

**26544**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT NO. 508  
County of Cook and State of Illinois**

**RESOLUTION: REVISE THE RULES FOR THE MANAGEMENT AND  
GOVERNMENT  
of the  
CITY COLLEGES OF CHICAGO**

**Amendments to  
Student Policy Manual**

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

**WHEREAS**, Article IV, Section 4.2.1 of the Board Rules provides for publication of a Student Policy Manual, and

**WHEREAS**, Modifications are being proposed to the Adult Education sections to comply with state rules

**NOW, THEREFORE BE IT RESOLVED**, that revisions to the Student Policy Manual be adopted by the Board of Trustees to be effective immediately, with proposed changes *italicized* as follows:

**Part II: Admission Policies and Procedures**

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**Admission Eligibility and Procedures - Adult Education**

The Adult Education Program are open to adults (or youth aged 16 and older 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. Students who wish to enroll are required to take a placement test, complete an admissions data form, and may be asked to supply additional documentation. All Adult Education classes and course materials are free.

**To be replaced with:**

*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, 18 years of age or older, who do not have high school diplomas. Persons who are 16 or 17 years of age may enroll only if they are not attending traditional high school. These students (aged 16 to 17) 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.*

*Students who have high school diplomas 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 an admissions data form 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.*

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### **Addition after New Students**

#### ***New Adult Education Students***

*All new students are required to attend an orientation, as provided by their college, before enrolling in the Adult Education Program for the first time.*

## **Page 8**

### **Addition after Former Students in Good Standing**

#### ***Adult Education Students***

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

## **Page 10**

### **Addition after Assessment and Placement**

#### **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.*

## **Part III: Tuition, Fees, Waivers and Refunds**

## **Page 13**

### **Addition after International Students**

#### **Adult Education**

*Students that reside outside of the City of Chicago may not enroll in the City Colleges of Chicago Adult Education Program unless they have documentation of employment or childcare services within the City.*

*Students that 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 (H-1, J-1, J-2) visa are ineligible for adult education classes.*

*All Adult Education classes and materials are free.*

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#### **Addition after Continuing Education Withdrawals**

##### **Adult Education Program Withdrawals**

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.

Adult education students who have enrolled, but have not attended classes regularly, may be marked as "No Show" (NSW), or may be administratively withdrawn (ADW).

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

### **Part IV: Financial Aid Eligibility and Policies**

#### **Page 19**

#### **Addition after Harold Washington Scholarship**

##### **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**

#### **Page 24**

##### **Repeating a Course—Adult Education**

A student who fails a course and receives a final grade of "F" may repeat that course. Students who have failed a course should seek assistance from the Adult Education or Tutoring department staff of their college.

**To be replaced with:**

##### **Repeating a Course—Adult Education**

***A student may take an adult education course up to three times.***

#### **Page 25**

#### **Addition after Graduation Requirement**

**Graduation Requirement – Adult Education**

*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.*

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Addition after Scholastic Honors

**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.

**Part VI: Academic Policies**

**Page 26**

Addition after Concurrent Enrollment in More than One College

**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 semester.*

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Addition after Concurrent Enrollment in More than One Program

**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.*

Respectfully Submitted,

Wayne D. Watson  
Chancellor

January 6, 2005