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**ADOPTED – BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
MAY 3, 2012**

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

RESOLUTION

**TO ADOPT
AMENDMENTS TO THE STUDENT POLICY MANUAL OF
THE CITY COLLEGES OF CHICAGO**

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 4.2 of the Policies and Procedures for Management and Government of the City Colleges of Chicago, provides for the amendments and revisions to policies, procedures and regulations;

WHEREAS, effective July, 2012, new Federal Satisfactory Academic Progress (SAP) regulations were introduced. The SAP regulations stipulate nationally consistent terminology and tighter SAP measurement controls for determining student eligibility to receive assistance under the Title IV, HEA programs.

WHEREAS, the attached amendments to the District’s Student Policy Manual (Exhibit B) have been proposed and will be published in Student Policy Manual; 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 A);

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 2012 semester, and said revisions will be reflected in updated publications of the Student Policy Manual and posted on the City Colleges of Chicago website.

May 3, 2012 – Office of Student Affairs

EXHIBIT A

EXECUTIVE SUMMARY PROPOSED AMENDMENT TO THE STUDENT POLICY MANUAL OF THE CITY COLLEGES OF CHICAGO 2011-2012

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

PART V – GRADE DESIGNATION AND POLICIES

Credit Program/Plans – Effective July, 2012, new Federal Satisfactory Academic Progress (SAP) regulations were introduced. They stipulated nationally consistent terminology and tighter SAP measurement controls for determining student eligibilities to receive assistance under the Title IV, HEA programs. The new rules allowed the incorporation of SAP Academic Plans with the student appeal processes of postsecondary institutions that conduct SAP assessments at the end of each payment period. The remaining section of this version of the *Student Policy Manual* has been composed to implement all of the provisions accorded by 34 CFR 668.34.

EXHIBIT B
STUDENT POLICY MANUAL AMENDMENTS

Satisfactory Academic Progress

The United States Department of Education requires colleges to establish satisfactory academic progress (SAP) policies that use qualitative and quantitative measures to assess students' progress towards completing their educational programs. Subsequently, their SAP performance is incorporated with determinations of their eligibility to receive student financial aid funds from programs under the Title IV, Higher Education Act of 1965, as amended (HEA). Failure to meet the requirements of **all** qualitative **and** quantitative SAP thresholds can negate a student's eligibility to receive assistance under the Title IV, HEA programs.

City Colleges of Chicago measures SAP at the end of each Fall, Spring, and Summer semester in terms of the cumulative grade point average (GPA); percentage of attempted hours that count towards graduation (Pace); and the total hours allocated to allow for completing a specific educational program (Timeframe). Credit and Skills GPAs are the components of the qualitative measures. Timeframe and the Credit and Skills Paces compose the quantitative measures.

New federal SAP regulations were promulgated on October 29, 2010. They stipulated nationally consistent terminology and tighter SAP measurement controls for determining student eligibilities to receive assistance under the Title IV, HEA programs. The new rules allowed the incorporation of SAP Academic Plans with the student appeal processes of postsecondary institutions that conduct SAP assessments at the end of each payment period. The remaining section of this version of the *Student Policy Manual* has been composed to implement all of the provisions accorded by 34 CFR 668.34, retroactively effective July 1, 2011.

GPA Threshold

The qualitative aspect of student performance is measured in terms of the Cumulative GPA. GPA thresholds that students should attain are defined in the Academic Standing section of this *Student Policy Manual*. Those thresholds were not changed by the new SAP regulations. Students who fail to attain their GPA thresholds may have to complete the SAP appeal process to continue their financial aid. Therefore, certain conditions will occur where students could be placed on both Academic Warning and SAP Hold. To continue to receive federal financial aid, they would have to successfully appeal the release of their SAP Hold. General instructions for the SAP appeal process appear at the close of this section.

Pace Threshold

One of the quantitative aspects of student performance is measured in terms of the Pace completion rate percentage. It replaces the Earned Credit Rate quantitative measure. Students are expected to maintain a Pace of at least 67% in their Credit and/or Skills Career classes. The Pace of a student is calculated by first dividing the sum of the cumulative Graduation hours and Transferred hours by the sum of the cumulative Attempted hours and Transferred hours. The calculation is completed by multiplying that quotient by one hundred to yield the Pace as a percentage (see the following formula):

$$Pace = \frac{Graduation + Transferred}{Attempted + Transferred} \times 100$$

Note that attempted hours are determined by subtracting the Remedial Hours from the Registered Hours. Students who fail to attain the 67% Pace may have to complete the SAP appeal process to continue their financial aid. General instructions for the SAP appeal process appear at the close of this section.

The incorporation of Transferred hours with the Pace formula was a federally stipulated change in the earned credit rate calculation. It shall be applied during end of term processing to all students who had enrolled in the Summer 2011 Term. Earned Credit Rates determined prior to July 1, 2011 will not be converted by the Pace definition. Pace rates will be calculated during end of term processing conducted after July 1, 2011.

Maximum Timeframe Threshold

Maximum Timeframe definitions have not been changed by the new regulations. Timeframes are another quantitative aspect of student performance. Timeframes are one of the critical components that are used to determine the number of Credit, Skills, and Transferred hours to be covered by Title IV, HEA programs. The grand total is called the Credit Hour Limit and is defined as:

$$Credit\ Hour\ Limit = Maximum\ Timeframe + Remedial (\leq 30)$$

where:

$$Maximum\ Timeframe = 150\% \times Minimum\ Program\ Length$$

Students' Maximum Timeframes and Credit Hour Limits are defined as zero, regardless of their Remedial hours, whenever their educational programs are not eligible under Title IV, HEA. Their Maximum Timeframes and Credit Hour Limits will be greater than zero when they have enrolled in educational programs that are eligible for Title IV, HEA assistance. No more than thirty credit hours can be used for the Remedial component in the formula.

Eligibility for Title IV, HEA funds are blocked by a SAP Hold whenever a student's Load, the sum of Credit Registered, Skills Registered, and Transferred hours, exceeds the Credit Hour Limit. Students will be placed on Alert status whenever their Load falls within 12 hours of their Credit Hour Limit. Alerts will not be equivalent to probationary statuses. Students with Loads exceeding their Credit Hour Limits will have to use the Appeal for the Release of the Timeframe SAP Hold forms to apply for reinstatements of their financial aid eligibility.

Financial Aid Warning

Financial Aid Warning is a new, federally defined status. It is to be automatically assigned at the end-of-term processing whenever a student's status drops from Clear due to failures to meet the GPA and/or Pace Thresholds. Financial Aid Warning students are eligible to apply for federal financial aid for a subsequent term without appealing. Student matriculations may have multiple, but not consecutive, Financial Aid Warning statuses. Financial Aid Warning status is not assigned to, nor affected by, timeframes because timeframes are either sufficient or deficient. Financial Aid Warning is not equivalent to Academic Warning because it is generated by failures to attain GPA and/or Pace Thresholds in Skills and/or Credit Careers classes.

SAP Hold

Students on either Financial Aid Warning or Financial Aid Probation who fail to attain their GPA and/or Pace Thresholds at the end of term shall be placed on a SAP Hold. Also, students will be placed on a SAP Hold whenever their Loads exceed their Credit Hour Limits. SAP Holds block financial aid eligibility. To regain eligibility, they will have to either successfully appeal for reinstatement or meet all of the qualitative and quantitative SAP Thresholds without the assistance of Title IV, HEA programs.

Financial Aid Probation

Financial Aid Probation is a new, federally defined status. It is to be manually assigned to students who successfully complete the SAP appeal process for the release of their SAP Hold for the reinstatement of their financial aid eligibility. Financial Aid Probations are not to be assigned to SAP Hold releases performed solely for timeframes accommodating student Loads. Financial Aid Probation statuses are automatically

changed to either SAP Hold or Clear at the end of a student's active term. Therefore, Financial Aid Probation is not an end of term indicator – it temporarily serves to represent appeal approvals within the students' active term. Students may be allowed consecutive terms of Financial Aid Probation if their performance manifests compliance with the criteria of their SAP Academic Plan and appeal.

SAP Appeal Process

Students who have been placed on SAP Hold and desire to apply for federal financial aid shall be required to successfully complete the SAP Hold appeal process. They will have to submit their SAP appeal packets to the Office of Student Services at the college they plan to attend. Students will not be allowed to receive financial aid through a campus that had not approved their SAP appeal packet

Non-financial aid students who have been placed on Academic Exclude will have to petition for readmission by completing the GPA and Pace SAP Hold Appeal Form and, if necessary, agreeing to follow a SAP Academic Plan. Non-financial aid students will not have to complete SAP appeals for deficient Paces and/or exceeded timeframes. The SAP Hold will not be released for non-financial aid Academic Exclude students who have successfully petitioned for readmission. Their approved readmission petitions will allow them to register for classes without Title IV financial aid.

The GPA and Pace SAP Hold Appeal Form shall serve as the cover page of an appeal packet. An appeal packet cannot be processed if that form has not been completed and attached as a cover sheet.

SAP appeal packets must be submitted by the posted deadline. Appeal packets must be completed and approved before the date for end of term processing. Students must contact a Student Services Academic Advisor to start the appeal process.

Students will have to draft a summary narrative, under consultation with an Academic Advisor, that [1] explains the mitigating circumstances that had hindered their attempt to attain the SAP thresholds and [2] describes the changes that had been made to assure progress towards attaining the SAP thresholds. Students may be required to provide documents that substantiate items [1] and/or [2] of their student summary narratives. The composition of the student narrative summary and corroborating mitigating circumstances documents must comply with the criteria defined by the *City Colleges of Chicago Guidelines for Satisfactory Academic Progress Appeals and Academic Plans* (The Guidelines). The Guidelines provide the requirements that must be satisfied under the mitigating circumstances categories Personal Illness, Personal Circumstances, Imposed Employment Changes, Changes in Academic Program, Other Reasons, and Administrative Error.

Student appeals can be denied if their failure to achieve satisfactory academic progress was not attributed to mitigating circumstances. Appeal denials can be based solely on [1] failures to provide third-party documentation that evinced mitigating circumstances and/or [2] failures to follow and/or attain the goals of their SAP Academic Plan. If the basis of the denial did not include Academic Exclude, students may be allowed to continue their enrollment at one of the City Colleges of Chicago with the assistance of private loans or other forms of student financial aid. The Financial Aid Department should provide them with such information.

If the basis of the denial included Academic Exclude, students may be prohibited from attending any of the Credit and Skills Careers classes offered by the City Colleges of Chicago for a specified number of terms, regardless of financial aid status and/or intent. They will be allowed to enroll at the expiration of the prohibited period. Since Pace calculations require the inclusion of transferred credits, rejected appellants may be required to make up their Deficit Pace Units at institutions that are not members of the City Colleges of Chicago. Transferred hours can be used to offset Deficit Pace Units. The Deficit Pace Units are the number of hours, Credit or Skills, students needed to attain a 67.0% Pace. The number of courses recommended by a SAP Academic Plan would accommodate the size of the Deficit Pace Units.

Students will have to use the Appeal for the Release of the Timeframe SAP Hold Form whenever their Cumulative Registered Hours equals or exceeds their Credit Hour Limit. Successful completion of that form may yield an extended Credit Hour Limit. That form is to serve as an additional cover for the appeal packet whenever an exceeded Credit Hour Limit was not the sole cause of the SAP Hold.

Implementation

Students enrolling for classes after June 30, 2011 will have their SAP performance measured by the parameters of the new regulations during the subsequent, end of term processing.

Hold, clear, and probationary statuses that had been set prior to July 1, 2011, will be honored without changing the historical record. Subsequent end of term assessments will incorporate the constraints and terminology stipulated by the new regulations.

Students having to complete the SAP appeal process after June 30, 2011, will be subject to the new regulations. For example, Academic Excludes will have to provide mitigating circumstances documents under the same rigor as earned credit rate appeals.