verify student activity in an online course.

WTH – Student Initiated Withdrawals

It is the student's responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition/fees, forfeiture of financial aid eligibility, and/or a failing grade. A student may withdraw from a course prior to or on the date specified in the College Class Schedule if s/he has not already received an ADW or NSW from the

instructor. Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student initiated withdrawal must be requested on the college's official withdrawal form, which may be obtained in the Registrar's Office. The WTH will appear on the student's permanent academic record but will not be used to calculate cumulative grade point average. Student Initiated Withdrawals occurring after the Census date will be counted as registered hours.

Midterm Grades

Midterm grades are issued to students via the internet after the mid-point of the semester/term. They 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 immediately to seek ways to improve their standing in the course. A student whose midterm grade is not "C" or better in the first course in a sequence will not be allowed to pre-register for the next course in that sequence, or for any course requiring "successful completion" as a prerequisite. Grades can be accessed at (my.ccc.edu).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Office **ISSUED BY:** Student Policy Manual **DATE:** Fall 2001

REVIEWED: 2002, 2009

REVIEWED BY: **ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR**

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Student Appeal of Instructional Grading Procedure

POLICY:

This process will normally be accomplished within one term 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 Chair and Academic Dean.
2. The faculty member shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.
3. If after this initial review the student is not satisfied, he or she may next appeal in writing to the department Chair 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 Chair 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 Chair or Dean has reached a decision, the Chair or Dean will communicate that decision in writing to the student. The Chair or Dean shall complete the investigation and issue a decision within fourteen (14) 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.
8. Grades not appealed by midterm of the next semester result in grade becoming permanent on the student's record.

A grade may be changed by someone other than the instructor of the course or the department Chair, only in the event there is objective evidence to do so. 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.

Center for Distance Learning (CDL) Appeal Procedure for Instructional Grading

This process will normally be accomplished within one term 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 CDL Associate Dean of Instruction.
2. The faculty member shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.
3. If after this initial review the student is not satisfied, he or she may next appeal in writing to the department Chair 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 CDL Associate Dean of Instruction shall investigate the matter and communicate the outcome of the investigation to the student in writing. Said investigation shall include a discussion with the faculty member to

review the criteria applied to the student's performance in assigning the final grade and a discussion with the student to hear the basis of the grievance. When the faculty member and the CDL Associate Dean of Instruction have reached a decision, the CDL Associate Dean of Instruction will communicate that decision in writing to the student. The CDL Associate Dean of Instruction shall complete the investigation and issue a decision within fourteen (14) days after receipt of the appeal.

4. If the student does not agree with the CDL Associate Dean of Instruction'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 CDL 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 CDL Dean's decision, the student may appeal in writing to the CDL Vice President within seven (7) calendar days of receipt of the Dean's decision. The CDL 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 CDL Vice President's decision, the student may appeal in writing to the College President within seven (7) calendar days of receipt of the CDL 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 only in the event there is objective evidence to do so. 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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY****SOURCE OFFICE:** District Office **ISSUED BY:** Student Policy Manual **DATE:** Fall 2001**REVIEWED:** 2002, 2009**REVIEWED BY:** ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
 AND VICE CHANCELLOR**ISSUER'S SIGNATURE:** ON FILE**SUBJECT:** **District Academic Standards****POLICY:****Cumulative Grade Point Average**

Cumulative grade point average (GPA) is calculated on the basis of all grades, "A" through "F", earned in college courses within the student's current career at the City Colleges of Chicago. GPA will not be calculated for classes taken outside the student's current career until the student formally enters the other career. If a student repeats a course in which a grade of "D" or "F" was received, only the last grade earned will be counted in the grade point average although both grades will appear on the permanent academic record. All grades earned in allowed repeatable courses will be calculated in a student's GPA. Transfer credit, Credit for Prior Learning, and Military Credit are not calculated into the cumulative grade point average (although they may apply towards graduation).

Academic Standing

To remain in good academic standing, students must maintain a minimum cumulative grade point average. In fact, a minimum GPA of 2.0 is required for program or certificate completion. However, to ensure that students are progressing towards maintaining a minimum 2.0 GPA, students will be placed on academic warning and should seek appropriate academic advising if their GPA falls below the following schedule:

Credit Program / Plans

Registered Credit Hours	Cumulative Minimum GPA Required to Remain in Good Academic Standing
1 to 29	1.75
30 or more	2.00

Skills Program / Plans with 30 Credits or Less

Registered Credit Hours	Registered Clock Hours	Cumulative Minimum GPA Required to Remain in Good Academic Standing
1 to 15	1 to 450	1.75
16 to 30	451 or above	2.00

Skills Program / Plans with 31 Credits or More

Registered Credit Hours	Registered Clock Hours	Cumulative Minimum GPA Required to Remain in Good Academic Standing
1 to 30	1 to 900	1.75
31 or more	901 or above	2.00

Academic Warning

Academic warning is a probationary condition. Students who are on academic warning may still be eligible for financial aid.

Students on academic warning must repeat courses in which they received a "D" or "F."

They are encouraged to meet with a College Advisor to select their courses. Students on academic warning whose GPA does not reach the minimum standard by the end of the warning term will be academically excluded.

Early Registration Options: Academic warning students who are currently enrolled **MAY NOT** register early for the next term. Academic warning students who are not currently enrolled may register early for the following term per the recommendation of the Office of Student Services or College Advisors.

Academic Exclusion

Students on academic warning who do not achieve the minimum cumulative GPA by the end of the probationary term will be excluded. Excluded students are ineligible for Financial Aid until they complete the Petition for Readmission process. Students excluded from one City College may register at their college of exclusion, or at another City College, provided they successfully complete the proper readmission procedure and are successfully approved for readmission.

Excluded students must petition the college at which they intend to register:

Petition forms are available in the Registrar's Office, the Office of Student Services, or the Advising Center. A readmission petition may be approved by the college administration for good and sufficient reasons. A petition is valid for the term for which it is submitted. A readmitted student may be subject to specific course and credit hour restrictions. Excluded students who are readmitted must repeat courses in which they received a "D" or an "F". The petition facts, circumstances, and outcomes must be documented in the institution's records in order to establish a student's eligibility for assistance under federal financial assistance programs. Students may be required to produce corroborative documents to complete the petition process. Readmitted students, who cannot provide the required documentation to receive financial aid, may be requested to seek other payment options.

Early Registration Options: An excluded student who is readmitted and is currently enrolled *MAY NOT* register early for the following term or semester. An excluded student who is not currently enrolled and whose petition is approved for the following term or semester may register early.

Petition Waiver Option: Readmission without a petition is allowed for academic exclude students who earn a Term GPA of at least 2.25 for six or more hours.

Educational Guarantee for Credit and Certificate Program Graduates

Upon application by the graduate and his/her employer, the District will provide an Associate of Applied Science (A.A.S.) or Career Program Certificate graduate up to nine additional post-graduation credit hours or the equivalent non-credit training hours in a career or certificate program (as determined by the Chancellor or his designees) at no tuition or fees. To qualify under this section, the application must be made by the graduate within 90 days of the graduate's initial employment. The employer must certify in writing to the Chancellor that the employee lacks specified skills to perform in a position for which the A.A.S. degree or career certificate. Employment must have commenced within twelve months of the employee's degree or certificate award and the achievement of same occurring over a period of no more than four years in the case of the thirty credit hours or more program and two years when the program is less than thirty credit hours.

INDEX NUMBER 2.31A

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6/18/02

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **ISSUED BY:** H. Chausow **DATE:** 6/5/80

REVIEWED: 1991, 1998, 2002, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Maximum Credit Hours for Students

POLICY:

First time students will need a cumulative GPA of 3.0 or greater and the written permission of the Vice President (or designee) to enroll in 19 or more credit hours for fall or spring terms or 10 or more credit hours during the summer term.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Chancellor ISSUED BY: Board Action DATE: 8/3/89

REVIEWED: 1991, 1998, 2002, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: Board Report Nos. 14204, 19819

**SUBJECT: Guidelines for Determining Student Tuition, Fees,
Charges, Residency, Waivers, and Refunds**

POLICY:

STUDENT TUITION, FEES AND OTHER CHARGES

The Board of Trustees shall establish tuition, fees and other required charges. These shall be published in official publications of the district or of the colleges.

The Board of Trustees establishes the student in-district tuition rate per credit hour, and this rate shall remain in effect until changed by Board action.

STUDENT RESIDENCY

Tuition shall be assessed according to student residency status determined on the basis of the four following classifications:

- ID: Individuals residing within the boundaries of the City of Chicago for at least 30 days prior to the start of the term. (Community College District No. 508)
- OD: Individuals residing in the State of Illinois but outside of the City of Chicago. (Community College District No. 508)
- OS: Individuals residing outside the State of Illinois
- VI: International students as defined below.

Proof of Residence - any student or applicant for admission shall be required to submit proof of residence.

- A. Any adult or emancipated minor student who actually resides within the District and has not moved to the District for the sole purpose of attending the colleges shall be considered a resident as of the date of arrival in the District.

- B. Any student may, at any time, be required to submit proof of residence in the District. In addition to such records as may tend to establish proof of residence, *an affidavit of the parent or guardian in the case of minor students, and from the student him/herself, in the case of a student who has reached his/her majority,* may be required.

Out of District Students - Students who are not actual residents of the District shall be admitted only as non-resident students and will be required to pay out of district tuition.

Out of State Students - Students who are not actual residents of Illinois, will be required to pay out-of-state tuition.

INTERNATIONAL STUDENTS

Students holding F-1, non-immigrant student visas are considered International Students, regardless of residency and must pay out-of-state tuition.

TUITION WAIVERS

- A. In-district tuition waivers may be granted:
1. to senior citizens during the revision period for a maximum of six hours of college-level courses. All hours above six will be paid by the enrolled senior citizen student.
 2. to public aid recipients for a maximum of six college-level credit hours, if Financial Aid has been denied. Public Aid recipients enrolling for seven or more credit hours must pay all applicable tuition and fees for all courses above six hours. This option requires approval from the Financial Aid Office.
 3. to employees of the City Colleges of Chicago in accordance with their Board-Union Agreements or employee category for all college-level credit hours, provided such courses are not taken during regular working hours, and to said employees' dependents (to age 25) and spouses.
- B. Out-of-district and out-of-state tuition waivers may be granted:
1. to senior citizens for regular college-level credit courses for which in-district tuition is waived;
 2. for courses for which in-district tuition is waived;
 3. to employee groups for whom in-district tuition is waived,
 4. to Center for Distance Learning (CDL) courses,
 5. to employees working 35 or more hours in the City of Chicago,

6. H-1B, H-1C, J-1, J-2, L-1 and L-2 visa holders working and living in the City of Chicago.

C. Tuition Waiver for Educational Guarantee

REFUNDS

- A. Registration charges, activity, and certain other fees are not refundable except as indicated in (d.) below.
- B. A full refund of tuition and fees paid, less non-refundable fees, shall be made if a student withdraws formally from course(s) prior to the first day of class, or from a continuing education course(s) before the first day of class.
- C. No refunds of tuition and fees shall be made after City Colleges of Chicago Board authorized deadlines.
- D. A full refund of tuition, fees, and registration charges paid shall be made for student registrations in classes which have been canceled.

INDEX NUMBER 2.31C

A:\2.31C.doc
3/12/03

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** D. Hill **DATE:** 1/18/84

REVIEWED: 1991, 1998, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: International Students on F-1 Student Visas

POLICY:

1. The Primary Designated School Official (PDSO) & Designated School Official (DSO) are responsible for the authorization and issuance of I-20 forms to International Students.
2. The basic I-20 Form should be issued for three academic years. If students do not complete their program within the three-academic year period, they may file an Extension of Stay INS Form I-539.
3. International students must meet current entrance requirements to be eligible to enroll in college-level courses and are required to take the TOEFL test, scoring a minimum of 450, 61 on internet based TOEFL (a minimum of 15 points per category of Reading, Writing, Speaking, or Listening), or 133 computer based college-approved standardized equivalent placement test.
4. International students are required to have at least 12 college credit hours and secure health insurance to maintain their active status.
5. The I-20 student seeking a change of status will only be granted after providing one of the following documents:
 - a. Notice of Action INS Form I-797 with approval
 - b. Passport with the INS stamp showing approval for I-551
 - c. Permanent Alien Card I-551-B
6. All students enrolled on international visas are required to pay out-of-state tuition and fees.

CITY COLLEGES OF CHICAGO ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs **ISSUED BY:** W. Watson **DATE:** 08/20/90
Chancellor

REVIEWED: 1991, 2002, 2004, 2006, 2009

REVIEWED BY: NURSING FACULTY, NURSING DIRECTORS, ACADEMIC VICE PRESIDENTS
AND PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND VICE
CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate Degree Nursing Programs for the City Colleges of Chicago

POLICY:

In order to maintain high quality programs which successfully prepare Associate Degree in Nursing (ADN) students to enter nursing practice, the following policies have been established:

1. The number of new enrollees will be limited to the number of available faculty, including adjuncts.
2. In order to be considered for admission to the District Associate Degree Nursing Program, a student must complete all of the following:
 - Submit an application after successfully completing all prerequisites by the posted date.
 - Earn a "B" or higher in Chemistry 100/121 (Wilbur Wright College does not offer Chemistry 100) or take a higher level chemistry course passing with a "C" or higher (one year of high school chemistry with lab and a grade of "B" or better);
 - Earn a "B" or higher in Biology 121 or take Biology 201 passing with a "C" or higher
 - Math 118 or Math 125; or the college level Math with a "C" or higher;
 - Documented reading score of 90 or above on COMPASS Placement Exam;
 - High school transcripts, GED, and college transcripts (if applicable);

- Students with prior college credit must have earned a minimum cumulative college GPA of 2.50 or higher;
 - Chemistry and Biological Science courses must be completed within five years of admission to the nursing program. These courses can be audited after five years. If audited, the student must meet the requirements of the course.
 - Meet health requirements as specified by clinical agencies prior to the first day of clinical.
3. All student applicants' will be selected by the nursing faculty-administration committee. The college president or his/her designee(s) are to review and approve all applicants considered for admission to the program.
 4. Once students are admitted to the program, every effort shall be made to assist students' success by providing special assistance programs and courses utilizing tutoring, AZTEC, courses, etc.
 5. A common comprehensive examination will be administered to all students upon successful completion of the nursing program. The passing of this examination is a requirement for graduation.
 6. Maximum faculty*/student ratios are to be maintained as stated below. Lower ratios will be considered by the local college administration to meet specific needs, such as: clinical limitations, advanced courses, State of Illinois regulations, and/or student attrition.

The faculty*/student ratios should not exceed 1:10 in the clinical setting. The exceptions for lower faculty*/student ratios will be accepted when they are based on conditions imposed by the Illinois Department of Financial & Professional Regulation or documented letters signed by hospital administrators stating that the hospital serving as the clinical teaching site will only accept students at a faculty*/student ratio designed by the hospital.

7. Criteria for student readmission will be determined by the District policy. These criteria are to be included in each college's nursing program guidelines.
8. Each student must achieve a minimum grade of 'C' for all courses required for promotion and graduation to complete the Associate in Applied Science Nursing. A college may establish a higher minimum grade, if it is deemed necessary.

City Colleges of Chicago Associate Degree Nursing Admission Policy

BRIDGE COURSE POLICY:

- A. Students successfully completing the Nursing Bridge course will be given priority consideration as advanced standing students in the Associates Degree Nursing (ADN) program on a space available basis after continuing students have completed their registration. LPN/ ADN Bridge program completion students have priority for admission to the ADN Program before returning "repeat" students.

If an LPN student, admitted to and sponsored by one college, successfully completes the Nursing Bridge course, and wishes to complete the nursing program at another college, the student may do so provided the student formally applies and is accepted by the other college's nursing program. It is to be understood that a student cannot automatically transfer from one college nursing program to another just on the basis of successfully completing the LPN/ADN Bridge course. Acceptance or admission of students to the ADN Nursing Program should be based on receipt of a letter of approval of acceptance by the college president or his/her designee.

B. Admissions Requirements to Bridge Program

1. Must meet all prerequisites for ADN program.
2. Must complete all general education courses
3. All general education courses must be completed before starting ADN 200-level courses.
4. Must possess current LPN License
5. Application will be accepted for potential students who meet the following criteria:
 - i. Meet prerequisites requirement
 - ii. And possess current license

C. Students who successfully complete the LPN Bridge course can then enroll in second level nursing courses.

D. Credit for Nursing 101 and Nursing 102 will be recommended for an LPN by the Office of Testing and Assessment to the College Registrar contingent upon the following:

1. Successful completion of Nursing 140** with a minimum grade of "C."
2. This recommendation is to be held in escrow and issued by the Office of Testing and Assessment upon completion of 15 semester hours of

instruction, 12 of which must be at the 200 level nursing courses with the City Colleges of Chicago.

3. Recommendation by the nursing program Director of the sponsoring college will be made to the Office of Testing and Assessment upon completion of 12 credit hours of nursing courses.
 4. This credit shall be listed on the student's transcript as "credit only"; no grade is to be awarded for this assessment; and this course is not to be used in calculating the student's GPA.
- E. The nursing program Director will be responsible for notifying the Illinois Department of Professional Regulation Nursing Section and other appropriate regulatory agencies that the Nursing 140 course is recognized as equivalent to Nursing 101 and Nursing 102 combined as a requirement for graduation from the program.
- F. Students who do not earn a minimum grade of "C" in the LPN/ ADN Bridge course on the first attempt are not allowed to repeat the course and must seek an alternate entrance to the ADN Nursing Program.
- * All references to faculty include adjunct faculty members.
- ** Students enrolled in the 1 + 1 Nursing Program (0140) are not required to complete Nursing 140.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 5/21/79

REVIEWED: 1991, 1998, 2002, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Acceptance of Credit at City Colleges of Chicago from Other Sources

POLICY:

1. Transfer from regionally accredited institutions should be made for courses for which there is an approved equivalent on the college's ICCB master file and for which the student has earned a grade of C or better.
2. Non-traditional credits: City Colleges of Chicago students may earn credit by examination (CLEP or others). Credit for life experience, work experience, or for adult education courses, may be validated through examination, by portfolio, or other means of validation by the Office of Student Affairs.
3. Program admission and program completion requirements must be met by new and transfer students.
4. Advanced placement credits will be awarded for scores of 3, 4, and 5 on the ETS certified exam with grade equivalencies of C, B, and A, respectively.
5. The last college from which 15 semester hours are earned will become the college from which their Associates Degree will be awarded.
6. Up to 45 hours may be counted toward the completion of a degree.

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**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor **ISSUED BY:** O. Shabat **DATE:** 2/8/78

REVIEWED: 1991, 1998, 2002, 2003, 2009

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Individuals Visiting Classes

POLICY:

Only individuals who are officially registered for a class shall be allowed to be present in a class, unless written consent is provided by the Vice President or designee, and such consent is obtained at least five business days in advance of the class meeting. Students may not bring children into the classroom while instruction is occurring. College administrators do not require written permission to visit a class.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Administrative Services **ISSUED BY:** L. Stanton **DATE:** 10/26/89

REVIEWED: 1991, 1998, 2000, 2003, 2009

REVIEWED BY: **ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND VICE CHANCELLOR**

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Access to College Facilities**

POLICY:

During the hours* when the Office of Admissions, Administration, 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 President.

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

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

* Hours vary at each college.

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