

30543
ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
SEPTEMBER 8, 2010

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

RESOLUTION

TO ADOPT

THE REVISIONS TO THE STUDENT POLICY MANUAL OF
THE CITY COLLEGES OF CHICAGO
[Article IV, Section 4.2.1]
2010-2011

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 enumerated in Sections 3-31 through 3-43 of this Act. This enumeration of powers is not exclusive but the board may exercise all other powers, not inconsistent with this Act, that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board."

WHEREAS, Section 1.8 of the Rules for Management and Government of the City Colleges of Chicago ("Rules"), provides for the amendments and revisions to policies, procedures and registration;

WHEREAS, the attached amendments to the District's Student Policy Manual (Exhibit A) have been proposed and will be published pursuant to Article IV, Section 4.2.1 of the Rules; and

WHEREAS, said revisions have been proposed by the Office of Academic Affairs and have been reviewed and approved by Officers of the District (an Executive Summary is attached hereto as Exhibit B);

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby adopts the revisions to the District's Student Policy Manual effective as of the Fall 2010 semester, and said revisions will be reflected in updated publications of the Student Policy Manual and posted on the City Colleges of Chicago website.

September 8, 2010 – Office of Academic Affairs

Student Policy Manual 2010 Revisions

Policy pg #	Current Policy	Proposed Changes	Recommended by	Office Responsible for Change	Date Implemented
General Admissions Procedures (pg 10)	Note: Effective Fall 2009. Electronic transcripts received directly from sending institution will be accepted	Electronic transcripts received directly from sending institution will be accepted	Simon Visser	Registrar's Office	
Residency (pg 16)	Utility or Telephone Bill	Utility or Home Telephone Bill	Simon Visser		
Financial Obligation (pg 17)	Students are expected to pay when enrolling. Acceptable payment includes cash, check, credit/debit cards, enrollment in F.A.C.T.S. eCashier or a Financial Aid Deferment. Failure to make appropriate payment arrangements within two business days of enrollment will result in the initiation of drop processing of all enrolled classes. Whenever possible students dropped for non-payment will be notified by email or by phone.	Students are expected to pay when enrolling. Acceptable payment includes cash, check, credit/debit cards, enrollment in NBS eCashier or a Financial Aid Deferment. Failure to make appropriate payment arrangements within two business days of enrollment will result in the initiation of drop processing of all enrolled classes. Whenever possible students dropped for non-payment will be notified by email or by phone.	Simon Visser		
Drop Policy (pg 18)	Students may drop courses during the first seven days from the start date of class for regular session (or equitable time period for special sessions) without incurring a penalty. After the first seven days of the start of class for regular session (or equitable time period for special sessions), no refunds will be allowed.	Students may drop courses during the first seven days from the start date of class for regular session (or equitable time period for special sessions) without incurring a penalty. After the first seven days of the start of class for regular session (or equitable time period for special sessions), no refunds will be allowed. (Refer to your study list)	Deans of Student Services	Registrar's Office	
Refunds – Credit Courses (pg 18)	Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed during the first seven days from the start of class in a regular session during the fall and spring terms. No refund will be allowed if a student withdraws after the first seven days of class. For specific day, refer to your study list.	Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed during the first seven days from the start of class in a regular session during the fall and spring terms (may differ for summer or special session. Refer to your study list.). No refund will be allowed if a student withdraws after the first seven days of class. For specific day, refer to your study list.	Deans of Student Services	Registrar's Office / Business Office	
Grade Designations and Policies (pg 24)	Grading Basis for Pre-Credit & Continuing Education Classes	Grading Basis for Foundational Studies & Continuing Education Classes	Simon Visser	Office of Academic Affairs	
ADW – Administrative Withdrawals (pg 26)	A student taking a <u>Pre-Credit</u> class who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.	A student taking a <u>Foundational Studies</u> class who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.	Simon Visser	Office of Academic Affairs	
WTH – Student Initiated Withdrawals /Disciplinary (pg 26)	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 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 the cumulative grade point average. Student Initiated Withdrawals occurring after the Statistical date will be counted as registered hours.	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 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 the cumulative grade point average. Student Initiated Withdrawals occurring after the Statistical date will be counted as registered hours.	Deans of Student Services	Registrar's Office / Business Office	
		Students withdrawn for disciplinary reasons will be responsible for all tuition and fees incurred.			
Graduation Requirement (pg 31)	To be eligible for graduation in all credit degree and certificate programs, students must earn a grade of "C" or better in all courses used to satisfy core curriculum and/or general education requirements, and hold a minimum cumulative GPA of 2.0. Elective courses with a "D" final grade may count towards graduation. This policy is effective for all students entering or returning to the City Colleges of Chicago after May 1, 1998 (Board Report #20582, adopted 5-9-98).	To be eligible for graduation in all credit degree and certificate programs, students must earn a grade of "C" or better in all courses used to satisfy core curriculum and/or general education requirements, and hold a minimum cumulative GPA of 2.0. Elective courses with a "D" final grade may count towards graduation. This policy is effective for all students entering or returning to the City Colleges of Chicago after May 1, 1998 (Board Report #20582, adopted 5-9-98).	Office of Academic Affairs	Office of Academic Affairs	

Student Policy Manual 2010 Revisions

Policy pg #	Current Policy	Proposed Changes	Recommended by	Office Responsible for Change	Date Implemented
	All students must complete 21 hours of residency at the City Colleges of Chicago. (Special consideration may be given on a case by case basis by the College President.) The students' degree will be awarded by the college where 15 of the last 21 hours were earned.	All students must complete 21 hours of residency at the City Colleges of Chicago. (Special consideration may be given on a case by case basis by the College President.) The students' degree will be awarded by the college where 15 of the last 21 hours were earned.			
	A student may earn a second degree from a college from which they have graduated. However, the second degree must be different from the first degree earned. Only General Education courses may be applied toward the second degree. Students seeking a second degree or certificate must enroll in and successfully complete a minimum of 15 additional credit hours at the college after the first degree has been posted to the students records.	A student may earn a second degree from a college from which they have graduated. However, the second degree must be different from the first degree earned. An additional 15 course hours may be applied toward the second degree. Students seeking a second degree or certificate must enroll in and successfully complete a minimum of 15 additional credit hours at the college after the first degree has been posted to the students records.			
		EFFECTIVE FALL 2009: All students entering or returning to CCC seeking an Associate of Arts (AA) degree are required to demonstrate proficiency in a language that has a recognized literature or culture. The level of proficiency must be equivalent to that of successful completion of a second semester language course.			
Human Diversity Requirement (pg 31)		ADDED: At least one course must meet the State of Illinois' Human Diversity requirement. The course descriptions on the IAI website for Humanities, Fine Arts, and Social and Behavioral Sciences include the designations "D" for courses designed specifically to examine aspects of human diversity within the United States; and "N" for courses designed specifically to examine aspects of human diversity from a non-U.S./non-European perspective, or courses designed specifically to examine aspects of human diversity from a non-Western perspective. Students should meet with a College Advisor for course selection from the general education core courses under Humanities/Fine Arts, and Social/Behavioral Sciences.			
Psi Beta Honor Society (pg 31)		ADDED: The mission of Psi Beta Honor Society mission is to: promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. To join you must have completed a college psychology course with a grade of B or higher, and have completed 12 units of college coursework with a cumulative college GPA of 3.0.	Dean Gregory Robinson	Deans of Student Services	
Sigma Kappa Delta (SKD) (pg 32)		ADDED: Sigma Kappa Delta is the English Honor Society for two-year colleges. Students who join this honor society earn the recognition and prestige of membership in a national honor society. Students must meet the following eligibility requirements. Have a minimum grade point average of 3.3 (on a 4.0 scale) and no grades lower than a 'B' in English.	Dean Wendell Blair	Deans of Student Services	
Name Change (pg 34)		ADDED: Official ISIR	Simon Visser		
Educational Records – Student Access (pg 35)	In such a case, no directory information will be released, nor will transcripts be released to other educational institutions.	In such a case directory information may be released. No transcripts will be released to other educational institutions if a student's record contains a financial block.			
Formal Hearing (Suspensions of 6 or more days or expulsion) (pg 43)	The College President's written decision to expel or to suspend the student in excess of five (5) days shall be forwarded to the Chancellor for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision is effective immediately.	The College President's written decision to expel the student in excess of five (5) days shall be forwarded to the Chancellor for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision is effective immediately.	Deans of Student Services	Deans of Student Services	

Student Policy Manual 2010 Revisions

Policy pg #	Current Policy	Proposed Changes	Recommended by	Office Responsible for Change	Date Implemented
Policy Statement (pg 44)	Except as allowed by law, the Board of Trustees prohibits discrimination by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in Board programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. "Discrimination" shall include harassment or the creation of a hostile work environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. Any employee, student or other person who believes that he or she has been the victim of prohibited discrimination shall file a complaint within 180 days of the occurrence of the discrimination in accordance with the procedures set forth below.	Except as allowed by law, the Board of Trustees prohibits discrimination by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in Board programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, transgender, genetic predisposition or carrier status, marital status, disability, handicap, status as victim of domestic violence, veteran status or the exercise of rights guaranteed by local, state or federal law. "Discrimination" shall include harassment or the creation of a hostile work environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. Any employee, student or other person who believes that he or she has been the victim of prohibited discrimination shall file a complaint within 180 days of the occurrence of the discrimination in accordance with the procedures set forth below.	Deans of Student Services	EEO Officer	
AA (pg 52)	The Associate in Arts degree is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities. Incoming students may choose from a broad selection of liberal arts and science courses leading to an AA degree.	The Associate in Arts degree is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities. Incoming students may choose from a broad selection of liberal arts and science courses leading to an AA degree. All students entering or returning to CCC seeking an Associate of Arts (AA) degree are required to demonstrate proficiency in a language that has a recognized literature or culture. The level of proficiency must be equivalent to that of successful completion of a second semester language course.	Simon Visser		
AGS (pg 52)	The Associate in General Studies degree is an attractive alternative for students to explore a range of subject areas without concentrating on any particular one or who are undecided about future educational or career goals. The program requires successful completion of a total of 60 semester hours of general education and elective courses with a minimum cumulative grade point average of 2.00, in addition to the student having satisfied the Constitution requirement. The AGS is neither a transfer nor a career entry degree. While other colleges may accept credit earned toward this degree, no articulation agreements guaranteeing that the student will enter a Bachelor's Degree program with junior standing has been established.	The Associate in General Studies (AGS) degree is an attractive alternative for students to explore a range of subject areas without concentrating on any particular one or who are undecided about future educational or career goals. The program requires successful completion of a total of 60 semester hours (20 general education and 40 elective courses) with a minimum cumulative grade point average of 2.00. The AGS is neither a transfer nor a career entry degree. While other colleges may accept credit earned toward this degree, no articulation agreements guaranteeing that the student will enter a Bachelor's Degree program with junior standing has been established.	Simon Visser		
u.Select (pg 56)		www.transfer.org/uselect	Simon Visser		
Glossary of Terms		Added: (ISIR) Institutional Student Information Record is the college electronic output document of student's Free Application for Federal Student Aid (FAFSA)	Simon Visser		

EXHIBIT B

EXECUTIVE SUMMARY PROPOSED REVISIONS TO THE STUDENT POLICY MANUAL OF THE CITY COLLEGES OF CHICAGO 2010-2011

The proposed changes submitted to the Board of Trustees for the Student Policy Manual are designed to address the following policy matters:

PART II – ADMISSIONS POLICIES AND PROCEDURES

- Admissions Requirement - Enables the receipt of electronic transcripts

PART III – TUITION, FEES, WAIVERS AND REFUNDS

- Drop Policy - Clarifies the drop policy relative to regular term and special session
- Refunds – Credit Courses - Clarifies the refund policy relative to regular term and special session

PART V - GRADE DESIGNATIONS AND POLICIES

- Grade Designations - Changes reference from Pre-Credit to Foundational Studies
- Non Grade Designations –
 - Changes reference from Pre-Credit to Foundational Studies regarding administrative withdrawals
 - Clarifies a students' responsibility to withdraw from a course and the ramifications if they do not do so
- Graduation Requirement –
 - Clarifies graduation requirements relative to residency requirements as well as obtaining a second degree and fulfilling the foreign language requirement for an Associates of Arts degree
 - Changes requirements for the maximum number of course hours from first degree earned that may be applied toward earning a second degree
- AA Foreign Language Requirement - Emphasizes the foreign language requirement for an Associates of Arts degree

**EXECUTIVE SUMMARY CONTINUED – PROPOSED REVISIONS TO THE STUDENT POLICY MANUAL
OF THE CITY COLLEGES OF CHICAGO
2010-2011**

- Honor Societies –

- Includes Psi Beta Honor Society
- Includes Sigma Kappa Delta English Honor Society

PART VI – ACADEMIC POLICIES

- Name Change – Includes the Institutional Student Information Record (ISIR) as one of the acceptable documents for a name change request

PART VII – STUDENTS’ RIGHTS AND RESPONSIBILITIES

- Disciplinary Hearings – Changes language from “expel or suspend” to “expel” only

PART VIII – GENERAL POLICIES AND NOTIFICATIONS

- Policy on Equal Opportunity in Employment, Programs, Services and Activities – Adds “sexual orientation, transgender, genetic predisposition, & carrier status” to policy prohibiting discrimination

PART IX – GLOSSARY OF TERMS

- Associate of Arts Degree (AA) - Adds foreign language requirement for Associate of Arts Degree
- Associate in General Studies (AGS) - Clarifies AGS requirement of 20 hours general education & 40 elective courses
- Institutional Student Information Record (ISIR) - Adds ISIR to glossary of terms

PART X – REFERENCE LINKS

- U.Select – Adds www.transfer.org/uselect to reference links