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ADOPTED-BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
AUGUST 6, 2009

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

RESOLUTION

ADOPT THE REVISIONS TO THE STUDENT POLICY MANUAL OF
THE CITY COLLEGES OF CHICAGO
[Article IV, Section 4.2.1]
2009 - 2010

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 Management and Government of the City Colleges of Chicago (“Rules”), provides for the amendments and revisions to Policies, Procedures and Registration; and

WHEREAS, amendments to the District’s Student Policy Manual have been proposed and will be published pursuant to Article IV, Section 4.2.1 of the Rules for Management and Government; and

WHEREAS, said revisions have been reviewed by 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 Fall 2009 semester, and said revisions should be reflected in updated publications of the Student Policy Manual and posted on the City Colleges website.

August 6, 2009 – Academic Affairs

Student Policy Manual 2009 Revisions

Policy pg #	Current Policy	Proposed Changes
Admissions Requirement (pg 10)	<p>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. Note: Effective Fall 2009, 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:</p>	<p>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. Note: Effective Fall 2009, 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:</p>
Admissions Requirement (pg 10)	<p>City Colleges of Chicago grants H-1B, H-1C, 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, J-1, J-2, L-1 & L-2 visas holders for the City Colleges of Chicago, In-District tuition should be accompanied by:</p>	<p>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:</p>
General Admissions Procedures (pg 11)		<p>ADDED: 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.</p>
Excluded Students (pg 12)		<p>ADDED: For more information, please refer to page 29.</p>
International Students (pg 12)	<p>4. Achieve a minimum score of 450 on the Test of English as a Foreign Language (TOEFL) written test or a minimum score of 133 on the computerized test unless they are from a country where English is the official language</p>	<p>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.</p>
Gifted Students / Special Enrollment (pg 13)	<p>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.</p>	<p>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.</p>

Student Policy Manual 2009 Revisions

Policy pg #	Current Policy	Proposed Changes
International Students – Requirement for Test of English as a Foreign Language (TOEFL) and Waivers (pg 14)	<p>The City Colleges requires prospective international students whose native language is not English to take the Test of English as a Foreign Language (TOEFL) or, if TOEFL is not available in the student's country of origin, a substantially equivalent test. 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 450 (133 on computerized tests), 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.</p>	<p>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.</p>
International Students (pg 16)	<p>Students holding F-1, non-immigrant student visas are considered International Students, regardless of residency and must pay out of state tuition.</p>	<p>Students holding F-1, non-immigrant student visas are considered International Students, regardless of residency and must pay International tuition.</p>
Financial Obligation (pg 17)	<p>Students are expected to pay when enrolling. Acceptable payment includes cash, check, credit/debit cards or enrollment in F.A.C.T.S eCashier. Failure to make appropriate payment arrangements within two business days of enrollment will result in the initiation of drop processing of all enrolled classes.</p>	<p>Students are expected to pay when enrolling. Acceptable payment includes cash, check, credit/debit cards or enrollment in F.A.C.T.S eCashier. 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.</p>
Waivers (pg 18)	<p>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 the late 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.</p>	<p>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 the late 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.</p>
Waivers (pg 18)	<p>Public Aid Recipients - Public Aid recipients 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 five credit hours. No waiver is applicable when six or more credit hours are scheduled.</p>	<p>Public Aid Recipients – Public Aid recipients may apply for tuition waivers <i>only after</i> 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.</p>
Refunds – Credit Courses (pg 18)	<p>Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed before during the first day seven days from the start of class. No refund will be allowed if a student withdraws after the first seven days of class.</p>	<p>Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed during the first seven days from the start of class in a regular session during the fall and spring terms. No refund will be allowed if a student withdraws after the first seven days of class. For specific day, refer to your study list.</p>

Student Policy Manual 2009 Revisions

Policy pg.#	Current Policy	Proposed Changes
Earned Credit Rate (ECR) (pg 20)	<p>In order to receive Financial Aid, a student 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 sum of cumulative graduation hours and Earned Credit Rate (ECR) extension 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.</p>	<p>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.</p>
AUD - Audit (pg 25)	<p>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.</p>	<p>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.</p>
NSW – No-Show Withdrawals (pg 25)	<p>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 processed for 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).</p>	<p>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.</p>
	<p>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.</p>	<p>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.</p>

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Policy pg #	Current Policy	Proposed Changes
ADW – Administrative Withdrawals (pg 25)	<p>Students who have been continuously absent the three-week period just prior to mid-term of the class will be withdrawn from class and issued a grade of ADW by the instructor, unless the instructor has documentation that the student is still actively pursuing the course, as evidenced by completed papers, exams, quizzes or projects.</p> <p>A student who has legitimate reasons for such absences must meet with the instructor no later than two weeks after the mid-term date (one week during the summer term) and state those reasons and other relevant considerations for requesting reinstatement. The instructor may recommend reinstatement after consultation with the student. A student who receives an ADW at mid-term and is reinstated 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.</p>	<p>A student may be awarded an ADW at mid-term if in the instructors 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.</p> <p>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.</p>
WTH – Student Initiated Withdrawals (pg 26)	<p>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 cumulative grade point average. Student Initiated Withdrawals occurring after the Census date will be counted as registered hours.</p>	<p>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.</p>

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Policy pg #	Current Policy	Proposed Changes
Academic Exclusion (pg 29)	<p>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. Readmitted students, who cannot provide the required documentation to receive financial aid, may be requested to seek other payment options.</p>	<p>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.</p>
Academic Exclusion (pg 30)	<p>Early Registration Options: An excluded student who is readmitted and is currently enrolled <i>may not</i> register early for the following term or semester. An excluded student who is not currently enrolled and whose petition is approved for the following term or semester may register early.</p>	<p>Early Registration Options: An excluded student who is readmitted and is currently enrolled <i>may not</i> 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.</p>
Repeating a Course – Adult Education	<p>A student may take an adult education course up to four times.</p>	<p>A student may take an adult education course up to four times if required.</p>
Class Cancellation (pg 30)	<p>If the college administration cancels a class, all tuition and fees for that course will be fully refunded.</p>	<p>If the college administration cancels a class, all tuition and fees for that course will be fully refunded in the manner in which payment was made and students notified by CCC email.</p>
Certificate Completion		<p>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.</p>

Student Policy Manual 2009 Revisions

Policy pg #	Current Policy	Proposed Changes
Graduation Requirement (pg 30)	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 graduation GPA of 2.0. Under certain circumstances, elective courses with a "D" final grade can count towards graduation. This policy is effective for all students entering or returning to the City Colleges of Chicago after May 1, 1998 (Board Report #20582, adopted 5-9-98).	To be eligible for graduation in all credit degree and certificate programs, students must earn a grade of "C" or better in all courses used to satisfy core curriculum and/or general education requirements, and hold a minimum cumulative GPA of 2.0. Elective courses with a "D" final grade may count towards graduation. This policy is effective for all students entering or returning to the City Colleges of Chicago after May 1, 1998 (Board Report #20582, adopted 5-9-98).
	All students must complete at least 15 hours of residency at the college from which they intend to graduate.	All students must complete 21 hours of residency at the City Colleges of Chicago. (Special consideration may be given on a case by case basis by the College President.) The students' degree will be awarded by the college where 15 of the last 21 hours were earned.
	A student may earn a second degree from a college from which they have graduated. However, the second degree must be different from the first degree earned. Only General Education courses may be applied toward the second degree. Students seeking a second degree or certificate must enroll in and successfully complete a minimum of 15 additional credit hours at the college after the first degree has been posted to the students records.	A student may earn a second degree from a college from which they have graduated. However, the second degree must be different from the first degree earned. 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.
Academic Policies (pg 32)	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 83 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 Registrar (or designee) - to enroll in 19 or more credit hours for fall or spring terms and 10 or more credit hours during the day summer.	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.
Returning Students (pg 33)	If a student has not attended for 2 years or more, at the time of readmission, 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.	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.
Directory Information (pg 39)	Currently enrolled students may withhold disclosure of any of the above "Directory Information" under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Registration, at the college in which the student is enrolled, prior to the first day of classes of each academic term. Forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Registration at each of the City Colleges of Chicago.	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.

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Policy pg #	Current Policy	Proposed Changes
AA - Foreign Language Requirement	<p>Failure on the part of a student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.</p>	<p>EFFECTIVE FALL 2009: 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.</p> <p>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/guid/fpco/ferpa/index.html</p>
College Suspension (pg 41)	<p>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.</p>	<p>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.</p>
Chaperone Policy		<p>ADDED: 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.</p>
Safety & Security Policy (pg 52)		<p>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.</p>
Financial Aid Application Course Applicability System iTransfer		<p>FERPA</p> <p>Careers</p> <p>www.fasfa.gov</p> <p>https://uic.transfer.org:8443/cas/index.jsp</p> <p>www.itransfer.org</p>