RESOLUTION

ADOPT THE REVISIONS TO THE STUDENT POLICY MANUAL OF
THE CITY COLLEGES OF CHICAGO
[Article IV, Section 4.2.1]
2008 - 2009

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

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

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

WHEREAS, amendments to the District’s Student Policy Manual have been proposed in
Article IV, Section 4.2.1

WHEREAS, said revisions have been reviewed by the Officers of the District and are being
recommended by the Chancellor, (a summary is attached hereto);

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Student Policy Manual
be adopted by the Board of Trustees effective with the Fall 2008 semester, and said revisions
should be reflected in updated publications of the Student Policy Manuals and posted on the City
Colleges website.

Respectfully Submitted,

Wayne D. Watson
Chancellor

September 3, 2008 – Academic Affairs
**Student Policy Manual 2008 Revisions**

<table>
<thead>
<tr>
<th>Policy pg #</th>
<th>Current Policy</th>
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</thead>
<tbody>
<tr>
<td>Admission Eligibility (pg 10)</td>
<td>City Colleges of Chicago grants H-1B, H-1C, J-1 &amp; J-2 visa holders living in the City of Chicago, In-District tuition. The criteria for granting approval for H-1B, H-1C, J-1 &amp; J-2 visas holders for the City Colleges of Chicago, In-District tuition should be accompanied by:</td>
<td><strong>ADDED:</strong> Students who are home schooled or attended non-accredited high schools must take the Ability to Benefit Test.</td>
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**Admission Eligibility and Procedures – Adult Education**

Adult Education Program classes are open to adults, 18 years of age or older, who do not have a high school diploma or a GED certificate. 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:

**Admission Requirement and Procedures – Adult Education**

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:

**ADDED:** 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.

**Adult Education Students**

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.

**Proposed Changes**

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.

**Assessment and Placement – Credit**

Compass placement scores expire after one year.

**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.

**Transfer Credit**

Students transferring credit to the City Colleges of Chicago are required to submit official college transcripts reflecting all credits earned at other regionally accredited institutions (www.accreditedschools.org) previously attended.

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.
### PART III: Tuition, Fees, Waivers and Refunds

<table>
<thead>
<tr>
<th>Residency (page 16)</th>
<th>Current Policy</th>
<th>Proposed Changes</th>
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</thead>
<tbody>
<tr>
<td>Two pieces of identification are required, one of which must be a photo ID. Preferred documents which can be used for residency verification include:</td>
<td>Two pieces of identification are required, one of which must be a photo ID. Preferred documents which can be used for residency verification include:</td>
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<tr>
<td>1. Driver's License</td>
<td>1. Driver's License</td>
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<tr>
<td>2. Voter Registration Card</td>
<td>2. Voter Registration Card</td>
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<tr>
<td>3. Copy of Lease</td>
<td>3. Copy of Lease</td>
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<tr>
<td>4. Utility or Telephone Bill</td>
<td>4. Utility or Telephone Bill</td>
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<tr>
<td><strong>Non-Refundable Fees (pg 17)</strong></td>
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<td>Students may add or drop courses during the first seven days from the start of class for main session (or equitable time period for special sessions) without incurring a penalty. After the first seven days of the start of class for main session (or equitable time period for special sessions), no refunds will be allowed.</td>
<td>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.</td>
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<td><strong>Drop Policy (pg 18)</strong></td>
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<tr>
<td>Refunds – No-Show Withdrawal / No Show 1 Day (NSW and NS1)</td>
<td>Refunds – No-Show Withdrawal (NSW)</td>
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<tr>
<td>No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1). Students will be held accountable for the payment of tuition and fees of NSWN1 courses. Federal financial aid cannot be used to cover the cost of NSWN1 classes. Students who do not attend any of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW. Students only attending one of the first three class sessions will be withdrawn and issued an NS1. 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).</td>
<td>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).</td>
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<tr>
<td><strong>Refunds (pg 18)</strong></td>
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<tr>
<td>Refunds – Center for Distance Learning Online with Video Component Courses (TW)</td>
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<td>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.</td>
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</table>
No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1's). Students will be held accountable for the payment of tuition and fees of NSW/NS1 courses. Federal financial aid cannot be processed for NSW/NS1 classes. Students who do not attend any of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW. If they only attended one of the first three class sessions, they will be withdrawn and issued a NS1. 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).

**ADDED:**

**NSW – Center for Distance Learning**

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

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

**ADW – Administrative Withdrawals**

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 (BL) Course Statistics, Grade book, Discussion Board, Digital Drop box, Tests, Quizzes, CCC email and 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.**
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**ADDED:**

**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** has 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.
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<tr>
<td>(pg 30)</td>
<td>Graduation Requirement</td>
<td>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. ADDED: A student may earn a second degree from a college from which they have graduated. However, the second degree must be different from the first degree earned. Only General Education courses may be applied toward the second degree. Students seeking a second degree or certificate must enroll in and successfully complete a minimum of 15 additional credit hours at the college after the first degree has been posted to the students records.</td>
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</tbody>
</table>
| (pg 32)    | Class Attendance | Class Attendance
Students are required to attend class. Failure to attend class may result in the student being withdrawn from the course or failing the course. See explanation of NSWINs1 (No-Show Withdrawals) and ADW (Administrative Withdrawals). Failure to attend classes may also affect financial aid eligibility. Faculty may consider excessive absenteeism or tardiness in the evaluation of a student's final grade. For program specific attendance policies, please refer to the program coordinator. 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. |
| (pg 33)    | Name Change | 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

Marriage Certificate
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Policy pg #

Current Policy

Proposed Changes

Part VII: Students' Rights and Responsibilities

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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, Bureau of Citizenship and Immigration Services, etc.

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Correspondence from Social Security, Department of Homeland Security, etc.

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Standards of Conduct (pg 39)

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."

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 materials."

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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 electronic 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."

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Student Misconduct (pg 40)

Any violation of the above stated categories may result in one or a combination of the following sanctions as deemed appropriate by a City Colleges of Chicago official.

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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.

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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 should result in discipline of the student of a suspension of 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.

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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.

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Prepared by the Office of Student Affairs: ya
### Student Policy Manual 2008 Revisions

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<td>(pg 43)</td>
<td>The College President's written decision to expel or to suspend the student in excess of five (5) days shall be forwarded to the General Counsel for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision has been forwarded to the Chancellor. The College President's decision shall not take effect until approved by the Chancellor after the appeal process, set forth in this Rule as follows, has been exhausted.</td>
<td>The College President's written decision to expel or to suspend the student in excess of five (5) days shall be forwarded to the Chancellor for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision is effective immediately.</td>
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<td>Moved to pg 46</td>
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#### Part IX: Glossary of terms

In the following, the terms *Associate in Arts*, *Associate in Science*, *Associate in Arts Teaching*, *Bachelor of Science in Mathematics Education*, and *Bachelor of Science in Physics Education* are defined.

**AA**

Incoming students may choose from a broad selection of liberal arts and science courses leading to an Associate in Arts degree. The AA program is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities.

**AS**

Incoming students may choose from a broad selection of liberal arts and science courses leading to an Associate in Science degree. The AS program is designed to prepare students for transfer leading to a baccalaureate degree from four-year colleges and universities.

**AAT**

Study of teacher education with a specialization in high school mathematics, biology, or physical science for students who plan to transfer to a baccalaureate degree teacher education program at a college or university. Students must meet program admissions standards.

**B.S. in Mathematics Education**

The Bachelor of Science in Mathematics Education 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.