

City Colleges of Chicago

Richard J. Daley College
Kennedy-King College
Malcolm X College
Olive-Harvey College
Harry S Truman College
Harold Washington College
Wilbur Wright College

STUDENT POLICY MANUAL <http://www.ccc.edu/studentpolicy>

Effective: September 2010

City Colleges of Chicago prohibits discrimination in employment, admissions, programs and services. The District's policies are contained in the Student Policy Manual or at the City Colleges Website at www.ccc.edu/studentpolicy. Students with equal opportunity concerns may contact the EEO Officer through the Office of Human Resources at 312/553-2869, via e-mail at eeofficer@ccc.edu or via mail addressed to City Colleges of Chicago, Attention: EEO Officer, 226 West Jackson Blvd., 12th Floor, Chicago, IL 60606.

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PART I: PREFACE

Mission Statement

The City Colleges of Chicago delivers exceptional learning opportunities and educational services for diverse student populations in Chicago. We enhance knowledge, understanding, skills, collaboration, community service and life-long learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society. We work proactively to eliminate barriers to employment and to address and overcome causal factors underlying socio-economic disparities and inequities of access and graduation in higher education

The Officers of the District for the City Colleges of Chicago are:

District Administration

Cheryl L. Hyman, Chancellor

Angela M. Henderson, Provost & Chief Academic Officer

Diane Minor, Vice Chancellor of Administrative Services & Procurement

Kenneth Gotsch, Vice Chancellor of Finance, Chief Financial Officer

Michael A. Mutz, Vice Chancellor of Client Services & Student Engagement

Alvin Bisarya, Vice Chancellor of Strategy & Institutional Intelligence

Michael Daigler, Vice Chancellor of Development

Joyce Carson, Vice Chancellor of Business Enterprise

Craig Lynch, Vice Chancellor of Information Technology, Chief Information Officer

Xiomara Cortes-Metcalf, Vice Chancellor of Human Resources & Labor Relations

James M. Reilly, General Counsel

Dolores Javier, Treasurer

College Presidents

Dr. Jose Aybar, President, Richard J. Daley College

John Dozier, President, Kennedy-King College

Ghingo Brooks, President, Malcolm X College

Clyde El-Amin, President, Olive-Harvey College

Lynn Walker, Interim President, Harry S Truman College

John Metoyer, Interim President, Harold Washington College

Charles Guengerich, President, Wilbur Wright College

The purpose of the *Student Policy Manual* is to outline policies and procedures to provide an explanation of students' rights and responsibilities while enrolled in programs or accessing services offered by the City Colleges of Chicago. Effective September 2010, all new and non-continuous students will be required to adhere to the City Colleges of Chicago policies in effect at the time of entering or re-entering City Colleges of Chicago.

The *Student Policy Manual* (Appendix XIII of the *Rules for the Management and Government of the City Colleges of Chicago*) defines the rules that govern students registered in any and all programs at the City Colleges. These include: *Part II – Admissions Policies and Procedures, Part III – Tuition, Fees, Waivers and Refunds, Part IV – Financial Aid Eligibility and Policies, Part V – Grade Designations and Policies, Part VI – Academic Policies, Part VII – Students' Rights and Responsibilities, and Part VIII – General Policies and Notifications.*

Students are responsible for reading and understanding all aspects of the *Student Policy Manual*. Students who have questions regarding their academic status should consult a College Advisor or the Office of Student Services at the college. This *Student Policy Manual* applies to all students who have registered for classes at the City Colleges of Chicago effective Fall 2010. The rules contained in this booklet stem from the Rules for the Management and Government of the City Colleges of Chicago (available for public viewing in the college libraries).

VISION

The City Colleges of Chicago aspires to be a premier, first choice educational destination highly accessible to diverse student populations in Chicago and around the world and widely recognized for excellence and leadership. Through the power of education, we inspire and transform the lives of our students and those connected to them, enhance the communities we serve, and catalyze positive socio-economic change.

CORE VALUES

The City Colleges of Chicago believe that knowledge, skills, education and life-long learning are fundamental to the achievement of equal access and the opportunity to make a better life. Accordingly,

- **We are student centered.** Our students always come first. We provide the academic programs and support required to ensure student success. Their success is our success.
- **We value teaching and learning.** We believe an engaging student learning environment fosters growth and development. We actively seek faculty who meet globally competitive standards, collaborate and foster exceptional learning environments, and who utilize innovative practices that enhance student learning.
- **We value rigorous assessment of the academic process.** We believe in providing valid and reliable assessments to measure and improve student learning and effective teaching.
- We are an open-door institution. We welcome one and all to visit, enroll, learn, and reap the rich rewards that education enables.
- **We provide an individual educational plan for each student.** We welcome students “wherever they are” and assist them in achieving their educational goals and full potential.
- **We are committed to affordable and accessible education.** We actively strive to deliver quality educational services at costs that are within the reach of our diverse student population.
- **We value and actively promote diversity.** We believe diversity enhances the richness of the educational experience and leads to understanding, tolerance, and an appreciation of the differences embodied in each of us. We believe that faculty and staff diversity should reflect the demographics of our student body.
- **We believe in excellence** regarding hiring standards and performance expectations as applied to teaching, management, operations and services.
- **We are responsive and aligned** with the dynamically changing curricular needs of our stakeholders, and we value community service and partnerships.
- **We value the creation of paradigms for change** to ensure social and economic barriers to employment are eliminated.
- **We are committed to ethical conduct.** We operate with the highest level of integrity, respect, honesty, and accountability in a fully transparent environment.

SERVICE EXCELLENCE MISSION STATEMENT

The City Colleges of Chicago is committed to addressing the diverse needs of our college community by developing and implementing system-wide customer-service standards and practices that will permanently improve the quality and consistency of services delivered to our students, faculty and staff. This will in turn fulfill the educational and career needs of our college constituencies by vastly improving student recruitment and retention, raising student course completion rates, elevating overall student performance levels, expanding student career and educational opportunities, and successfully transitioning those students seeking to bridge over to four year institutions.

SERVICE EXCELLENCE INITIATIVE VISION STATEMENT

The City Colleges of Chicago will be recognized as the premier provider and model for excellence in customer service to its students, faculty, and staff constituencies, and the neighboring communities, amongst all two-year educational institutions in the metropolitan Chicago area, thus making us the first-choice educational destination and provider for all diverse populations preparing for the demands of the twenty-first century.

CITY COLLEGES' STATEMENT OF SERVICE EXCELLENCE

Service Excellence is a guiding value in the day-to-day operations of the City Colleges of Chicago. At City Colleges, when we say "Service Excellence", we mean a comprehensive, collaborative, and system-wide approach that applies critical thinking which initiates a customer/student-centered approach to attracting, maintaining and fostering relationships of life long learning.

The City Colleges of Chicago demonstrates Service Excellence by:

- **Professionalism** (*friendly demeanor, willingness to serve, respectful, acknowledgment of customer, "on-stage" demeanor*)
- **Accountability** (*owning the issue/concern, knowing your job, following up*)
- **Active Listening** (*anticipating the issue, knowing the students' needs*)
- **Respect** (*service with a smile, the Golden Rule*)
- **Training** (*educating all CCC employees, educating the customer*)

PART II: ADMISSIONS POLICIES AND PROCEDURES

Admission Requirement

The City Colleges of Chicago are open admission colleges. Everyone is welcome. All students are required to take the District assessment and placement tests (unless you are a transfer student or choose to use recent ACT scores). Incoming students who have earned a grade of "C" or better in college level English or math courses (from a regionally accredited institution, (www.accreditedschools.org) are exempt from being tested, provided official transcripts are submitted verifying successful completion of courses. Electronic transcripts received directly from sending institution will be accepted. (See the Testing Policy Manual for more information regarding testing). Students who are admitted to college credit programs include:

- Graduates of accredited high schools
- GED completers
- Transfer students from other colleges or universities
- Adult students 18 years of age or older who have not earned a high school diploma or a GED (these students must take a college placement exam for course placement)
- Students 16-18 years of age, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam
- Students who are home schooled or attended non-accredited high schools must take the Ability to Benefit Test

City Colleges of Chicago grants H-1B, H-1C, H-4, J-1, J-2, L-1 & L-2 visa holders living in the City of Chicago, In-District tuition. The criteria for granting approval for H-1B, H-1C, H-4, J-1, J-2, L-1 & L-2 visas holders for the City Colleges of Chicago, In-District tuition should be accompanied by:

- * Copies of employment documents and visa
- * Proof of Chicago residency
- * Letter from employer authorizing college attendance

Once submitted, the visa holder's application will be complete and the potential student will be authorized to enroll in the maximum hours outlined in their employment contract.

Admission Requirement and Procedures – Adult Education

The Adult Education Program offers classes to students who want to improve their basic skills in reading, writing, and mathematics, prepare for the GED examination, and/or study English as a second language. Adult Education classes are also taught in Spanish to prepare students who wish to take the GED test in Spanish. All classes are tuition-free to eligible students. Students enrolled in Adult Education classes do not earn college credit in these classes.

Adult Education Program classes are open to adults, 19 years of age or older, who do not have a high school diploma or a GED certificate. Persons who are 16, 17 or 18 years of age may enroll only if they are not attending traditional high school. These students (aged 16 to 18) must provide one of the following forms of documentation to be admitted to the Adult Education Program:

- transcript with withdrawal date from the last high school that the student has attended;
- a letter from the last school of attendance, stating that the student is no longer enrolled; or

- a letter from the high school within the student's district that states that the student does not attend that school.

In addition, a student who is 18 years old and whose high school class has graduated does not need documentation of separation from high school.

Students who have a high school diploma or a GED certificate may only be served in adult education programs if they test below the sixth-grade level in reading.

A student who wishes to enroll is required to participate in orientation, take a placement test; complete a student information card and outcome form; and may be asked to supply additional documentation.

Adult education students may enroll in a maximum of 16 hours in beginning and intermediate classes and a maximum of 19 hours in advanced or GED-level classes per term. Students may be permitted to enroll in a maximum of 20 hours with the consent of the Adult Education dean.

General Admissions Procedures

New Students (degree/certificate seeking)

New full-time and part-time students who are seeking a degree or other certification must complete the following steps:

1. Complete an Information Form
2. Take the City Colleges of Chicago placement test as required of all new students (Students submitting proof of successful completion of college level math, English and reading or opting to use ACT scores are exempt from testing)
3. Students who have not graduated from a regionally accredited high school or have not earned a GED certificate must score at or above a federally-designated level, on a test approved by the U.S. Department of Education, in order to be eligible for financial aid. The test must be administered at the City Colleges of Chicago. All parts of the test must be taken on the same day.
4. Students earning six (6) credit hours of college level courses leading to a degree or certificate, and passing with a "C" or better, will be identified as meeting 'ability to benefit,' and deemed eligible for future financial aid.

New Adult Education Students

All new students are required to complete a Student Information Card and attend an orientation, as provided by their college, before enrolling in the Adult Education Program for the first time.

Transfer Students

Transfer students must complete the same steps as "New Students". Additionally, they must submit official transcripts from accredited colleges and universities previously attended and/or take appropriate placement tests based on program requirements.

Former CCC Students

Former students returning in good standing and have not attended another college or university do not have to apply for readmission.

Adult Education Students

Students who have not continuously enrolled and regularly attended classes from one term to the next will need to be reassessed by a designated administrator before reenrolling in classes.

Excluded Students

Any full-time or part-time student excluded or dropped from one of the City Colleges of Chicago, must petition for readmission. Petitioning students must submit the following:

1. Completed College petition form
2. Any additional documentation requested by the Readmission Committee

For more information, please refer to page 29.

Admission for Signature Program/Plan

Admission to college doesn't guarantee admission to signature academic program/plans (i.e. Nursing, Physicians Assistants, Dental Hygiene, etc.) Signature program/plans are conducted on a limited enrollment basis and have admissions requirements in addition to the general admissions criteria. Students who apply for admissions to signature program/plans must follow special procedures. (Consult www.ccc.edu for admission requirements.)

International Students

It is expected that international students will have successfully completed the equivalent of primary and secondary education prior to enrollment. Students must comply with the following requirements:

1. Submit an international student admissions application packet
2. Submit transcripts from all secondary institutions attended, as outlined on our website at www.ccc.edu/isa/
3. Pay the I-20 student visa processing fee
4. Achieve a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) written test, a minimum score of 61 on Internet based (TOEFL), or a minimum score of 173 on the computerized test unless they are from a country where English is the official language.
5. Show proof of health insurance. All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/ or upon request.

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

1. Complete the International Student Application Packet
2. Complete the transfer verification form
3. Send an official copy of all transcripts from universities or colleges attended
4. Pay the I-20 student visa processing fee
5. Show proof of health insurance. All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/or upon request.

Students with Disabilities

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. City Colleges of Chicago's goal is to promote equality of opportunity and full participation in our services, programs and activities. We will endeavor to provide reasonable modifications and/or

accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations or modifications are responsible for requesting such accommodation or modification and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Centers. The Disability Access Centers will make every effort to accommodate qualified students with disabilities as required by law.

High School Students

Students 16 years of age or older still enrolled in a high school in the Chicago district may be considered for enrollment in credit courses at the college. Students must have the written consent of their high school principal or counselor and have qualified for college classes through placement testing or previous course completion.

Students under 16 years of age in a gifted or accelerated program may be admitted to college courses with the approval of the Registrar and the high school principal. High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed. Course credit will be held in escrow until the student has graduated from high school. All questions regarding enrollment of high school-age students should be referred to the Admissions and/or Advising Offices.

Gifted Students / Special Enrollment

Students under age 16 must receive executive approval by the College President or designated official to enroll in college credit courses. Once approval is granted, special consideration will be given on a case by case basis as determined by the College President or designee.

Concurrent Enrollment within the District

Concurrent enrollment within the District (at more than one of the City Colleges) is permitted. If the student is enrolled in equal number of hours at more than one college, the first college in which the student is enrolled is considered the home campus.

Concurrent Enrollment outside the District

If a student receives financial aid, the student must have written approval for concurrent enrollment outside the District from the Financial Aid Office, in order to receive financial aid based on enrollment at both institutions.

Assessment and Placement – Credit

Prior to registration and to ensure proper academic placement, all first time credit and Adult Education students will take appropriate District assessment/placement tests. A student intending to enroll in a course which does not have a prerequisite may enroll, but will not be permitted subsequent enrollment in a course requiring a prerequisite without taking appropriate and placement test(s).

Admission to a City College does not ensure entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their program. Results from the District assessment and placement tests will determine enrollment level in the program of choice (depending on program requirements). Compass placement scores expire after one year.

High school graduates may use ACT scores for placement. Scores must be less than two years old. Credit students may obtain a waiver if they have received a grade of "C" or better in a college-level English or math course or have already earned an Associates degree or higher. Students requesting a waiver must provide a transcript to document successful completion of college-level course work, particularly English 101 / Freshmen

Composition.

Assessment and Placement – Adult Education

Prior to registering in adult education classes, students are required to take necessary placement examinations. All students are also required to complete an outcome plan with an advisor or an adult education instructor during registration each year.

International Students – Requirement for Test of English as a Foreign Language (TOEFL) and Waivers

The City Colleges requires prospective international students whose native language is not English to take the Test of English as a Foreign Language (TOEFL). If TOEFL is not available in the student's country of origin, an English equivalent test will be administered. The TOEFL test requirement will be waived if the international students originate from a country where English is the official language. A transcript with a test score of at least 500 (173 on computerized tests) or 61, Internet Based, will be a part of the completed application process before the Dean of Student Services or designee may issue an I-20 form. The testing requirements of this rule may be waived by the College President upon the recommendation of the College English Department Chair, providing the International student has demonstrated proficiency in English as a foreign language.

Transfer Credit

Students transferring credit to the City Colleges of Chicago are required to submit official college transcripts reflecting all college credits earned at other regionally accredited institutions (www.accreditedschools.org) previously attended. Successful completion of courses with a grade of "C" or better will be evaluated. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation. Transfer credit is not calculated into Grade Point Average (GPA). Approved transfer hours will be posted to degree seeking students' academic records by the Registrar's Office to facilitate accuracy in advising and course selection.

Evidence of successful completion of college courses at another educational institution does not, in and of itself, qualify a student for financial aid.

Internal Inter-Career Transfer

Courses taken at City Colleges of Chicago in a career(s) other than the student's current career will not be factored into the calculation for graduation hours, cumulative hours, cumulative GPA, graduation GPA, academic standing, or satisfactory progress. Courses taken in another career(s) will not be included in the graduation calculation until the student formally enters that career and the internal inter-career transfer process occurs.

Credit for Prior Learning / Credit by Assessment

College credit may be granted for specialized courses, general education courses, or elective courses through the evaluation and/or assessment of appropriate prior learning experiences. Grades will not be awarded and credit earned will not factor into Grade Point Average (GPA). The City Colleges of Chicago may grant credit for college-level knowledge and skills acquired outside the classroom in two ways:

Credit by Examination

A student may earn college credit by successfully completing one or more of the following examinations: *General Education Examinations* or *College Level Examination Program (CLEP)*, *Criminal Justice/Police Proficiency Examinations*, *DANTES Examination*, and/or the *Medical Terminology Examination*. *Grades will not be awarded and credit earned will not factor into Grade Point Average (GPA)*

Credit by Evaluation

A student may request evaluation for City Colleges' credit of on-the-job training and development courses, or of courses taken at a non-collegiate institution. Grades will not be awarded and credit earned will not factored into Grade Point Average (GPA). A student may earn City College credit

through one or more of the following evaluation processes: Portfolio Evaluation, Military Evaluation, Evaluation of Foreign Credentials, Evaluation of Certified Child Development Associate Credential, Evaluation of Emergency Medical Services (Paramedic Training), and/or Evaluation for Licensed/Practical Nursing Bridge Programs

Standard fees may apply to process Credit By Assessment /Prior Learning applications. Grades will not be awarded and credit earned will not be factored into Grade Point Average (GPA). Credit earned through the Credit for Prior Learning Program is considered transfer credit and will not be calculated into grade point average. Credit for Prior Learning may be awarded to CCC students *after they have earned twenty-one (21) hours within the City Colleges of Chicago*. The Chancellor or designee will establish procedures for the awarding of such credit consistent with the policies of accrediting institutions. For more information about Credit for Prior Learning Programs, please contact the Office of Student Affairs at (312) 553-3363 or go to the website (www.ccc.edu/co/prior.shtml) and click on course offerings.

Sunset Policy

Students will have to change their program/plan if they are enrolled in an academic program/plan that has been identified for discontinuation by the City Colleges of Chicago and/or the Illinois Community College Board. Their change to a different program/plan must be completed prior to the "sunset date" (i.e., the official inactive date). They shall be required to consult with a College Advisor to facilitate the change in an active program/plan. These provisions stem from the City Colleges of Chicago Sunset Policy and Procedures.

Advanced Placement Program

High School students completing advanced placement courses and receiving scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations will be awarded transfer credit for the equivalent college credit course. For more information on the Advanced Placement Program, please contact the Office of Student Affairs at (312) 553-3363.

Military Credit

Credit toward graduation may be granted to a veteran for certain armed forces/military service experiences and armed forces schooling. All applications must be documented. For more information about Military Credit, please contact the Office of Student Affairs at (312) 553-3363.

PART III: TUITION, FEES, WAIVERS AND REFUNDS

Tuition, fees and charges are determined by the Board of Trustees of Community College District 508, which operates the City Colleges of Chicago. All tuitions, fees and charges are subject to change at any time by the Board of Trustees.

Tuition and fees are payable at the time of registration. Other charges are payable when incurred.

Residency

Enrollment of students is classified, for the purpose of determining fees and tuition, as in-district, out-of-district, out-of-state students or international students. Preferred documents which can be used for residency verification include:

1. Driver's License
2. Voter Registration Card
3. Copy of Lease
4. Utility or Home Telephone Bill
5. State of Illinois Identification Card
6. Mexican Consular ID
7. Official ISIR

Dependent Registrants may present the following:

1. State of Illinois Identification Card
2. Utility or Home Telephone Bill
3. Copy of Lease in Parents' Name(s) at Student's Address

In-District Students

To qualify as in-district, students must reside within the City of Chicago for at least 30 days immediately prior to the date established by the District for classes to begin for the term.

Out-of-District Students

Students who reside in Illinois but outside Chicago for at least 30 days prior to the date established by the District for classes to begin are considered out-of-district students. Students may be required to furnish legal evidence proving residence.

Out-of-district students, who want to obtain a degree or certificate offered by one of the City Colleges of Chicago, but not their own district community college, should refer to the Tuition Chargeback section of this manual.

Out-of-district students working 35 or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Verification on company letterhead must be submitted for each enrollment. (A pay stub, employee ID, or company letterhead with a Chicago address is deemed acceptable.)

Out-of-State Students

Students who legally reside outside of Illinois are considered out-of-state students.

International Students

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

Adult Education Students

Students who reside outside of the State of Illinois may not enroll in adult education classes.

Students who are admitted to the City Colleges of Chicago by student (I-20) or other visa types are ineligible for adult education classes.

All Adult Education classes and instructional materials are free.

Distance Learning

For courses offered via **Internet or Teleweb**, the current In-District tuition rate will apply, subject to Illinois Community College Board regulations. This tuition rate does not apply to International Students.

Miscellaneous Fees

Fees that are assessed to students are determined by each college.

Required Fees

The following fees associated with course registration are required. They include, but are not limited to:

- Registration Fees
- Activity Fees
- Partial Payment Fees
- CDL Licensing Fees
- Lab Fees

Non-Refundable Fees

The following fees associated with course registration are non-refundable. They include, but are not limited to:

- Registration Fees
- Partial Payment Fees
- Activity Fees (activity fees may be refunded if courses are dropped before the term begins)
- CDL Licensing Fees

Financial Obligation

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.

Students who have a delinquent account with the District will have a delinquency service indicator placed against all records. Students with delinquency service indicators for any career program/plan will not be allowed to register or receive transcripts, degrees or certificates until their outstanding balances have been resolved and the service indicator has been released. Refunds will not be made to students who have any outstanding obligations to the District.

Tuition Chargeback

Chicago residents who wish to enroll in a program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered. Applications may be obtained and additional questions answered by calling the Chargeback Info line at (312) 553-2764 at least 30 days prior to the beginning date of the semester or term of enrollment at the college the student plans to attend.

Non-Chicago residents who plan to enroll in a college program that is not available at a community college in their

district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board.

Waivers

Senior Citizens (65 years of age or older) – Senior Citizens may be eligible for a tuition waiver for the first six regular college credits during open registration, if seats are available. Proof of senior citizen status is a birth certificate, driver's license, or RTA Special Users' Pass, and must be presented at time of registration. All hours above six will be paid by the enrolled senior citizen student at the regular tuition rate per semester/term.

Public Aid Recipients – Public Aid recipients (categories beginning with (0)) may apply for tuition waivers only after they apply for Financial Aid and have been determined as Financial Aid ineligible. Public Aid recipients may be eligible for a tuition waiver of up to six credit hours. All hours above six will be paid by the enrolled public aid recipient at the regular tuition rate per semester/term.

Tuition Waiver for City Colleges Employees

All full-time employees are eligible to receive free tuition at City Colleges for themselves, a spouse and dependent children up to age 25. Free tuition is limited to credit classes only. The employee is required to pay all student fees. Employees are required to accompany the spouse or dependent child to college registration. After the student has registered, they and the employee should proceed to the Business Office, where tuition is normally paid. At the Business Office, the employee shows his/her picture ID and a copy of their latest Federal Income Tax Return (Form 1040), proving that the student is a dependent. At that time, tuition is waived and any required fees are paid.

Drop Policy

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)

Refunds – Credit Courses

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.

Refunds – Continuing Education

Refunds for student initiated withdrawals (WTH) are available at 100 percent of tuition and fees if processed before the first day of class (less applicable course withdrawal charges and non-refundable registration charges). No refunds are issued once classes have begun.

Refunds – No-Show Withdrawal (NSW)

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 used to cover the cost of 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).

Refunds – Center for Distance Learning Online with Video Component Courses (TW)

These courses combine Internet-based instruction with video, accessed on WYCC-TV Channel 20. Refunds will not be issued for lack of access to WYCC Channel 20. Note that some areas of Chicago and surrounding suburbs DO NOT have access to WYCC Channel 20.

Student Initiated Withdrawal

It is the *student's responsibility* to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade.

- Full tuition refunds are available at one hundred percent, minus any applicable fees, if processed during the first seven days of the start of class for regular session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student formally withdraws after the first seven days of class.
- There will be no refund for Continuing Education classes once classes have begun.

Documented extenuating/mitigating circumstances may be considered for possible exceptions to the District Refund Policy.

Continuing Education Withdrawals

A full refund of tuition and fees paid, less applicable course withdrawal charges and non-refundable registration charges, will be made to a student who withdraws before the official first day of classes.

Adult Education Program Enrollment Exclusions

Adult education students who are unable to complete coursework must officially withdraw from classes by completing withdrawal forms in the Registrar's office or in the Adult Education Office.

A student enrolled in an Adult Education class who is absent for the first three class meeting days should be marked NSW (No-show withdrawal). After 5 consecutive absences, if the student is absent on the next scheduled class day, the student must be ADW (administrative withdrawal).

Students who have been marked "No Show" or "ADW" for two consecutive terms will not be allowed to register for adult education classes for one term.

PART IV: FINANCIAL AID ELIGIBILITY AND POLICIES

The eligibility of students to participate in federal student financial aid programs is determined by several criteria. Enrollment status, financial need, and satisfactory academic progress are just three of many requirements. This part of the Student Policy Manual contains only descriptions of class attendance, remedial/developmental courses, Ability to Benefit, and satisfactory academic progress requirements that must be satisfied for eligibility. Students should contact the Financial Aid office for detailed information about any other requirements of eligibility.

Federal student financial aid is available for students whose educational purpose is to earn advanced certificates, associate degrees, and/or basic certificates (program length of 16 credit hours or greater). They are required to exhibit their educational purposes by completing various intent documents (34 CFR 668.16(e)) and by diligently completing the requirements of their academic programs (www.fafsa.org).

City Colleges of Chicago is required to establish satisfactory academic progress policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.16(e)]. These standards insure that only recipients demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid.

Students must satisfy the conditions described in the Student Policy Manual to be eligible for Financial Aid. The City Colleges of Chicago will review the enrollment status and progress of students at the end of each semester/term.

Federal Financial Aid Refund Policy

Students who officially withdraw (WTH), are administratively withdrawn (ADW), and/or no-showed (NSW) from all their classes prior to completing 60% of the period of enrollment charged, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant and Federal Family Education Loans. The City Colleges of Chicago will apply a federally regulated calculation, "Return of Title IV Funds," to determine the unearned tuition, fees, and other charges that may have been overpaid. The dates that the Student Services Administrators of the college receive the students' notice of withdrawal (in writing) will be incorporated in the calculation. **Students are responsible to return this money.** Students who do not pay these funds will be prohibited from future registrations and denied request for academic transcripts from any City Colleges of Chicago, as well as financial aid in the future.

Satisfactory Academic Progress

Earned Credit Rate (ECR)

In order to receive Financial Aid, students must enroll in a financial aid eligible academic program and successfully complete at least 67% of their cumulative attempted hours (registered minus remedial) as cumulative graduation hours at the end of each term. Final grades of A, B, C, or D are included in the Satisfactory Academic Progress calculation. The earned credit rate is calculated by dividing the cumulative graduation hours by the cumulative attempted hours. Students who appeal successfully may be assigned ECR extensions which are career specific, and pertain to Credit and Skills careers. (Effective retroactively to January 4, 1995). The ECR extensions are assigned whole numbers through the appeal process (see the next section). They are not altered for students on probationary status.

Satisfactory Progress / Earned Credit Rate – Appeal Procedure

To appeal an earned credit rate/unsatisfactory progress (hold) service indicator a student must file an official appeal form. Students must secure an official form at the designated office and file therein. The appeal facts, circumstances, and outcomes must satisfy the requirements described in the ***Satisfactory Academic Progress Guidelines for the Appeal Process***. Its criteria must be satisfied and be documented in the institution's records in order to establish a student's eligibility for assistance under the federal financial assistance programs. Students must show either:

Administrative Error – Defined as inappropriate academic program code, approved grade change request, erroneous course requirement, and/or corrections to Credit Hours and/or Registered Hours. This includes

correctional changes to a student's program/plan.

Extenuating Circumstances – The student had a legitimate reason beyond his/her control for failing to complete a minimum number of required hours per term. Documentation must be relative to the applicable semester(s)/terms of enrollment. Acceptable causes may be:

- The death of a relative and/or guardian of the student;
- An injury or illness of the student and/or the student's guardian;
- Other mitigating circumstances approved by the college in accordance with the *Satisfactory Academic Progress Guidelines for the Appeal Process*.

An offset for the loss of attempted hours caused by extenuating and/or mitigating circumstances may have to be determined. If it is necessary for the appeal, third party documentation and a student narrative will be needed for each term the student has to appeal for reinstatement. Acceptance of the documented rationale for lost attempted hours will yield an ECR extension which is career specific, and pertains to Credit and Skills careers.

The requirement to provide documentation is waived if the difference between the minimum satisfactory hours and the student's graduation hours earned is less than four (credit) hours. Subsequent values for the ECR extensions will be set to a number less than four.

A successful appeal may preserve the student's eligibility for financial aid the following term; however, the student may be subject to specific course and credit hour restrictions. If the appeal is unsuccessful, the student may continue at the college without financial aid, provided all other academic requirements are met.

Satisfactory Progress / Earned Credit Rate – Regaining Financial Aid Eligibility

To regain financial aid eligibility, students must complete, at their own expense, enough credit hours to raise their cumulative graduation credit hours to equal the minimal required hours for quantitative satisfactory academic progress or sufficient to meet the Satisfactory Academic Progress Guidelines for the Appeal Process (*see other enrollment related conditions (p. 10)*). If general academic policies are met, the student may regain financial aid eligibility, provided the student has not reached the Credit Hour Limit.

Credit Hour Limit (CHL)

Financial aid eligibility can be maintained if the cumulative registered credit hours do not exceed the credit hour limit of a student's academic program/plan. The credit hour limit is the sum of the cumulative remedial hours and 150% of the minimum program length. Financial aid can cover up to thirty credit hours of remedial coursework. Final grades of A, B, C, or D are included in the Satisfactory Academic Progress calculation. An offset is referred to as the Credit Hour Limit (CHL) extension which is student specific and applied across all careers. The CHL extensions might be granted to students in certain situations. For example a CHL extension might be granted when a student changes his/her program/plan. Students should earn enough credits each term to successfully complete their certificate or degree requirements within 150% of the length of their academic program plans, regardless of funding source. Courses taken outside of the students' current career are not counted toward their graduation hours. These classes will be used to calculate graduation hours only when the student formally enters the career in which the courses were taken.

The amount of time students are given to complete their program of study and continue to receive financial aid is the student's Credit Hour Limit. The Credit Hour Limit is equal to 150% program length plus up to 30 cumulative remedial hours. For example, if a student has completed 24 remedial hours and is in a 60 hour associate degree program, the Credit Hour Limit is 114 cumulative hours ((60 x 150%) + 24 = 114).

Students' final grades are accessible via Student Self-Service at the end of the session within a term. However, the final grades will not impact the Satisfactory Academic Progress calculation until the end of the term. Financial Aid eligibility may continue during the probation term. If students do not successfully complete the required number of

hours by the end of the probation term, they will have a Satisfactory Academic Progress negative service indicator (hold) placed on their record. This hold will prevent the awarding of financial aid for the subsequent terms of enrollment.

All registered credit hours and skills hours, including remedial and transfer hours (but excluding Credit and Skills classes taken in the Adult Education or Continuing Education careers), will be counted in the Credit Hour Limit determination. Those terms when a student may not have received financial aid at the City Colleges of Chicago will also be included.

Students will be placed on alert status when their cumulative college credit hours come within 12 credit hours of their credit hour limit. Alert status may prohibit the use of a federal financial aid deferment during early registration.

Credit Hour Limit – Appeal Procedure

Students may file an official appeal regarding their Credit Hour Limit with the appropriate college administrator. The appeals will be reviewed by designated college officials. The appeal facts, circumstances, and outcomes must satisfy the requirements described in the *Satisfactory Academic Progress Guidelines for the Appeal Process*. Its criteria must be satisfied in order to establish a student's eligibility for assistance under the federal financial assistance programs. Students will be notified about the status of their appeals.

If a student maintains satisfactory status in both the earned credit rate and credit-hour limit components of the satisfactory academic progress, financial aid eligibility can remain unimpaired. Unsatisfactory status in one or both of these components can temporarily suspend financial aid eligibility of students. Status will be calculated at the end of each term.

Credit Hour Limit – Regaining Financial Aid Eligibility

Students who successfully appeal their negative service indicator (hold) status may regain financial aid eligibility. Students whose appeals are unsuccessful may attend the college at their own expense, provided all other academic requirements are met.

Credit Hour Limit – Transfer Students

Students transferring within the City Colleges of Chicago will have their cumulative registered credit and clock hours, earned at any of the colleges, applied toward their Credit Hour Limit. Students transferring to the City Colleges of Chicago from outside the District will have their cumulative accepted hours applied toward their Credit Hour Limit. Accepted transfer hours, from schools beyond the district, are all hours earned in college-level courses in which the student received a grade of C or better and are applicable towards a Degree or certificate at the City Colleges of Chicago. Exceptions may be appealed to the Office of Student Services.

Remedial/Developmental Courses

Financial aid will pay for up to 30 credit hours of remedial/developmental course work specified as prerequisites to classes required for the completion of the student's financial-aid-eligible academic program.

Ability to Benefit Provision

Students who have not graduated from a regionally accredited high school or have not earned a GED certificate must score at or above a federally-designated level, on a test approved by the U.S. Department of Education, in order to be eligible for financial aid. The test must be administered at the City Colleges of Chicago. All parts of the test must be taken on the same day.

Harold Washington Academic Scholarship Criteria

Upon the recommendation of the College Presidents, the Board of Trustees of the City Colleges of Chicago may award scholarships to students with academic potential shown by:

- high school average of B/3.00 grade point average or above
- a GED score of 2600 or above
- current GPA of 3.00 or above
- Chicago residency
- full-time enrollment in a degree or certificate program
- expectation of maintaining a GPA of 3.0 or higher
- any other attributes recognized, in the College President's judgment, as warranting consideration

Students may apply for the scholarship at the Vice President/Dean of Student Services office. This scholarship will cover tuition and the registration fee only. All other fees incurred are the responsibility of the student.

Harold Washington Service Award

Upon the recommendation of the College Presidents, the Board of Trustees of the City Colleges of Chicago may award Harold Washington Service Awards to students who provide services to the Colleges via Student Government, athletics, college ambassadors, etc. or are enrolled in the Chicago Police and Firefighters Training Program.

Minimum requirements include:

- current GPA of 2.00 or above
- Chicago residency
- full-time enrollment in a degree or certificate program
- expectation of maintaining a GPA of 2.0 or higher
- recognized service to the college community
- any other attributes recognized, in the College President's judgment, as warranting consideration

Students may apply for the Service Award at the Vice President/Dean of Student Services office. This award will cover tuition and the registration fee only. All other fees incurred are the responsibility of the student.

Adult Education Program

Scholarships and financial aid may be available to GED graduates who want to attend college. Please visit the Financial Aid Office at the college for further details.

PART V: GRADE DESIGNATIONS AND POLICIES

Grades are awarded to students based on their academic performance or attendance in each class.

Protection Against Improper Academic Evaluation

Instructors will inform students, via the syllabus, of the grading requirements at the beginning of the course.

Grade Designations

Grades issued to degree seeking students which apply towards graduation and are recorded on students' permanent academic record or transcript are used to calculate students' grade point average (GPA):

Grading Basis for Remedial, Credit and Skills Classes

<i>Grade</i>	<i>Description</i>	<i>Points</i>
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0

The following grades are issued to non-degree seeking students to record status of course completion:

Grading Basis for Foundational Studies & Continuing Education Classes

<i>Grade</i>	<i>Description</i>	<i>Points</i>
S	Satisfactory	-
F	Failure	-

Grading Basis for Adult Education Classes

<i>Grade</i>	<i>Description</i>	<i>Points</i>
P	Student has completed all course and level requirements and should take a course at the next level.	-
R	Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.	-
F	Student has failed to meet the requirements of this course.	-

All credit program letter grades earned plus ADW's and WTH's will be included in a student's permanent academic record or transcript. However, grades earned outside a student's current career will not appear on the student's transcript until the student formally enters that particular career.

Non-Grade Designations

Grades issued to degree-seeking students which do not apply towards graduation, yet are recorded on students'

permanent academic record or transcript, are not used towards the calculation of students' grade point average:

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 chairperson.

Students with an "I" grade will not be allowed to re-register for that course. However, if the "I" is changed to either a "D" or "F", 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. Registered students cannot have their registration status changed from grade seeking to AUD during the term.

NSW – No-Show Withdrawals

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW). Federal financial aid cannot be processed for classes from which students who have been NSW'd. Students who do not attend at least one of 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). Students will be held accountable for the payment of tuition and fees of NSW courses. A student who is NSW by the instructor, may at the request of the instructor be reinstated (RNS) into the class

NSW

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 prior to the statistical (STAT) reporting day 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

A student may be awarded an ADW at midterm if in the instructor's opinion the student is not pursuing active completion of the course requirements. Instructors are required to publish their measures of active pursuit and distribute them to student in their syllabus during the first week of class.

A student who receives an ADW at mid-term and is reinstated (RNS) 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. ***ADW's received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA.***

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

After 5 consecutive absences, if an Adult Education student is absent on the next scheduled class day, the student must be ADW (administrative withdrawal).

Distance learning students 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.

ADW—Solely as it relates to CDL, use the midterm of the course to determine ADW, not the midterm of the semester.

WTH – Student Initiated Withdrawals /Disciplinary

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.

Students withdrawn for disciplinary reasons will be responsible for all tuition and fees incurred.

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).

Adult Education Students – At midterm, each student is issued an appropriate non-grade designation, or grade on the midterm class list of each course. The course instructor/Adult Educator is required to have on file documentation for the basis of the grade given.

Adult Education Program

NSW (No-Show Withdrawal) and ADW (Administrative Withdrawal) Designations

A student enrolled in an Adult Education class who is absent for the first three class meeting days should be marked NSW (No-show withdrawal). After 5 consecutive absences, if the student is absent on the next scheduled class day, the student must be ADW (administrative withdrawal).

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 department chairperson 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 chairperson within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the department chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer. The chairperson or Dean shall investigate the matter and communicate the outcome of the investigation to the student in writing. Said investigation shall include a meeting with the faculty member to review the criteria applied to the student's performance in assigning the final grade and a meeting with the student to hear the basis of the grievance. When the faculty member and the chairperson or Dean has reached a decision, the chairperson or Dean will communicate that decision in writing to the student. The chairperson 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.

A grade may be changed by someone other than the instructor of the course or the department chairperson, only in the event there is objective evidence to do so. 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 chairperson within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the department chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer. The 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.

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.

Early Registration Options: An excluded student who is readmitted and is currently enrolled may not register early for the following term. 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.

Repeating a Non-repeatable Course to Raise a Grade

A student who has received a "D" or "F" grade in a course may repeat the course once in an attempt to raise the grade without administrative approval. After the student repeats the course, administrative approval must be granted then the last grade earned for the course will be calculated in the student's cumulative and graduation GPA (even if the last grade is not the highest grade earned for the course). However, all grades will appear on the permanent academic record.

Repeatable Courses

Select college credit courses (i.e. in art, music, physical education, theater, and computer information technology) are repeatable (See the college catalog for specific courses).

If a student intends to repeat a repeatable course with the intention to improve grades, at the time of registration for the replacement course, the student **MUST** submit a request to the Registrars' Office to have their improved grade counted in the calculation of the cumulative and graduation GPA, while excluding the grade earned for the repeatable course from the previous attempt(s).

Repeating a Course – Adult Education

A student may take an adult education course up to four times if required.

Repeating a Course – Continuing Education

Courses designated as repeatable by the Illinois Community College Board (ICCB) may be repeated for the approved number of times. Courses not designated by ICCB as repeatable may be repeated only if a failing grade has been received.

Class Cancellation

If the college administration cancels a class, all tuition and fees for that course will be fully refunded and students will be notified by CCC email.

Certificate Completion

Students must successfully complete certificate specific courses which constitute the Basic Certificate or the Advanced Certificate with a grade of "C" or better. Students must have a GPA of 2.0 or higher in certificate specific courses in order to be considered eligible to be awarded a Certificate of Completion.

Graduation Requirement

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).

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. 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

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.

Adult Education Graduation Requirement

To participate in the Adult Education Program graduation ceremonies, students must pass the GED and Constitution examinations. Those who wish to participate should visit the Adult Education Office of their college for information and procedures.

Scholastic Honors

Full-time students (those completing at least 12 credit hours within a term) with a grade point average of 3.5 or higher are placed on the Dean's List. Full-time students with a term grade point average of 3.0-3.49 are placed on the Honors List. Full-time students with a term grade point average of 4.0 are placed on the Presidential Scholars List.

A student may graduate from an Associate Degree program with *high honors* by earning an overall grade point average of 3.5 or higher; *honors* is earned with an overall grade point average between 3.0-3.49.

Phi Theta Kappa International Honor Society

Phi Theta Kappa (PTK) is a two-year international honor society that has as its hallmark scholarship, leadership, and service to the community. PTK is the two year equivalent, and is in international partnership, with Phi Theta Kappa. Although it is recommended that students have a 3.5 GPA on a 4.0 grading scale, honor student status is defined by the rules & regulations of the host institution.

National Adult Education Honor Society

To be eligible for the National Adult Education Honor Society, a student must obtain a score of 2850 or higher on the GED examination and pass the Constitution examination. Eligible students should speak with the Dean of Adult Education of their college.

Psi Beta Honor Society

The mission of Psi Beta Honor Society 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.

Sigma Kappa Delta (SKD)

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). Not have a grade lower than a 'B' in English.

CITY COLLEGES OF CHICAGO - 2010

PART VI: ACADEMIC POLICIES

Students who expect to complete an Associate Degree program (60+ credit hours) in two years will need to take 15 or more credit hours per term or enroll in one or more summer terms. The length of associate degree programs can vary from 60 to 78 program credit hours. Additional hours may be necessary if remediation and/or prerequisites are required. 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 and 10 or more credit hours during the summer.

Number of Semesters/Terms Needed to Earn 60 Credit Hours

<i>Credit Hours per Semester/Term</i>	<i>Semesters/Term Needed to Earn 60 Hours</i>
15	4
12	5
9	7
6	10
3	20

Full-Time Status–Credit Hour

A full-time student is one who is enrolled in 12 or more credit hours during the fall or spring terms, or 6 or more hours in the summer.

Part-Time Status–Credit Hour

A part-time student is one who is enrolled in less than 12 credit hours during the fall or spring terms, or less than 6 hours in the summer.

Full-Time Status – Clock (Skills) Hour

A full-time student is one who is enrolled in 24 clock hours per week.

Part-Time Status – Clock (Skills) Hour

Students enrolled in fewer than 24 clock hours per week are considered part-time. In addition, a minimum number of contact hours per day are required to comply with other accrediting agency requirements.

Definition of a Freshman

A freshman is a student who has earned less than 30 graduation hours. This includes credit hours transferred from another institution.

Concurrent Enrollment within the District

Concurrent enrollment within the District (at more than one of the City Colleges) is permitted. If the student is enrolled in equal number of hours at more than one college, the first college in which the student is enrolled is considered the home campus.

Concurrent Enrollment outside the District

If a student receives financial aid, the student must have written approval for concurrent enrollment outside the District from the Financial Aid Office.

Concurrent Enrollment in More than One College – Adult Education

Students may enroll in adult education classes at only one of the City Colleges in any one term.

Concurrent Enrollment in More than One Program/Plan

Concurrent enrollment within the district in more than one program/plan is not permitted. However, concurrent enrollment in courses within different careers may be allowed. Restrictions may apply depending upon the program or department requirements. Please consult the appropriate department with questions regarding admissions requirements, financial aid eligibility, etc.

Concurrent Enrollment in More than One Program – Adult Education

Students enrolled in advanced-level ESL/GED classes may concurrently enroll in credit classes. Advanced-level ESL students are those who are enrolled in Level 8 or Level 9 classes. Advanced-level GED students are those who score 9.0 or higher on the Tests of Adult Basic Education (TABE) examination.

Class Attendance

City Colleges of Chicago is a non-attendance taking institution. For program specific attendance policies, please refer to the program coordinator. For course specific attendance policies, please refer to the instructor's syllabus.

It is the student's responsibility to officially withdraw from classes. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade.

Class Attendance – Adult Education

Students enrolled in Adult Education classes should attend all scheduled days. Course instructors, referred to as Adult Educators, are required to record student attendance for each day that meets during the term. Students who do not attend regularly may not achieve course objectives and/or fail the class assignments may be administratively withdrawn from the class by the Adult Educator. Students who must miss more than three days of class must contact their instructor or other Adult Education staff about missed assignments and their standing in class. Instructors and/or other Adult Education staff will attempt to contact students who have not communicated after three consecutive absences. Students who miss five consecutive days of class shall be administratively withdrawn (ADW) by the Adult Educator and shall not be readmitted into that course prior to the consecutive term.

Matriculation Requirements

Students taking prerequisite courses must successfully complete the prerequisites with a C or better to advance to the next course level. Students taking select general education course must show proof of eligibility for English 101 / Freshmen Composition.

Returning Students

If a student has not attended for 2 years or more at the time of re-enrollment, he/she will be governed by the policies of the current catalog as well as the current Student Policy Manual. A continuing or short-term stop-out student, whose program was begun 10 years ago (or more), will also be governed by the requirements of the current Student Policy Manual and college catalog.

Name Change

A written request to have a name changed must be obtained and kept in the student's file in the Registrar's Office. A copy of the social security card, and two additional pieces of identification indicating the individual's new name should accompany the request. Approved documents deemed acceptable to verify identification should include:

- Marriage Certificate
- Divorce Decree
- Drivers license (with picture)

- State ID (with picture)
- Mexican Consular ID (with picture)
- Social Security card
- Passport
- Official ISIR

Once these documents are received and verified, the student's name can be changed in PeopleSoft and on the student's record, with the former name remaining on file in PeopleSoft .

Students Called to Active Military Service

The District supports federal initiatives in times of national emergency involving the activation of individuals and/or the call to active duty of reserve units. In such event(s) the student will not be disadvantaged due to military service prior to or after the call to active duty. Upon having been presented with verifiable documentation prior to the mid-term date, the College will initiate a withdrawal process. After said date, the student may request of instructors an early final examination or the assignment of an Incomplete (in which instance the activated will have one year from the date of deactivation/discharge to complete the undone class work), provided the individual is in good academic standing in affected courses. If the action occurs before mid-term, the student may either receive a full refund or leave such funds on account for use no later than two years after release from the military. After mid-term, the student will have the same options unless the person elects to receive an Incomplete. Any dispute in matters controlled by this policy will be resolved by the College President after involvement of all parties to the issue.

Part VII: Students' Rights and Responsibilities

Educational Records – Student Access

Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the chief administrator of the office in which the desired education records are located. The requested educational records will be made available to the student within 45 calendar days of the student's written request. A staff member of the college office where the student's records are located must be present at all times during the course of the inspection.

The student, during the inspection, has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records. ***EXCEPTION*** The College may refuse the copy but only if in doing so, the institution does not limit the student's right to inspect and review that record. For example, a copy of a student's transcript can be refused if a negative service indicator (hold) for a financial obligation exists. In such a case no transcripts will be released to other educational institutions.

Educational Records – Limitations of Students' Rights to Inspect and Review

The college is not required to permit students to inspect and review the following:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for which collected.
- Confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived right of inspection and review.
- Education records containing information about more than one student; however, in such cases the institutions must permit access to that part of the record which pertains only to the inquiring student.

Educational Records – Challenge of the Contents

Students will have the right to challenge the contents of their records which they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. The students must utilize the following procedure in order to properly raise their challenge:

- The challenge must: (1) be made in writing, (2) include the title and date of the document being challenged, and (3) include the reason(s) for such challenge as well as any documented evidence that the student desires to submit.
- The written challenge must be submitted to the College Administrator in charge of the Department from which the record being challenged is located, within ten (10) school days of the date of knowledge, but in no event later than two (2) years from when the record was placed in the student's record. The administrator will make a determination regarding the matter within a reasonable period of time and notify the student in writing of the decision.
- If the Administrator's resolution to the challenge is not satisfactory, the student will have the right of appeal to the College President within ten (10) school days of receipt of the Administrator's decision. The President will investigate the matter and respond in writing with his/her decision within ten (10) school days.
- If the College President decides not to amend the record as requested, the College President shall inform the student of his or her right for a hearing to challenge the content of the student's education records on the

grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

1. The hearing must satisfy the following requirements:
 - a) The hearing shall be held within ten (10) school days after the College has received the request for the hearing from the student;
 - b) The College shall give the student notice of the date, time, and place, within five (5) days in advance of the hearing;
 - c) The hearing may be conducted by any individual, including an official of the College or District Office who does not have a direct interest in the outcome of the hearing;
 - d) The student shall be given a full and fair opportunity to present evidence relevant to the issues raised, namely that the content of the student's education records is inaccurate, misleading or in violation of the privacy rights of the student and the student may, at their own expense, be assisted or represented by one or more individuals of his own choice, including an attorney;
 - e) The decision of the hearing officer shall be made in writing within a reasonable period of time after the hearing;
 - f) The decision of the hearing officer must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
2. If, as a result of the hearing, there is a determination that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the College shall: (1) amend the record accordingly, and (2) inform the student of the amendment in writing.
3. If as a result of the hearing, there is a determination that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the College shall inform the student of the right to place a statement in the record commenting on the contested information in the record and stating why he or she disagrees with the decision. If such a statement is then placed in the education records of a student the College shall (1) maintain the statement with the contested part of the record for as long as the record is maintained, and (2) disclose the statement whenever it discloses the portion of the record to which the statement relates.

Educational Records – Disclosure

Disclosure with written student consent – The College must obtain written consent from students before releasing any personally identifiable information from their education record (with the exception as noted below). In order for the written consent to be valid, it must specify:

- The records to be released
- The purpose of the disclosure
- The identity of the party(s) to whom disclosure may be made.

The most important requirement, however, is that the written consent be signed and dated by the student.

Disclosure without written student consent – Written student consent is not always necessary; the college must disclose student records when requested by the following:

- Students who request information from their own records, however, the request must be appropriately

documented.

- Authorized representatives of the following for audit and evaluation of Federal supported programs or for the enforcement of or compliance with Federal legal requirements related to those programs:
 1. Comptroller General or Attorney General of the United States
 2. The Secretary of the United States Department of Health, Education and Welfare
 3. The United States Commissioner of Education, Director of National Institute of Education, or Assistant Secretary of Education
 4. State and local educational authorities

- Student Education records may be disclosed to the following:
 1. Personnel within the college determined by the college to have legitimate educational interests.
 2. Officials of other colleges in which the students seeks to enroll, on condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, or makes such transfer of information a stated institutional policy.
 3. Persons or organizations providing to the student financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
 4. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
 5. Accrediting organizations carrying out their accrediting functions.
 6. Parents of a student who has established that a student's status as a dependent according to Internal Revenue Code 4 of 1954, Section 152.
 7. Persons in compliance with a judicial order or a lawfully issued subpoena provided that the institution first make a reasonable attempt to notify the student. In such cases, a letter will be sent to the student at his/her last known address. A copy of this letter should be retained along with the subpoena in the student's file.
 8. Persons in compliance with a lawfully signed release form from the student.
 9. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.
 10. In specific circumstances, to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
 11. In specific circumstances, final results of disciplinary proceedings held against a student for a crime of violence or a non-forcible sex offense may be disclosed including disclosure to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.
 12. In specific circumstances, to a parent of a student under the age of 21 years old regarding the student's violation of any Federal, State or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational Records – Records of Requests and Disclosures

The College Officers where the records are located will be required to maintain separated records of requests and disclosures, or personally identifiable information. The records of requests, whether granted or not, will include the name and address of the person(s) requesting the information and his/her legitimate interest in the information.

Records of requests and disclosures should not be maintained for the following:

1. Those requests made by students for their own use.

2. Those disclosures made in response to written requests from students.

3. Those made by college officials, administrators, faculty or other college staff member deemed to have the right of access by the administrator in charge of the office from which the student records are being requested.
4. Those specified as Directory Information.

Documentation of requests and disclosures of student information must also be made by the College Office where the records are kept, and kept in the student's file. This document, once completed, is deemed part of the student's education record and should be incorporated as such; thereby, it must be retained as an official student record for the life of the document to which it refers.

Educational Records – Parental Access to Information

A student's parent may obtain personally identifiable information from a student's educational records by:

- Obtaining the student's written consent, or
- Having the parent establish the student's dependency as defined by Internal Revenue Code of 1954, Section 152. If the parent is claiming dependency, proof of such must be submitted at the time the request is made.

College Responsibility towards Released Information

A College is responsible for informing parties to whom personally identifiable information is released, that the recipients are not permitted to disclose the information to others without written consent of the students. When a response is made pursuant to any request for student information, other than those requests by students, a document with the following statement should be attached to the disclosed information:

"The attached information has been forwarded to you at the request of the student with understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

Student Information Maintained by the Office of Admissions and Records

- Admissions data forms
- Permanent record cards
- Student information cards and class scheduling cards
- Class revisions cards
- Transcripts from other educational institutions
- Class lists
- Mid-term grades
- Final grades
- Test scores
- Petitions for readmission
- Attendance records
- Correspondence from Social Security, Department of Homeland Security, etc.

Records to be found in the Financial Aid Office

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

Directory Information

City Colleges of Chicago hereby designates the following student information as "Directory Information." Such information may be disclosed by the colleges for any purpose, at their discretion.

Student's Name, Address, Telephone listing, Electronic Mail Address, Photograph, Date and Place of Birth, Major Field of Study, Dates of Attendance, Grade Level, Enrollment Status (e.g., full-time or part-time), Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Degrees, Honors and Awards Received, and the Most Recent Educational Agency or Institution Attended.

Currently enrolled students may withhold disclosure of any of the above "Directory Information" under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be received in the Office of Admissions and Registration. Forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Registration at each of the City Colleges of Chicago.

Failure on the part of a student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure. The FERPA hold remains on the student's record until removal requested in writing by student and they apply District-wide. For additional information regarding FERPA, please check its web site at <http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

Student Responsibilities

It is the responsibility of each student to become knowledgeable of the policies, procedures, and requirements to satisfy the conditions of registration and criteria for enrollment in and completion of courses and academic programs. Students are responsible for developing their class schedules, enrolling in the required laboratory courses, and satisfying the prerequisite and/or co-requisite course requirements. Each student must accurately record and provide proof of their residential status and demographic data to complete their registration. Failure to fulfill these responsibilities can cause additional fees and/or affect enrollment status. The Colleges will provide a variety of services to help students satisfy their responsibilities.

Student Citizen Rights

Students who are citizens of the United States enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others. Foreign-born students have the same rights and responsibilities, except as limited by law. Among these basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse. The exercise of such rights will be subject to the necessity for the orderly functioning of the college, and are subject to valid and constitutional regulations by the college.

Right to Organize

Students have a right to form or join any college organization or club provided that they submit (and receive approval from) to the director of student activities (or designee) (1) a statement of purpose for the organization; (2) a standard statement of nondiscrimination; and (3) a list of officers or organizers. Such organizations or clubs will be permitted use of college facilities during normal operating hours when such use does not interfere with instructional or other activities at the college. Such organizations or clubs will comply with the rules and regulations of the college.

Academic Integrity

The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavor. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of "F" by the instructor.

Academic Dishonesty

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz

or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it also includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, and so forth) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations and so forth) properly in academic work, thus falsely representing another's ideas as one's own.

Penalties for Academic Dishonesty

In individual cases of academic dishonesty, sanctions may range from a written warning to a failing grade for the course; the severity of the penalty is left to the discretion of the instructor. Additional sanctions may be imposed up to and including dismissal from the City Colleges when circumstances warrant it.

Standards of Conduct

City Colleges of Chicago students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the College. Specifically, all students assume an obligation to conform to Board Rules, the statement of Student Rights and Responsibilities and the following policies.

"The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility."

A copy of these Board Rules governing student conduct is available from the Dean of Student Services. Misconduct for which students are subject to College discipline, up to and including expulsion from the College, falls into the following categories:

1. All forms of dishonesty such as stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnish false information to the college.
2. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities.
3. "Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or creates a hostile working or learning environment which includes but not limited to any telecommunication devices."
4. "Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible or biological materials."
5. Theft or damage to college premises or damage to property of a member of the college community on institution premises.
6. Unauthorized or inappropriate use of City Colleges facilities and resources.
7. Failure to comply with college officials acting in the performance of their duties.
8. Violations of the following City Colleges of Chicago Policies; (1) Academic Integrity, (2) Policy on Equal Opportunity in Employment (EEO), Programs, Services and Activities, (3) Drug and Alcohol Free Campus Policy, (4) Safety and Security Policy, (5) Responsible Computer Use Policy and (6) Smoke Free Policy, (7) Hat Policy.

9. Retaliation against any students, program participants, employees or other persons who made complaints or who cooperate in the investigation of EEO matters and complaints, Student Grievances and/or Student Disciplinary matters.

Student Misconduct

Any violation of the above stated categories may result in an informal or formal hearing resulting in one or more of the sanctions as deemed appropriate by a City Colleges of Chicago official:

<i>Disciplinary Warning</i>	A written reprimand stating that further misconduct will bring more serious action.
<i>Disciplinary Probation</i>	A written statement disqualifying a student for a specific period of time from participating in extra/co-curricular activities at any college. Additionally, written sanctions may be detailed describing more serious action if further violations occur.
<i>Restitution</i>	A written requirement that the student provide reimbursement for misappropriation or damage to City Colleges property, or that of an individual.
<i>Community Service</i>	A written requirement that a student performs a certain number of community service hours either at the college or at a partnering community based agency prior to end of term at the City Colleges of Chicago. Completion will afford students full reinstatement of privileges.
<i>College Suspension</i>	A written notice of exclusion from the College, and or class(es), privileges, and all College activities for a specified period of time. Reinstatement would be contingent on a successful appeal to the Dean of Student Services.
<i>College Dismissal</i>	Privileges to attend a certain College are permanently revoked. Attendance at another City College are contingent on the other College's approval.
<i>Expulsion</i>	Student indefinitely restricted from enrolling or attending classes, or accessing any extra or co-curricular activities offered at any of the City Colleges of Chicago.

Disciplinary Hearings

- ***Informal Hearing (for suspensions of up to 5 days)*** – If, based upon existing evidence, the College President or Designee determines that the alleged student misconduct warrants proactive intervention, College reps are authorized to conduct an informal hearing with a student to address the infraction. The College Rep can determine the need to recommend discipline of the student of a suspension up to five (5) or less scholastic or academic days, the student will be given a written statement of the charges against him or her and afforded an opportunity to present his/her version of the facts in writing no later than two (2) scholastic or academic days after receipt of the statement of charges. The College President will make a decision based upon the evidence in support of the charge and the student's response, if any. The College President may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order but in no event may such a suspension endure for more than five (5) scholastic or academic days without convening a formal disciplinary hearing.

The President's decision will be communicated to the student in writing. The College President may decide that:

- No discipline should be issued
- The student should be disciplined by suspension of up to five (5) scholastic or academic days, the

student should be deprived of some privilege afforded other students, or a combination of both. If evidence and circumstances suggest that discipline of expulsion or a suspension of six (6) or more scholastic or academic days is appropriate, the President may convene a formal disciplinary hearing. Except where the College President decides to convene a formal disciplinary hearing, the College President's decision will be effective immediately.

- **Formal Hearing (Suspensions of 6 or more days or expulsion)** – If a disciplinary hearing may result in the expulsion of a student or a suspension for a period of six (6) scholastic or academic days or more, the student will be accorded a formal hearing on the charges upon which such disciplinary action could be based. A representative of the student government, and such other persons as the College President designates, will be entitled to attend the hearing. Formal disciplinary hearings will be conducted as follows:
 - The College President may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order. When a student has been suspended pending the hearing, the student will have a right to a hearing within five (5) days scholastic or academic days of the first day of the suspension.
 - The hearing will be conducted by a hearing committee designated as follows: two administrators will be appointed by the College President or Designee, two faculty members will be appointed by the College Faculty Council, two student representatives (at least one of which must be an elected officer) will be appointed by the College Student Government Association.
 - The College President will designate a chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student will be advised in writing of the charges against him or her. The hearing will be scheduled to accommodate the student's schedule within the time frame for due process to occur.
 - The student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
 - If an accused student fails to attend a formal disciplinary hearing after notice of the hearing in accordance with this Rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student's participation.
 - The hearing committee's written recommendation to the College President will be based solely upon evidence submitted at the hearing.

After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) scholastic or academic days. The recommendation will include a summary of the evidence on which that recommendation is based. The College President may accept or reject the committee's recommendation. The College President will advise the student, in writing, of his/her decision within five (5) scholastic or academic days of the receipt of the written recommendation of the committee.

- 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.

- In the event the student charged disagrees with the decision of the College President, the student may appeal the decision in writing to the Chancellor within ten (10) scholastic or academic days of the student's receipt of the College President's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Chancellor shall decide the appeal in writing within ten (10) scholastic or academic days after receipt of the student's appeal or within five (5) scholastic or academic days after the appeal period has expired. The Chancellor may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another College in the system or make such other disposition as the Chancellor deems just and proper in the circumstances. The Chancellor's decision on the appeal shall be final and shall be effective immediately upon issuance.

Student Grievances (Non-Academic)

If any student feels he/she had been mistreated by another student, or a member of the college staff, the following "non-academic grievance" procedure should be followed:

1. If the student believes he/she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.
2. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) days of the incident, describing the aggrieved incident to the staff person's supervisor. The supervisor will investigate the incident and report back to the student their finding within five (5) school days. Based on the supervisor's findings the necessary action will be taken in accordance with the City Colleges of Chicago - Rules of the Board of Trustees, or the appropriate procedures outlined by the Collective Bargaining Unit. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.
3. If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the Dean of Student Services, or their designated representative, detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) school days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee's recommendation and make a final decision on the matter within five (5) school days from receiving the ruling from the Committee. The student filing the non-academic grievance should be notified in writing of the final ruling within five (5) school days of the hearing. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.

PART VIII: GENERAL POLICIES AND NOTIFICATIONS

Policy on Equal Opportunity in Employment, Programs, Services and Activities

(EQUAL EMPLOYMENT OPPORTUNITY POLICY, TITLE IX-GENDER DISCRIMINATION POLICY, SECTION 504/ADA COMPLIANCE POLICY) www.ccc.edu/district/districtadmin/hr/eeo

Policy Statement

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, 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, 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.

Religious Accommodations

City Colleges of Chicago will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

EEO Officer and Complaint Resolution Process

The EEO Officer or designee addresses all equal opportunity concerns of City Colleges of Chicago employees, applicants for employment, students or applicants for admission or any other person including complaints of discrimination, harassment or hostile work environment, retaliation, intimidation and requests for accommodation due to religion or disability. With respect to employees, complaints of discrimination may concern hiring, wages, salary, benefits, promotions, transfers, work environment or any other term or condition of employment. With respect to students or other persons, complaints of discrimination may concern admissions, participation, application of academic policies, educational or learning environment, or any other term or condition of participation in Board programs, services and activities.

For purposes of this policy, "discrimination" includes harassment or the creation of a hostile working or learning environment because of a person's race, creed, color, national origin, ethnicity, citizenship, gender, sexual preference or orientation, marital status, disability, age, veteran status, or membership or lawful participation in the activities of any organization. Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service or activity, or where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

EEO complaints must be made to the EEO Officer in writing within 180 days of the discriminatory act. The EEO Officer may develop form complaints. The EEO Officer shall act as the Board's designated Title IX Officer and Section 504/ADA Compliance Coordinator. Complaints may be made by or against employees, students or other participants in Board programs, activities and services.

Employees must report incidents of discrimination, harassment or hostile work environment to the EEO Officer. Complaints and reports shall be held in confidence to the extent that such confidence is consistent with policy of eliminating and correcting incidents of discrimination or harassment and bringing the Board and its facilities into compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

All employees, students and complainants must provide their full cooperation to the EEO Officer when that cooperation is requested. Retaliation against employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited.

When a complaint of discrimination is made to the EEO Officer, the Officer will conduct an investigation of the complaint and bring the complaint resolution process to a conclusion within forty-five (45) calendar days of its receipt, if feasible. In investigating and resolving EEO complaints, the EEO Officer will do the following:

1. Determine whether the complaint concerns an equal employment opportunity issue or whether it is more appropriately addressed in the grievance or problem-solving procedures provided in this Employee Manual and Student Policy Manual.
2. Work with disabled employees, student or other persons and appropriate Board personnel to find reasonable accommodation for disabilities.
3. Investigate all complaints of discrimination, including harassment and retaliation in a fair, impartial and expeditious manner, by at minimum, transmitting a copy of the complaint to the employee or student alleged to have engaged in prohibited conduct, allowing the responding employee or student an opportunity to respond to the complaint, either through interviews or in writing, and allowing the complainant and the responding employee or student a full and fair opportunity to present evidence to the EEO Officer in support of or in mitigation of their respective positions.
4. Where feasible and desirable, conciliate conflicts that exist for reasons other than discrimination.
5. Where the complaint is determined to be without substantive merit, issue a determination to the complaining employee advising the employee that no further EEO action will be taken and, where appropriate, refer the employee to other processes or services to address the employee's issues.
6. Where discriminatory conduct or non-compliance with statutory or regulatory mandates is found to exist, consult with the Chancellor, College President or Vice Chancellor and where appropriate, the complaining party, on a corrective action recommendation, which may include discipline up to and including termination of employment, student disciplinary action, up to and including expulsion, transfer or other remedies deemed feasible and appropriate to correct the discrimination and insure that there is no recurrence of the discrimination.
7. Where discriminatory conduct or non-compliance with statutory or regulatory mandates is found, issue a corrective action determination to the Chancellor, College President or Vice Chancellor as appropriate, via the Vice Chancellor for Human Resources.
8. Conduct a follow-up investigation within thirty (30) calendar days of issuing a corrective action determination to ensure that the corrective action recommendation is followed.
9. Where a corrective action determination has not been followed, issue a report to the Vice Chancellor of Human Resources and the Chancellor to seek assistance in enforcing the corrective action determination.

Reporting

The EEO Officer shall make an annual report of all EEO complaints and dispositions to the Chancellor no later than July 15th of each year.

Chaperone Policy

Students must follow the same guidelines regarding travel as City College personnel. All Out-of-Town and or overnight more than 50 miles outside the City of Chicago travel by students requires an administrative and or faculty

advisor chaperone. No out of state travel will be approved unless administrative chaperones accompany students on out of state travel. Tourist-class air travel, rail or other modes of public transportation shall be used. Travel by personal automobile may be authorized when feasible at a cost not to exceed tourist air travel or rail costs (whichever is lower). Only one person may submit a bill for car transportation when two or more ride in an automobile. Students must occupy reasonably priced rooms at current rates and purchase moderately priced meals. Reimbursements will only be made for authorized expenditures accompanied by receipts.

College Rules

- Except on special occasions, all food consumption is limited to the student lounges and cafeteria. Food and drink may not be taken to other unauthorized places.
- Students must leave college premises at closing time unless written permission has been received from an authorized official.
- Every student is required to carry an official college identification card at all times and to display it upon request of any member of the faculty, staff, administration, and security officers.
- Children must not be left unattended and should not be on campus for extended periods.
- Gambling is not allowed on college premises.
- Changes of names and addresses must be reported promptly to the Registrar's Office.

Drug and Alcohol Free Campus

Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action:

- Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
- Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.

Headcovering Policy

Students entering City Colleges of Chicago buildings are required to remove all head coverings unless such coverings are associated with religious beliefs or documented medical conditions.

Health Examinations

All students must comply with any requirement of the Department of Health of the City of Chicago as a precondition to their admission or continuance as students of the City Colleges of Chicago and must submit to a health examination when directed to do so by the College President.

Infectious Diseases

The Chancellor, College President or their designees will report all incidents of infectious diseases to the City of Chicago Department of Health or other responsible public agency as required by law upon report, to the Chancellor, College President or their designees will follow the direction of the responsible public agency.

Smoke Free Campus

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, *smoking is prohibited in all campus buildings.*

In accordance with Chicago Ordinance # 3930 smoking is now prohibited within 15 feet of any entrance to any City Colleges of Chicago facility. Students may smoke outside City Colleges of Chicago facilities but only in areas designated for that purpose. Students are requested to use ashtrays provided in such locations.

Responsible Computer Use Policy

The City Colleges of Chicago's computer and technology resources are provided for educational and administrative purposes and are to be used in a manner that is consistent with those purposes. Students using college technological services and facilities have access to valuable City Colleges of Chicago resources. It is important for all students to conduct themselves in a responsible, ethical, and legal manner when utilizing these resources. Students must respect the rights of others and must abide by the licenses and other contractual and legal obligations by which the City Colleges of Chicago makes technology resources available to all. In addition, all students have a responsibility to help the City Colleges Chicago maintain a secure technology network that can be shared by everyone. The complete Responsible Computer Use Policy is as follows:

I. Introduction

All users shall abide by the following provisions contained herein, or otherwise may be subject to disciplinary action or referral to the appropriate legal authorities for failing to comply.

II. Scope of Policy

This policy is applicable to all users of CCC information resources. This policy refers to all CCC "information resources" which means all computer and communications equipment installed on CCC property or otherwise furnished by CCC, whether individually controlled or shared, stand-alone or networked, and whether owned, leased, operated, or controlled by CCC, and including networking devices, personal digital assistants, wireless devices, cell phones, personal computers, work stations, mainframes, minicomputers and any associated peripherals and software regardless of whether used for administrative, research, teaching or other purposes. No one, other than authorized personnel for authorized purposes, shall attempt to modify or remove CCC information resources or any other computer equipment, software or peripherals that are owned by others without proper authorization from CCC or the owner.

III. Legal Compliance

All users of CCC's information systems must comply with all federal, Illinois, and other applicable law; all generally applicable CCC rules and policies, including, but not limited to those which apply to personal conduct and those specific to computers and networks; and all applicable contracts and licenses. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

IV. Authorized Uses

All users of CCC's information systems shall use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by CCC. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information violate CCC's policy and may violate applicable law. All users must use systems and resources in ways that do not interfere with or disrupt the normal operation of these systems, nor interfere with the access and use of these systems and resources by others allowed to do so.

V. Prohibited Conduct

A. Harassment

No user may, under any circumstances, use CCC's computer systems or networks to libel, slander, or harass any other person.

B. Capacity Used

All users of CCC's information systems shall respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to unreasonably interfere with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of CCC computing resources, CCC may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances and may be deemed in violation of this policy.

Users must be good stewards of the computing and network resources offered by CCC. Users rely on shared computing and networks simultaneously and, therefore, each user must consider the needs of other users when using these resources. Examples of poor stewardship of information resources include: excessive personal use in a lab facility; excessive game playing; excessive personal use at staff and faculty workstations; continuous running of background programs and reception of large files or running intensive multi-media network applications (digital radio or other media) during high-use times.

C. Illegal File Sharing

Sharing copyrighted materials without a license (i.e., P2P file sharing which is often automatically shared) is against the law and also prohibited under this policy and subject to discipline. Copyright abuse can subject both the user and CCC to legal sanctions. Federal law requires CCC to take action when it is notified that someone on its network is distributing copyrighted materials. CCC will not protect any individual users, faculty, staff or students who distribute copyrighted material without license, nor will it protect or defend individuals who have improperly used CCC information resources.

D. Personal Gain or Benefit

All users shall refrain from using CCC information systems resources for personal commercial purposes or for personal financial or other gain without proper authorization. All users shall refrain from seeking personal benefit or permit others to benefit personally from any confidential information that has come to them by virtue of their work assignments. Personal use of CCC computing resources of other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other CCC responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

E. Software License Abuse

CCC requires strict adherence to software vendor's license agreements. Copying of software in a manner not consistent with the vendor's license is strictly forbidden on CCC information resources. Questions regarding copying should be referred to OIT.

VI. Privacy

All users of CCC's information systems shall respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Ability to access other persons' accounts does not, by itself, imply authorization to do so. Users should be aware that their uses of the CCC computing resources are not completely private. The normal operation and maintenance of CCC's computing resources require the backup and caching of data and communications, the login of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. CCC may also specifically monitor the activity and accounts of individual users of CCC computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of CCC or other computing resources or to protect CCC from liability; (c) there is reason to believe that the user has violated, or is violating, this policy or any CCC policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law or for any other legally permitted reasons associated with the evaluation, testing, repair or general operation of the CCC information resources.

CCC, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate CCC personnel or law enforcement agencies and may use those results in appropriate CCC disciplinary proceedings. Communications made by means of CCC computing resources are also generally subject to the Illinois Public Records Statue to the same extent as they would be if made on paper. Authorized system administrators may access computer users' files at any time for maintenance purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.

VII. Security

CCC employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that CCC cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts and guarding their passwords.

VIII. Additional User-Specific Provisions

A. Website Reproduction

In addition to fully complying with this policy's general provisions identified in sections I through IX, inclusive, all users that have their own websites housed on CCC web servers (i.e., colleges, departments, faculty, etc.) which reproduce material available over the internet must be done in compliance with all applicable copyright laws. In addition, all CCC information that a school, department or employee desires to post on their websites should only be done with appropriate permission and authority.

B. Third-Party Connections to the CCC Network (vendors, contractors, consultants and external entities)

In addition to fully complying with this policy's general provisions identified in sections I through IX, inclusive, all third-party connection users are subject to the following additional provisions:

1. **Information and Systems Protection**

Protect the security of CCC systems, the confidentiality and privacy of CCC students, employees and records.

2. **Equipment and Resource Inspection**

All information resources and equipment must be inspected by a CCC IT employee. The inspection is intended to verify that the appropriate level of security is in place as well as verify the existence of proper communication equipment, technical settings, hardware compatibility and anti-virus protection. Any equipment deemed insufficient or risky to the CCC network may be denied access until deemed acceptable. Any external equipment and network devices not made available for the inspection may be disconnected from the CCC network until proper inspection is completed. If any equipment or network device is suspected of endangering network health, performance or security is subject to immediate disconnection.

3. **Intruded or Impaired Service**

Any intrusive security audits or tests which may impair the connectivity, functionality and health of the CCC network must be scheduled and approved by the Vice Chancellor for Information Technology in advance of any such audit or impairment.

4. **Authorized Agency Connection**

Generally, no direct connection to the CCC network from non-centrally-contracted third parties providing computing or network support is allowed. However, if any such connection is authorized, it cannot enable the outside agency to compete with any services already provided by agencies with exclusive agreements to provide such services to CCC. Instead, the connection must be limited solely to improving a service provided to CCC.

5. **Terminated Connection**

Agencies granted special connections must comply with CCC's computer use policy. A violation of the policy will cause immediate termination of connectivity.

6. **Internal Connection to Outside Agency**

Any CCC staff requiring a connection to outside agencies must provide a written request to OIT and shall explain the nature of the desired connection to outside agencies and the benefits expected there from.

C. **Community at Large**

In addition to fully complying with this policy's general provisions identified in sections I through IX, inclusive, all users without access to the CCC network but instead only have access to the internet via CCC's wireless internet service are subject to the following additional provisions:

1. **Access to the Service**

The service is a free public service provided by CCC. Your access to the service is completely at the discretion of CCC and your access may be blocked, suspended or terminated at any time for any reason including, but not limited to, violation of this policy, reasons that may lead to liability for CCC or its constituency, disruption of access to other users or networks, and any violation of applicable laws, policies, rules or regulations. All users are subject to the terms of this policy and any future revisions.

2. **Acceptable Use of the Service**

Your access to the service is conditioned on your legal and appropriate use of the service. Your use of the service and any activities conducted online through the service shall not violate any applicable law, policy, rule or regulation of the rights of CCC and its constituency.

IX. Enforcement

All users of CCC's information resources who are found to have violated any of these policies will be subject to disciplinary action up to and including (but not limited to) warnings, probation, suspension, discharge, dismissal, expulsion, and/or legal action. All users, when requested, are expected to cooperate with system administrators in any investigation of system abuse. Users are encouraged to report suspected abuse, especially any damage to or problems with their files. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions. CCC employees should be aware that e-mail on their CCC account and files on CCC computers may be subject to public disclosure under the Illinois Public Records Law. Further, CCC reserves the right to access employee e-mails and files on CCC computers when needed for work-related purposes.

CCC may temporarily suspend or block access to an account prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

A. Incident Response

The CCC Incident Response Team (IRT) will receive, review and respond to any and all computer security incident reports and activity including any real or suspected adverse event in relation to the security of CCC computer systems or computer networks. The IRT will review, report, analyze and respond to incidents in accordance with its operating guidelines.

City Colleges of Chicago students who violate this policy are subject to appropriate disciplinary action including, but not limited to the suspension of their computer privileges. Serious violations of this policy may result in expulsion or discharge. Individuals who violate state or federal privacy laws, copyright laws, or software licensing agreements also may be subject to criminal or civil action by the appropriate authorities or by the owner of the copyright.

Safety & Security Policy

The City Colleges of Chicago has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, it is the intent of the City Colleges of Chicago to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property.

Alert System

In case of emergency CCC students will be notified via email, home or cell phone, and/or text message as indicated by registering with the CCC Emergency Alert System.

Educational Guarantee (for Credit and Certificate Programs)

Upon application by the graduate and his employer, the District will provide an Associate of Applied Science (AAS) or Career Program Certificate graduate up to nine (9) 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 ninety (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 AAS degree or career certificate should have prepared that employee. Employment must have commenced within twelve (12) months of the employee's degree or certificate award, and the achievement of same occurring over a period of no more than four (4) years in the case of a thirty (30) credit hour or more program, and two (2) years when the program is less than thirty (30) credit hours.

PART IX: GLOSSARY OF TERMS

- AA** The Associate in Arts degree is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities. Incoming students may choose from a broad selection of liberal arts and science courses leading to an AA degree. All students new 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.
- AAS** The Associate in Applied Science degree is designed for students primarily interested in acquiring technical-occupational skills to enter the job market immediately upon graduation. Although the AAS is not considered a transfer degree program, it may permit students to transfer to a four-year college or university that could lead to a baccalaureate degree.
- AES** The Associate in Engineering Science degree is designed to prepare students to transfer with junior class standing to a baccalaureate engineering program. Students will complete general education core courses; required Mathematics, Physical and Life Sciences and Computer Science courses, as well as specialty courses in Engineering Science. Admission to the AES degree program is competitive, and students must meet program admission requirements.
- AFA** The Associate in Fine Arts degree is designed to prepare students to transfer with junior class standing to a baccalaureate institution. Students may major in one of the following areas: Music Education and Music Performance. All majors are not offered at all colleges. Students completing general education core courses; required music or art courses; and courses required for Illinois Teachers' certification if applicable. Application to the AFA program is competitive and students must meet program admission requirements.
- AGS** 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 (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.
- AS** The Associate in Science is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities. Incoming students may choose from a broad selection of liberal arts and science courses leading to an AS degree.
- AAT** The Associate in Arts Teaching degree is designed for transfer leading to a baccalaureate degree from four-year colleges and universities. The study of teacher education with a specialization in high school mathematics, biology, or physical science. Students must meet program admissions standards.

<i>Student</i>	All persons taking courses at City Colleges of Chicago both full-time and part-time, credit or noncredit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with City Colleges of Chicago are considered students.
<i>Full-Time Student</i>	Full-time students carry a course load of 12 or more semester/term hours.
<i>Part-Time Student</i>	Part-time students carry a course load of less than 12 semester/term hours.
<i>Program</i>	Type of degree, certificate, or course of study pursued (i.e. AA, AAS, AAT, AES, AFA, AGS, AS Degrees)
<i>Session</i>	A time period within a term where a group of classes begin and end
<i>Service Indicators</i>	Used to indicate either an academic, financial, or business issue which may affect a student's ability to register or receive financial assistance
<i>Transfer</i>	Refers to the process of enrolling at a four-year institution to pursue a baccalaureate degree after attending a City College of Chicago or to students who enroll at a City College after attending another two-year institution or a four-year institution.
<i>Adult Education</i>	Program for students without a high school diploma, who wish to prepare for the GED examination, who want to improve their basic skills, or for whom English is a second language.
<i>Continuing Education</i>	Educational programs designed to provide students life long learning opportunities. These non-credit courses include enrichment, career advancement, customized training for businesses and organizations, and certificate training programs.
<i>Vocational Skills Program</i>	Short term training in business, health and industrial occupations.
<i>Disciplinary Warning</i>	A written reprimand stating that further misconduct will bring more serious action
<i>Disciplinary Probation</i>	A written statement disqualifying a student for a specific period of time from participating in extra/co-curricular activities at any college. Additionally, written sanctions may be detailed describing more serious action if further violations occur.
<i>Restitution</i>	A written requirement that the student provide reimbursement for misappropriation or damage to City Colleges property, or that of an individual
<i>Community Service</i>	A written requirement that a student performs a certain number of community service hours either at the college or at a partnering community based agency prior to end of term at the City Colleges of Chicago. Completion will afford students full reinstatement of privileges.
<i>College Suspension</i>	A written notice of exclusion from the College, classes, privileges, and all College activities for a specified period of time. Reinstatement would be contingent on an appeal to the Dean of Student Services
<i>College Dismissal</i>	Privileges to attend a certain College are permanently revoked. Attendance at another City College are contingent on the other College's approval

Expulsion

Student indefinitely restricted from enrolling or attending classes, or accessing any extra or co-curricular activities offered at any of the City Colleges of Chicago

FERPA

Family Educational Rights and Privacy Act

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Careers

CCC has four careers in which students can enroll. Credit, Skills, Continuing Education and Adult Education.

ISIR

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

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PART X: REFERENCE LINKS

<i>Student Policy Manual</i>	www.ccc.edu/studentpolicy
<i>Equal Opportunity Officer</i>	www.ccc.edu/district/districtadmin/he/eeo
<i>High School Verification</i>	www.accreditedschools.org
<i>International Students</i>	www.ccc.edu/isa
<i>Credit for Prior Learning</i>	www.ccc.edu/co/prior.shtml
<i>Financial Aid Application</i>	www.fafsa.gov
<i>iTransfer</i>	www.itransfer.org
<i>u.Select</i>	www.transfer.org/uselect

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