

30838

**ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JANUARY 12, 2011**

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

RESOLUTION

**ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL
OF THE CITY COLLEGES OF CHICAGO
2010-2011**

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 or colleges under the jurisdiction of the board.”

WHEREAS, the City Colleges of Chicago Academic Policy and Procedures Manual has been developed to ensure that protocols for instruction, grading, student advancement and related academic elements are established, reviewed and publicly communicated;

WHEREAS, Section 1.8 of the Rules for the Management and Government of the City Colleges of Chicago (“Rules”), provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges.”

WHEREAS, the Academic Policy and Procedures Manual has been revised to reflect recent changes in degree requirements for certain academic programs, tenure requirements, and other policies affecting students (The Executive Summary and the revisions to the Academic Policy and Procedures Manual are attached hereto as Exhibits A and B); and

WHEREAS, the Officers of the District support the revisions to the Academic Policy and Procedures Manual that are being recommended by the Chancellor;

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Academic Policy Manual be adopted by the Board of Trustees effective January, 2011, and posted on the City Colleges website.

January 12, 2011 – Academic Affairs

EXHIBIT A
EXECUTIVE SUMMARY
PROPOSED REVISIONS TO THE
ACADEMIC POLICY AND PROCEDURES MANUAL OF
THE CITY COLLEGES OF CHICAGO
2010-2011

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

Index Number 1.10A – Associate in Arts (A.A.) Degree

- The Foreign Language Policy was added.

Index Number 1.12A – Associate in Applied Science (A.A.S.) Degree

- The credit hours needed to complete the degree requirement was changed to 60-72 credit hours.
- The PCS Code 1.6 was deleted.
- In accordance with ICCB rules, the required credit hours needed to fulfill the general education requirement was changed to a minimum of 15 credit hours.

Index Number 1.13A – Associate in General Studies (A.G.S.) Degree

- In accordance with ICCB rules, the required credit hours needed to fulfill the general education requirement was changed to 20 credit hours.
- The ICCB components for general education were added:
Communications, Fine Arts & Humanities, Mathematics & Science, and Social & Behavioral Sciences.

Index Number 1.14A – Associate in Engineering Science (A.E.S.) Degree

- The ICCB components for general education were added:
Communications, Fine Arts & Humanities, Mathematics & Science, and Social & Behavioral Sciences.

Index Number 1.15A – Associate in Fine Arts (A.F.A.) Degree

- In accordance with ICCB rules, required credit hours needed to fulfill the general education requirement was changed to a minimum of 29-35 credit hours.

Index Number 1.16A – Associate in Teaching Degree (A.A.T.) Degree

- Early Childhood Education was added in the first paragraph.
- The credit hours needed to complete the degree requirement was changed to 61-63 credit hours.
- In accordance with ICCB rules, required credit hours needed to fulfill the general education requirement was changed to a minimum of 39-42 credit hours.

Index Number 1.3 – Illinois Articulation Initiative

- A statement on the State of Illinois' Human Diversity requirement was added.

Index Number 2.10 – Criteria for Approval of Faculty Programs

- A statement on office and virtual hours for instructors teaching online or hybrid courses was added.

Index Number 2.20 – Contract Renewal and the Issuance of Tenure

- The Masters of Fine Arts degree was added to clarify the degrees that require faculty, seeking tenure, to earn an additional fifteen (15) graduate credit hours.
- A statement was added on non-tenured faculty being required to complete Faculty Development Seminar (FDS).
- A statement was added on academic integrity.
- A statement was added requiring all specific graduate level courses be approved *in writing*.

Index Number 2.21C – Blackboard

- A statement was added that will require all adjunct faculty to post their syllabus on Blackboard.
- A statement was added that clarifies where all faculty should post their syllabus.
- A statement was added that requires all syllabi to have measureable SLOs and that all syllabi must be available to students, guests and observers no later than the first week of school.

Index Number 2.30G – NON Grade Designations

- Pre-Credit language was changed to Foundational Studies.

Index Number 2.31B– Guidelines for Determining Student Tuition, Fees, Charges, Residency, Waivers, and Refunds

- A statement was added that allows Senior Citizens to register for courses during open registration.
- The H-4 Visa was added to the list of Visas eligible for out-of-district and out-of-state waivers.

Index Number 2.31C– International Students on F-1 Student Visas

- The minimum score on the TOEFL was changed to 500 and 173 on the computer based college-approved standardized equivalent placement test.

Index Number 2.32A– Associate Degree Nursing Programs for the City Colleges of Chicago

The following revisions were made:

- Earn a “C” or higher in Biology 121
- Math 118 or Math 125 with a “C” or higher
- Documented reading score of 90 or above on COMPASS Placement Exam; or 90 or above on the Assessment Technology Institute Test for Essential Academic Skills (ATI TEAS) which is the equivalent of a 90 on the COMPASS.
- Chemistry and Biological Science courses must be completed within 5 years of admission to the nursing program. These courses must be retaken after five years.
- Maximum faculty*/student ratios are to be maintained as stated below. Lower ratios will be considered by the local college administration to meet specific needs, such as: clinical limitations, advanced courses, State of Illinois regulations and/or student attrition. **The Illinois Nurse Practice Act states: The faculty student ratios should not exceed 1:10 in the clinical setting.*
- Students who do not earn a minimum grade of "C" in nursing courses will be allowed two (2) attempts to successfully obtain the required minimum grade of “C” for program progression. A maximum of two (2) nursing courses can be repeated. Students will be allowed to repeat a single course only once. Courses withdrawn with a failing grade, for the purpose of determining program progression, will be considered a failed course.

Index Number 2.34A– Individuals Visiting Classes

- Requiring written consent from the Vice President to visit classes was deleted.

EXHIBIT B
REVISED SECTIONS OF THE ACADEMIC
POLICY AND PROCEDURES MANUAL

INDEX NUMBER 1.10A

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs

ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Arts (A.A). Degree

POLICY:

The Associate in Arts degree prepares an individual for transfer to a four-year college or university. The general education and concentration course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Arts degree program is placed on the communications, social sciences, humanities and professional fields. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of 62 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.A. degree course work must be earned at the City College awarding the degree in order for an A.A. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.A. degree will be awarded, provided all other requirements for the A.A. degree are fulfilled.

Consistent with the IAI model, the City Colleges of Chicago requires that thirty-eight (38) of the total sixty-two (62) semester hours be taken in the General Education areas of: Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social

responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

Additionally, students must complete with a grade of C or better eight (8) semester hours of a Foreign Language or demonstrate competency equivalent to the stated outcomes of a second semester course.

Competency may be demonstrated in three ways.

1. A student may successfully complete two City Colleges of Chicago courses in the **same** foreign language (e.g., Spanish 101 and Spanish 102 or Arabic 101 and Arabic 102) to meet the City Colleges of Chicago foreign language requirement.
2. A student may take one of two proficiency exams in a language offered by the City Colleges of Chicago: College-Level Examination Program® (**CLEP**) exam or the American Council on the Teaching of Foreign Language (**ACTFL**®) exam. Students must demonstrate **at least** a **102** proficiency level on either the **CLEP** or the **ACTFL**® exam. Students who have successfully passed either the **CLEP** or the **ACTFL**® exam will have met the City Colleges of Chicago foreign language requirement for the Associate of Arts (AA) degree.
3. A student who has earned 8 credits from a regionally accredited college or university in a foreign language offered by the City Colleges of Chicago may transfer that credit in order to fulfill the City Colleges of Chicago foreign language requirement for the AA degree.
4. A student may satisfy the foreign language requirement also by earning credits from the College Board Advanced Placement (AP) Exam in a foreign language offered by the City Colleges of Chicago. A student must receive a 3 or higher on the AP Exam, which is the course equivalent of 8 earned credits, to fulfill the City Colleges of Chicago foreign language requirement for the AA degree.

The remaining 16 semester hours of elective courses shall be selected to meet the transfer and career goals of the student. However, a student may elect to earn an A.A. degree without following any specific area of concentration of study, provided all minimum degree requirements, as stated above are met.

The wording on the diploma for the Associate in Arts degree shall stipulate only the Associate in Arts degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Applied Science (A.A.S). Degree

POLICY:

The Associate in Applied Science degree prepares an individual for career entry immediately upon completion of the degree, and is not considered a transfer degree. However, some four-year colleges and universities will take course work pursued for an A.A.S. degree toward similar concentrations.

Emphasis in the Associate in Applied Science degree program is placed on the specialized skills that prepare the individual for employment at the professional/technical level. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of 60 to 72 semester hours. Additionally, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies by program, however, a student must earn at least 60 credit hours and no more than 72 credit hours, except in such fields in which accreditation or licensure by a state or national organization requires additional course work..

All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.A.S. degree course work must be earned at the City College awarding the degree in order for an A.A.S. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.A.S. degree will be awarded, provided all other requirements for the A.A.S. degree are fulfilled.

A minimum of 15 credit hours of the required 60 to 72 semester hours must be distributed among the general education areas. The choice of courses used to meet the general education requirements is established for each program and some A.A.S. degree programs may have specific general education requirements. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic

and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses. The remaining semester hours must be concentrated in the required course work.

The wording on the diploma for the Associate in Applied Science degree shall stipulate the Associate in Applied Science degree in (Specific Program Name).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in General Studies (A.G.S). Degree

POLICY:

In the Associate in General Studies degree program emphasis is placed on the exploration and development through the study of a variety of subject offerings, with the option for the individual to select one of the other degree programs upon satisfying admissions standards and/or criteria or reaching a career/academic goal decision. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of a total of 60 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies by program. All courses submitted for graduation must be part of the approved program of study.

While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.G.S. degree course work must be earned at the City College awarding the degree in order for an A.G.S. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.G.S. degree will be awarded, provided all other requirements for the A.G.S. degree are fulfilled.

A minimum of thirty (20) of the required 60 semester hours must be distributed among the four general education areas of Communications, Mathematics and Science, Humanities and Fine Arts, Social and Behavioral Sciences with one course required in Communications, and two courses required in each of the other three areas. The choice of courses used to meet the general education requirements differs among each of the City Colleges of Chicago. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The wording on the diploma for the Associate in General Studies degree shall stipulate only the Associate in General Studies degree.

INDEX NUMBER 1.14A

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: O. Suarez

DATE: 7/96

REVIEWED: 1998, 2000, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Engineering Science (A.E.S). Degree

POLICY:

The Associate in Engineering Science degree prepares an individual for transfer to a four-year college or university. The general education and concentration course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Engineering Science degree program is placed on the preparation of the student to transfer to baccalaureate programs in Aeronautical, Manufacturing, Mechanical, Civil and Industrial Engineering. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.E.S. degree course work must be earned at the City College awarding the degree in order for an A.E.S. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.E.S. degree will be awarded, provided all other requirements for the A.E.S. degree are fulfilled.

A minimum of twenty (20) of the required 64 semester hours must be distributed among the four general education areas of Communications, Humanities and Fine Arts, Social and Behavioral Sciences, and Mathematics and Science. The choice of courses used to meet the general education requirements differs among each of the City Colleges of Chicago, per final approval by the Illinois Community College Board. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.

City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The remaining semester hours must be concentrated in the required course work.

The wording on the diploma for the Associate in Engineering Science degree shall stipulate only the Associate in Engineering Science degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: O. Suarez DATE: 11/96

REVIEWED: 1998, 2000, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Fine Arts (A.F.A). Degree

POLICY:

The Associate in Fine Arts degree prepares an individual for transfer to a four-year college or university. The general education and concentration course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Fine Arts degree program is placed on the concentrations in art and music. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies at some colleges, as per degree approval by the Illinois Community College Board. All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.F.A. degree course work must be earned at the City College awarding the degree in order for an A.F.A. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.F.A. degree will be awarded, provided all other requirements for the A.F.A. degree are fulfilled.

Twenty-nine-Thirty-five (29-35) of the required 60 to 68 semester hours must be distributed among the five general education areas of Communications, Mathematics,, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The remaining semester hours must be concentrated in the required course work.

The wording on the diploma for the Associate in Fine Arts degree shall stipulate the Associate in Fine Arts degree in (Specific Program Name).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson DATE: 3/09

REVIEWED: 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate of Arts in Teaching Degree (A.A.T)

POLICY:

In the Associate of Arts in Teaching degree program emphasis is placed on the study of teacher education with a specialization in high school mathematics or early childhood education for students who plan to transfer to a baccalaureate degree program in teacher education at a college or university. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of a total of 61-63 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies by program.

All courses submitted for graduation must be part of the approved program of study. While applicable course work with a minimum grade of C may be transferred to any of the City Colleges of Chicago from external institutions, as well as among any of the City Colleges of Chicago, a minimum of 15 semester hours of A.A.T. degree course work must be earned at the City College awarding the degree in order for an A.A.T. degree to be awarded with the inclusion of transfer work. The last college at which 15 semester hours are earned will become the college from which the A.A.T. degree will be awarded, provided all other requirements for the A.A.T. degree are fulfilled.

Thirty-nine-Forty-two (39-42) of the required 61-63 semester hours must be distributed among the five general education areas of Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. The choice of courses used to meet the general education requirements may differ among each of the City Colleges of Chicago. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

The wording on the diploma for the Associate of Arts in Teaching degree shall stipulate only the Associate of Arts in Teaching degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: W. Watson

Date 2000

REVIEWED: 2000, 2003, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Illinois Articulation Initiative

POLICY:

City Colleges of Chicago is a participant in the Illinois Articulation Initiative (IAI) which is a comprehensive statewide effort among more than 100 colleges and universities in Illinois to ease the transfer of students. IAI became effective for students entering a participating college or university as first-time freshmen during the summer of 1998. Benefits for students are:

- Students who complete the A.A. or A.S. degree and who meet the admission requirements of the IAI-participating baccalaureate degree granting institution to which they transfer will have completed the lower-division general education requirements for an associate or baccalaureate degree in lieu of the receiving institution's general education requirements.
- Students who complete the IAI General Education core Curriculum (GECC) and transfer to participating institutions have the assurance that lower-division general education requirements for an associate or baccalaureate degree have been satisfied.

A receiving institution may require transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum. In order to graduate from City Colleges, students must complete the Illinois General Education Core Curriculum, as well as meet a Mathematics requirement of four credit hours and satisfy other course/credit hour requirements of the particular degree being sought. No more than two courses from any one discipline can be used to fulfill GECC requirements.

Students are also required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. Courses that fulfill the Human Diversity requirement can be found on the IAI website or the college catalog. Students should meet with a college Academic Advisor to select general education courses shown on the City Colleges of Chicago Associate Degree template under Humanities/Fine Arts, and Social/Behavioral Sciences. These courses are designated as "D" (diversity within the USA) or "N" (diversity from a non-western perspective).

Information about the IAI may be found at <http://www.itransfer.org>. The site includes information on requirements for general education and specific majors plus course descriptions, a student planning worksheet, IAI approved courses for participating institutions, transfer tips, etc.

Each of the City Colleges incorporated the GECC in the awarding of A.A. and the A.S. degrees after 1998. Students of City Colleges must earn a grade of “C” or better in all of their general education courses.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: O. Shabat

DATE: 5/10/77

REVIEWED: 1991, 1998, 2000, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Criteria for Approval of Faculty Programs

POLICY:

1. Scheduling must meet the needs of students.
2. All full-time faculty members must have classes on four (4) days of their duty week. No faculty member shall be required to teach on more than five (5) days per week for his/her regular program. A faculty member of variable load light may have a duty week of four (4) days in which case there shall be teaching duties on at least three (3) days. All librarians shall show their meal times, which shall not be the beginning or end of the duty day. (Note: Faculty may select overtime in a manner that leads to a six-day work week).
3. No additional hours are to be allowed for combined classes.
4. Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit.
5. No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. The Board-Union Agreement (Local 1600) states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed (a) to complete the program of a faculty member or (b) where student needs, as determined by the Administration, make such scheduling necessary.
6. Conference and advisement hours are sixty (60) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member's program. No conference and advisement hours may begin or end within ten (10) minutes of the faculty member's class time. Wherever possible, they should not be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member's students.
7. Teacher program forms should accurately reflect all activities.
8. Each full-time faculty member shall be available for thirty (30) hours per week for teaching, advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (see local

1600 Contract, page 30).

9. An instructor teaching an online or a hybrid course may use virtual hours proportional to the number of online or hybrid courses she/he is teaching during the academic semester to meet their contractual office hours for that course. The instructor must document virtual hours appropriately by using a medium (e.g., real-time chat or teleconferencing) that will record their virtual hour sessions. All faculty irrespective of the medium (face-to-face, online, or blended/hybrid) are expected to schedule and keep seven office/advising hours as stated in number 8 above.
10. Overtime may not be assigned until authorization is given by the Vice President of Academic Affairs at the college.
11. All full-time faculty members are required to participate in their home college's graduation ceremonies.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor's Office

DATE: 05/25/99

REVIEWED: 1991, 1994, 1998, 2000, 2003, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Contract Renewal and the Issuance of Tenure

POLICY:

All new faculty members employed since May 19, 1971 are required to meet all requirements for contract renewal. As evidence of satisfying these requirements, faculty members are required to submit a portfolio of documentation according to accepted format as presented in the Faculty Tenure Manual, available in printed or electronic form. A tenure contract will not be recommended unless the faculty member complies with this understanding. The following requirements are specifically listed as items that must be complied with in order for contract renewal and/or a tenure contract issuance.

I. NON-RENEWAL AND RENEWAL

- A. Notification must be given of the intention not to retain the faculty member at least sixty (60) days prior to the contract termination date.
- B. Renewal or non-renewal contracts should be sent to the Vice Chancellor for Academic Affairs sixty (60) days prior to contract renewal (board action) and must be accompanied by administrative evaluations and signed by the President of the college.

**II. SIGNED STATEMENT BY NON-TENURED FACULTY MEMBER (SEE INITIAL
EMPLOYMENT-MEMORANDUM OF UNDERSTANDING).**

- A. All new faculty members are required to sign the *Memorandum of Understanding* indicating their understanding and acceptance of the requirements for acquiring tenure. No recommendation for tenure will be entertained by the Board of Trustees unless the Memorandum of Understanding has been signed by the faculty member and the conditions therein have been met.

III. FIFTEEN GRADUATE SEMESTER HOURS

- A. Graduate semester hours must be in accordance with criteria for lane advancement. Official transcripts from regionally accredited institutions of higher education must be included.

- B. Where the highest degree earned at the time of employment on the first employment contract is a bachelors or masters, including a Masters of Fine Arts (MFA), then a faculty member must earn an additional fifteen (15) graduate credit hours (or their professional equivalent) from a regionally accredited institution.
- C. Graduate credit hours must include three (3) credit hours earned after successfully completing the City Colleges of Chicago Faculty Development Seminar (FDS).

All Non-tenured full time faculty members must take the Faculty Development Seminar (FDS) within their first year at City Colleges of Chicago.

- D. Where the highest degree earned at the time of employment on the first employment contract is a doctorate, then a faculty member *may* be required to complete additional course work as part of a prescribed faculty development program recommended by the college administration as part of the contract renewal and tenure process. Notification of additional required course work will be given to the candidate in writing.
- E. Specific graduate level courses must be in writing and approved in advance by the college President or his/her designee.

IV. RESEARCH PAPER/PROJECT

- A. A tenure contract will not be recommended unless the faculty member, in addition to meeting all other requirements, satisfactorily completes a research paper or project that has been approved in advance. By the end of the first year of employment all topics for papers or projects must receive prior approval from the local college administrator responsible for the faculty member's evaluation.

V. ADMINISTRATIVE RESPONSIBILITY

- A. To ensure that each non-tenured faculty member recalls all obligations for tenure, the college President is to send the annual Memorandum of Understanding to each non-tenured faculty member for signature prior to the start of each contract term of each academic year. In addition, all faculty must receive the documents "Requirements for Contract Renewal and Tenure of Faculty Members."

VI. EVALUATION (see requirements for contract renewal)

- A. All non-tenured faculty must be evaluated each semester. This evaluation must include separate input from peers, department chairs, students, and administration.
- B. All contracts offered to non-tenured faculty members must be accompanied by an in-depth evaluation by the President before the Chancellor will recommend the contract to the Board. This evaluation should be an independent administrative evaluation including a description of ongoing evaluations throughout the year, specifically: class visitations, personal conferences, and other in-service activities.
- C. The President shall make an independent evaluation and submit a written recommendation to the Vice Chancellor for Academic Affairs prior to the end of the semester that precedes the faculty member's contract ending date. (All recommendations, whether favorable or unfavorable, are to be made by the President).

- D. Faculty members may be considered for continued employment if classes are available and the President gives a favorable evaluation.
- E. A non-tenured faculty member of the City Colleges of Chicago (CCC) is expected to be a competent, effective, contributing member of the college community, serving both through teaching and related professional activities to provide a high quality educational experience for the students the system serves. Each faculty member is expected to:
- have academic credentials and/or experience in a specific teaching field and periodically to enhance knowledge of this field as a condition for continued employment and advancement;
 - be effective in teaching the content of the field to students and to take steps to enhance this effectiveness;
 - be helpful, constructive, and innovative in providing assistance to students both in and out of class and to develop additional knowledge, skills and abilities to fulfill these professional responsibilities;
 - be a contributing member of the instructional department and the college as a whole, as well as the community that the college serves; and
 - perform all duties in a professional manner and in accordance with administrative policies and procedures.

In addition to the above for performance evaluation, non-tenured faculty must meet the following requirements to be considered for tenure:

1. Completion of fifteen (15) graduate semester hours of previously approved graduate-level course work or its equivalent. At least nine (9) of these hours should be completed by the end of the second year of employment.
2. Satisfactory completion of a research paper or project. All topics for papers or projects must receive prior approval from the local college administrator responsible for faculty evaluation by the end of the first year. All topics for papers or projects should be approved by the time of application for each contract renewal period.
3. A faculty member completing an approved research paper or project is expected to adhere to high standards of academic integrity.
4. Plagiarism of any kind is a serious violation of these standards. Faculty members who fail to comply with this academic standard and policy will not be recommended for tenure.

Administrative Procedures

1. All non-tenured faculty shall be given a copy of the CCC Faculty Evaluation Policy at the beginning of their employment as full-time CCC faculty and again at the beginning of their third year of full-time employment. (At those two times, Vice Presidents are required to secure signatures upon receipt of these copies).

2. The performance of non-tenured faculty shall be reviewed each semester; and at least one classroom visitation by, and conference with, the local administration to review teaching effectiveness and fulfillment of tenure requirements, shall be held each year before tenure. Student evaluations of non-tenured faculty shall be held each term and the results communicated to the administration, department and instructor.
3. Throughout the period of evaluation, non-tenured faculty shall be required to submit pertinent instructional materials for review by the local administration.
4. The local administration of the non-tenured faculty member's college of assignment shall coordinate the evaluation of the faculty member's performance with any outside agencies or other CCC college(s) at which the faculty member may teach.

MINIMUM CRITERIA

At the time of initial placement in rank and salary, the faculty member shall be informed of the minimum criteria necessary for administrative approval of a contract renewal and of the tenure contract. These criteria cover the areas of teaching effectiveness involvement in the college activities, and in evidence of professional growth.

The administration must structure a procedure to ensure periodic evaluation according to the minimum criteria for all non-tenured faculty and maintain continuing records of compliance with these criteria.

FIRST YEAR

At the end of the first year, the faculty members should present to the administration evidence of:

I. TEACHING EFFECTIVENESS

- A. Colleague and student evaluations.
- B. Dependability in classroom and student commitments (i.e., promptness, preparedness, emotional maturity, confidence, flexibility, etc).
- C. Develops course objectives and student learning outcomes, outlines and plans courses he/she teaches.
- D. Participates in departmental recommendations for acquisition of new textbooks and publications; plans student use of learning resource materials in conjunction with classroom activities.
- E. Demonstrates effective classroom management skills.

II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES

- A. Demonstrates a commitment to the community college mission (active participation in college-wide events, community outreach, etc).

- B. Appropriately utilizes innovative teaching technologies available to him/her, e.g., learning resources center, course management tools, Smart and Studio Classrooms, etc.
- C. Attends in-service and professional development seminars and/or conducts independent research.
- D. Participates in departmental and college activities. Attends meetings, serves on committees, follows procedures, etc.
- E. Submits/enters mid-term and final grades on time and accurately.

III. PROFESSIONAL GROWTH WITHIN THE EVALUATION CYCLE

- A. Participation in professional societies and/or conferences.
- B. Participation in workshops.
- C. Demonstration of evidence of current practices and developments in their discipline.
- D. Approved educational plan
- E. Approved tenure project topic.

SECOND YEAR

At the end of the second renewal cycle, the faculty member must present evidence of continued and expanded activity in all areas outlined for the end of the first cycle. In addition, he/she would:

I. TEACHING EFFECTIVENESS (continued)

- A. Develop course syllabi

II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES (continued)

- A. Participate in community service programs

III. PROFESSIONAL GROWTH (continued)

- A. Provide evidence of progress toward completion of educational plan
- B. Document progress on tenure project (pursuant to Contract Renewal, Tenure Plan, Second Year. See Tenure Manual).

THIRD YEAR

At the end of the third renewal cycle, the faculty member shall present evidence of continued activity in all areas outlined above and, in addition, he/she shall have

I. PROFESSIONAL GROWTH (continued)

- A. Completed the tenure project (pursuant to Contract Renewal, Tenure Plan, Third Year. See Tenure Manual).
- B. Completed the education plan.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs
Chancellor

ISSUED BY: W. Watson

DATE: 3/09

REVIEWED: 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Blackboard

POLICY:

I. Blackboard

- A. Effective fall 2009, all full-time faculty are required, at a minimum, to post their syllabi on Blackboard. An external link to the course syllabus is not acceptable.
- B. Effective fall 2010, all part-time faculty are required, at a minimum, to post their syllabi on Blackboard.
- C. The Blackboard (Bb) Course Menu must contain a content area labeled *Syllabus*.

II. Syllabi

- A. The Course Syllabus must be made available on Bb's Syllabus Course Menu area to students, guests, and observers no later than the first week of the semester. Any exceptions must be approved by the Vice President for Academic and Student Affairs.
- B. All posted syllabi will contain measurable student learning outcomes.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Office ISSUED BY: Student Policy Manual DATE: Fall 2001

REVIEWED: 2002, 2003, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: NON Grade Designations

POLICY:

All credit program letter grades earned plus ADWs and WTHs will be included in a student's permanent academic record or transcript.

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 chair.

Students with an "I" grade will not be allowed to re-register for that course. However, if the "I" is changed to an "F" grade, 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.

NSW – No-Show Withdrawals

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).

NSW – Center for Distance Learning (CDL)

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

Students who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW (Administrative Withdrawal) by the instructor. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance.

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.*

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.

Distance learning students (CDL) 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.

WTH – Student Initiated Withdrawals

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 withdrawal 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.

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.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: Board Action

DATE: 8/3/89

REVIEWED: 1991, 1998, 2002, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: Board Report Nos. 14204, 19819

SUBJECT: Guidelines for Determining Student Tuition, Fees, Charges, Residency, Waivers, and Refunds

POLICY:

STUDENT TUITION, FEES AND OTHER CHARGES

The Board of Trustees shall establish tuition, fees and other required charges. These shall be published in official publications of the district or of the colleges.

The Board of Trustees establishes the student in-district tuition rate per credit hour, and this rate shall remain in effect until changed by Board action.

STUDENT RESIDENCY

Tuition shall be assessed according to student residency status determined on the basis of the four following classifications:

ID: Individuals residing within the boundaries of the City of Chicago for at least 30 days prior to the start of the term. (Community College District No. 508)

OD: Individuals residing in the State of Illinois but outside of the City of Chicago. (Community College District No. 508)

OS: Individuals residing outside the State of Illinois

VI: International students as defined below.

Proof of Residence - any student or applicant for admission shall be required to submit proof of residence.

- A. Any adult or emancipated minor student who actually resides within the District and has not moved to the District for the sole purpose of attending the colleges shall be considered a resident as of the date of arrival in the District.
- B. Any student may, at any time, be required to submit proof of residence in the District. In addition to such records as may tend to establish proof of residence, an affidavit of the parent or guardian in the case of minor students, and from the student him/herself, in the case of a student who has reached his/her majority, may be required.

Out of District Students - Students who are not actual residents of the District shall be admitted only as non-resident students and will be required to pay out of district tuition.

Out of State Students - Students who are not actual residents of Illinois, will be required to pay out-of-state tuition.

INTERNATIONAL STUDENTS

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

TUITION WAIVERS

A. In-district tuition waivers may be granted:

1. to senior citizens for the first six regular college credits during open registration, if seats are available. All hours above six will be paid by the enrolled senior citizen student.
2. to public aid recipients for a maximum of six college-level credit hours, if Financial Aid has been denied. Public Aid recipients enrolling for seven or more credit hours must pay all applicable tuition and fees for all courses above six hours. This option requires approval from the Financial Aid Office.
3. to employees of the City Colleges of Chicago in accordance with their Board-Union Agreements or employee category for all college-level credit hours, provided such courses are not taken during regular working hours, and to said employees' dependents (to age 25) and spouses.

B. Out-of-district and out-of-state tuition waivers may be granted:

1. to senior citizens for regular college-level credit courses for which in-district tuition is waived;
2. for courses for which in-district tuition is waived;
3. to employee groups for whom in-district tuition is waived,
4. to Center for Distance Learning (CDL) courses,
5. to employees working 35 or more hours in the City of Chicago,
6. H-1B, H-1C, H-4, J-1, J-2, L-1 and L-2 visa holders working and living in the City of Chicago.

C. Tuition Waiver for Educational Guarantee

REFUNDS

- A. Registration charges, activity, and certain other fees are not refundable except as indicated in (d). below.

- B. A full refund of tuition and fees paid, less non-refundable fees, shall be made if a student withdraws formally from course(s) prior to the first day of class, or from a continuing education course(s) before the first day of class.
- C. No refunds of tuition and fees shall be made after City Colleges of Chicago Board authorized deadlines.
- D. A full refund of tuition, fees, and registration charges paid shall be made for student registrations in classes which have been canceled.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: D. Hill

DATE: 1/18/84

REVIEWED: 1991, 1998, 2003, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: International Students on F-1 Student Visas

POLICY:

1. The Primary Designated School Official (PDSO) & Designated School Official (DSO) are responsible for the authorization and issuance of I-20 forms to International Students.
2. The basic I-20 Form should be issued for three academic years. If students do not complete their program within the three-academic year period, they may file an Extension of Stay INS Form I-539.
3. International students must meet current entrance requirements to be eligible to enroll in college-level courses and are required to take the TOEFL test, scoring a minimum of 500, 61 on internet based TOEFL (a minimum of 15 points per category of Reading, Writing, Speaking, or Listening), or 173 computer based college-approved standardized equivalent placement test.
4. International students are required to have at least 12 college credit hours and secure health insurance to maintain their active status.
5. The I-20 student seeking a change of status will only be granted after providing one of the following documents:
 - a. Notice of Action INS Form I-797 with approval
 - b. Passport with the INS stamp showing approval for 1-551c
 - c. Permanent Alien Card I-551-B 6.
6. **All** students enrolled on international visas are required to pay out-of-state tuition and fees.

**CITY COLLEGES OF CHICAGO
ACADEMIC and PROGRESSION POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson Chancellor DATE: 08/20/90

REVIEWED: 1991, 2002, 2004, 2006, 2008, 2010

REVIEWED BY: NURSING FACULTY, NURSING DIRECTORS, EXECUTIVE DIRECTOR –
NURSING PROGRAMS, VICE PRESIDENTS AND PRESIDENTS,
ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER’S SIGNATURE: ON FILE

SUBJECT: Associate Degree Nursing Programs for the City Colleges of Chicago

POLICY:

In order to maintain high quality programs which successfully prepare Associate Degree in Nursing (ADN) students to enter nursing practice, the following policies have been established:

1. The number of new enrollees will be limited to the number of available faculty, including adjuncts.
2. In order to be considered for admission to the District Associate Degree Nursing Program, a student must complete all of the following:
 - Submit an application after successfully completing all prerequisites by the posted date.
 - Earn a “B” or higher in Chemistry 121 or take a higher level chemistry course passing with a “C” or higher.
 - Earn a “C” or higher in Biology 121.
 - Math 118* or Math 125*; with a “C” or equivalent transferred Math course.
 - Documented reading score of 90 or above on COMPASS Placement Exam for ADN applicants. Documented score of 90 or above on THE Assessment Technology Institute Test for Essential Academic Skills (ATI TEAS), which is the equivalent of a 90 on the COMPASS for Nursing Program applicants.
 - High school transcripts or GED, and other applicable transcripts.
 - Students must have earned a minimum GPA of 2.50 or higher calculated based on prerequisites and general education requirements.
 - Chemistry* and Biological Science* courses must be completed within five years of admission to the nursing program. Students must retake these courses after five years.

- Meet health requirements, as specified by clinical agencies, prior to the first day of clinical.

**Illinois Articulation Initiative Agreement approved. Students planning to transfer should seek advising from the Transfer Center on their respective campus.*

3. All student applicants will be selected by the nursing faculty-administration committee. The college president or his/her designee(s) are to review and approve all applicants considered for admission to the program.
4. Once students are admitted to the program, every effort shall be made to assist students in becoming successful by providing special assistance programs and courses utilizing tutoring and AZTEC software.
5. Maximum faculty* / student ratios are to be maintained as stated below. Lower ratios will be considered by the local college administration to meet specific needs, such as: clinical limitations, advanced courses, State of Illinois regulations and/or student attrition.

**The Illinois Nurse Practice Act states: The faculty student ratios should not exceed 1:10 in the clinical setting.*

6. Criteria for student readmission will be determined by the District policy. These criteria are to be included in the City Colleges of Chicago Nursing Program Handbook.
7. Each student must earn a minimum grade of "C" for all courses required for progression and completion of the Associate in Applied Science Nursing degree, as per the following chart. A college may establish a higher minimum grade, if it is deemed necessary.

Nursing Courses:

Nursing 101	Nursing 210	Nursing 212
Nursing 102	Nursing 211	Nursing 213
		Nursing 203

8. Program Progression
Students who do not earn a minimum grade of "C" in 100 and 200 level nursing courses will be allowed two (2) attempts to successfully obtain the required minimum grade of "C" for program progression. A maximum of two (2) nursing courses can be repeated. Students will be allowed to repeat a single course only once. Courses withdrawn with a failing grade, for the purpose of determining program progression, will be considered a failed course.

BRIDGE COURSE POLICY:

- A. Students successfully completing the Nursing Bridge course (Nursing 140) will be given priority consideration as advanced standing students in the Associate Degree Nursing (ADN) program. Prospective LPN candidates will be admitted, if space is available after continuing students and auditing students have completed their registration. LPN/ ADN Bridge program completion students have priority for admission to the ADN Program before returning "repeat" students.

If an LPN student, admitted to and sponsored by one college, successfully completes the Nursing Bridge course, and wishes to complete the nursing program at another college, the student may do so provided the student formally applies and is accepted by the other college's nursing program. It is to be understood that a student cannot automatically transfer from one college nursing program to another just on the basis of successfully completing the LPN/ADN Bridge course. Acceptance or admission of students to the ADN Nursing Program should be based on receipt of a letter of approval of acceptance from the college president or his/her designee.

B. Admissions Requirements to Bridge Program

1. Must meet all prerequisites for ADN program.
2. All general education courses and prerequisites must be completed before starting Nursing 140
3. Must possess current LPN License
4. Applications will be accepted for potential students who meet the following criteria:
 - Meets prerequisites requirement
 - Possess a current license

C. Licensed LPNs accepted to the program, and who successfully complete the LPN/ADN Bridge course can then enroll in second level (semester 3) nursing courses:

These courses will be taken in the following semesters/sequences. *

Semester III	Semester IV
Nursing 210	Nursing 212
Nursing 211	Nursing 213
	Nursing 203

* See college course catalog.

D. The Office of Testing and Assessment may recommend that LPN students receive credit for Nursing 101 and Nursing 102, and the College Registrar will be notified contingent upon the following:

1. Successful completion of Nursing 140 with a minimum grade of "C".
2. The credit for Nursing 101 and Nursing 102 shall be listed on the student's transcript as "credit only"; no grade is to be awarded for this assessment; and this course is not to be used in calculating the student's GPA.
3. The recommendation to award credit for Nursing 101 and Nursing 102 is to be held in escrow and issued by the Office of Testing and Assessment upon completion of Nursing 210 and 211. Students will be assessed a fee for this service.
4. Recommendation by the nursing program Director of the sponsoring college will be made to the Office of Testing and Assessment upon completion of Nursing 210 and 211.

- E. The nursing program Director will be responsible for notifying the Illinois Department of Financial and Professional Regulation Nursing Section and other appropriate regulatory agencies that the Nursing 140 course is recognized as equivalent to Nursing 101 and Nursing 102 combined as a requirement for graduation from the program.

Students who do not earn a minimum grade of "C" in nursing courses will be allowed two (2) attempts to successfully obtain the required minimum grade of "C" for program progression. A maximum of two (2) nursing courses can be repeated. Students will be allowed to repeat a single course only once. Courses withdrawn with a failing grade, for the purpose of determining program progression, will be considered a failed course.

REGISTERED NURSE COMPLETION PROGRAM COURSE POLICY

- A. Students who successfully complete a LPN program will be considered for admission into the Registered Nursing Completion program. Students must have a minimum GPA of 2.5 on a 4.0 scale for all course work.
- B. Admission Requirements to Registered Nursing Completion Program
1. Must meet all prerequisites for ADN program.
 2. All general education courses must be completed before starting ADN 200 level courses.
 3. Applications will be accepted for potential students who meet prerequisites requirements.
- C. Program Progression:
- Students who do not earn a minimum grade of "C" in nursing courses will be allowed two (2) attempts to successfully obtain the required minimum grade of "C" for program progression. A maximum of two (2) nursing courses can be repeated. Students will be allowed to repeat a single course only once. Courses withdrawn with a failing grade, for the purpose of determining program progression, will be considered a failed course.

* All references to faculty include adjunct faculty members.

Academic Policies are Subject to Review and Change.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: O. Shabat

DATE: 2/8/78

REVIEWED: 1991, 1998, 2002, 2003, 2009, 2010

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Individuals Visiting Classes

POLICY:

Only individuals who are officially registered for a class shall be allowed to be present in a class. Students may not bring children into the classroom while instruction is occurring. College administrators do not require written permission to visit a class.