

COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
TO ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL
OF THE CITY COLLEGES OF CHICAGO
2011-2012

WHEREAS, the Illinois Public Community College Act, as amended (110 ILCS 850/3-30), lists the powers and duties of community college districts in the State of Illinois, and provides 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 4.3 of the Board Bylaws of City Colleges of Chicago 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 revisions to the Academic Policy and Procedures Manual and the Executive Summary are attached); and

WHEREAS, the Provost supports 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 November 1, 2012, and posted on the City Colleges of Chicago website.

November 1, 2012 – Office of Academic Affairs

1.03

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

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November 1, 2012 – Office of Academic Affairs

**EXECUTIVE SUMMARY
PROPOSED REVISIONS TO THE
ACADEMIC POLICY AND PROCEDURES MANUAL OF
THE CITY COLLEGES OF CHICAGO
Fall 2012**

- **POLICY 1.21 A:**
 - Reversed columns listing Semester Credit Hours first and Instructional Hours Per Week second.

- **POLICY 1.23A:**
 - Changed numbering to follow Program Academic Change (PAC) Form and Flowchart revisions made in 1998 and 2012.
 - Changed FCCCA to FCCACCC (Faculty Council Committee A City Colleges of Chicago).
 - Added College VPs in (9) as they are part of the Local/DO review process prior to final review by the Provost.
 - Revised (9) Provost of Academic Affairs reviews request and forwards to appropriate Associate Vice Chancellor and all College Vice Presidents for necessary action(s) and recommendation(s) relevant to areas of responsibility.
 - Changed Vice Chancellor to Provost
 - Revised (10)The appropriate Associate Vice Chancellor and College Vice Presidents return completed proposal with recommendations to the Provost who takes action as follows:
 - Removed * note on “swift action” as the process takes 6-12 months dependent upon type of change, (e.g. course, certificate, or program new or revised).
 - Revised (8) as it flowed into next line and the last excerpt “Chancellor of Academic Affairs was mislabeled as (9).
 - Added step (11) for notification to Primary Advocate. This was step (10) in the PAC process, which is now the step for AVC’s.

- **Index 1.25- Sunset Policy**
 - Sunset Policy was added.
 - Grammatical changes were made.

- **Index Number 2.15E-Extra Work Compensation**
 - The Memorandum of Understanding (MOU) regarding semester teaching load for part time faculty was added.
 - English 243 and 245 were both added to the list of accepted English courses.
 - Max load for part time and adult educators teaching Foundational Studies was added.

- **Index 2.15L- Teaching CDL and/or College Success for Load**
 - The MOU regarding full time faculty teaching CDL for load was added
 - College Success for load was added. Prior to Board approval, it will need to be discussed

and agreed upon with the Union.

- **Index 2.15M- Guidelines for Non-Instructional Employees to Teach Courses**
 - This is a new policy initiated from the District Office of Human Resources.

- **Index Number 2.21D- Faculty (credit and foundational studies) and Adult Educator Credential Review**
 - Transcripts must be from a regionally accredited institution of higher education was added.
 - Foreign transcripts must be evaluated by official foreign educational credential evaluation service was added.
 - Changed the approval process from District Academic Affairs to the College.

- **Index Number 2.30D- Certification of Active Pursuit (for credit, skills and continuing education)**
 - Certification of Active Pursuit Policy was added.
 - The phrase “*An instructor must indicate on the mid-term grade reporting form the criteria for active pursuit of completion of the course*” was changed to must be indicated on the mid-term reporting checklist.

- **Index Number 2.30G – NON Grade Designations**
 - Grammatical changes were made.
 - Re-enroll was added instead of the word repeat.
 - Active pursuit was expanded for CDL students.
 - Deleted sentence requiring students to have a “C” or better to register for next course.

- **Index Number 2.30I- District Academic Standards**
 - District Academic Standards Policy was added.
 - Added approved Board resolution that clearly explains the graduation requirements.
 - Graduation Grade Point Average for degree completion was added.
 - An internal policy of repeating (ICCB non-repeatable courses) for a grade was added.
 - SAP policies and Procedures was deleted.

- **Index Number 2.31A- Maximum Credit Hours for Students**
 - Grammatical changes were made.
 - Maximum Credit Hours for *Students Policy Manual* was added.

- **Index Number 2.31B- Student Tuition, Fees and Other Charges)**
 - Revised the tuition-waiver benefit for senior citizens, Senior citizens now must register one week prior to the first day of the term, subject to space availability, instead of during open registration.

- **Index Number 2.32A– Associate Degree Nursing Programs for the City Colleges of Chicago**
 - This policy was deleted from the Academic Policy Manual effective Fall 2012. It will be replaced with a general policy on CCC restricted admission programs.

- **Index Number 3.9- Dual Credit/Dual Enrollment**
 - Dual Credit/Dual Enrollment Policy was added and is in a separate document.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow DATE: 8/10/71

REVIEWED: 1991, 1998, 2000, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE (See Board Report No. 1522)

SUBJECT: CCC Application of Rationale for Awarding Student Semester Credit

POLICY:

The rationale for awarding student credit is as follows:

Category	Semester Credit Hours	Number of Contact Hour(s)* Per Week
Lecture	1	1
Discussion	1	1
Demonstration	1	1
Open Laboratory Experience Laboratory or Studio	0	1
with follow up	1**	2**
Laboratory or Studio Self-contained	1	3
Independent Projects	1	3
Cooperative Work Experience Full Time (20 hours or more)	1	11
Cooperative Work Experience Part Time	1	5
Seminars	1	1
Field Trips	1	3
	Dependent upon external accrediting agency requirements	

Contact hours = 50 minutes

*Based on a 16-week term; other term lengths should be pro-rated accordingly.

**Minimum

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: H.Chausow

DATE: 5/20/02

REVIEWED: 1991, 1998, 2000, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Course or Program Approval Process

POLICY:

- 1) A Primary Advocate must first inform the Department Chair and then the Vice President and President of Proposed Academic Change. Advocate also briefs Provost/Academic Affairs via email. All applicable documents accompany the Proposed Academic Change (PAC) form (e.g. master syllabus, instructor syllabus, ICCB forms)
- 2) Primary Advocate acquires department recommendation.
 - 2a) Primary Advocate gives copies of proposal to other appropriate CCC Departments for review. Each campus returns written (non-electronic or electronic) feedback.
- 3) Primary Advocate presents proposal to the local Curriculum Committee.
- 4) College Curriculum Committee, along with Principal Advocate, presents recommendation to local Faculty Council.
- 5) Primary Advocate presents proposal to College Vice President and appropriate Dean, who present same to the College President for approval.
- 6) Principal Advocate presents proposal (hard and electronic copies), with a Proposed Academic Change (PAC) form attached and all supporting documentation to the district Faculty Council's Curriculum Committee (FCCACCC).
- 7) The Primary Advocate and FCCACCC present the proposal to the district Faculty Council (FCCCC).
- 8) FCCCC sends comments to District Director of Academic and Occupational Programs and the Provost.
- 9) Provost reviews request and forwards to appropriate Associate Vice Chancellor and all College Presidents/Vice Presidents for necessary action(s) and recommendation(s) relevant to areas of responsibility.
- 10) The appropriate Associate Vice Chancellor and College Vice Presidents return completed proposal with recommendations to the Provost who takes action as follows:
 - a) Copy of recommended proposals is presented to the Educational Committee of the District's Board of Trustees for approval.
 - b) Proposal receiving Board Committee and, if appropriate, full Board Approval is forwarded to ICCB with the signature of the Chancellor.
 - c) A new course is submitted to ICCB for approval.
 - d) A new unit of instruction is submitted to both ICCB and IBHE for approval.
- 11) Director of Academic and Occupational Programs notifies the Principal Advocate, the college, and Academic Affairs of the status of the request and action taken.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs/Student Services

ISSUED BY: District Student Policy Manual

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

REVIEWED: 2012

ISSUERS SIGNATURE: ON FILE

SUBJECT: Sunset Policy and Procedures

POLICY:

The City Colleges of Chicago periodically reviews its academic programs and services to ensure excellence in the delivery of instruction and services. Such reviews may result in the termination of certain academic programs.

The purpose of the CCC "Sunset Policy" is to ensure a fair and consistent process for sunsetting programs across the District and a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB). Such programs slated for discontinuation must adhere to the following policy and procedures to ensure proper completion of the program for currently enrolled students.

1. When a college discontinues offering an approved program to new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules of the ICCB, Section 1501.302, f, p. 27).
2. The college(s) will announce the pending closure of the program and the date of discontinuation (reported to ICCB as either inactive or withdrawn*) through all means available, such as campus postings, notification in class schedules, and the college's website. The reported ICCB date will also be known as the "sunset date" for purposes of the Sunset Policy.*
3. The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:
 - a. Notify the students of the actions in items 1 & 2 above by CCC email, certified mail, or if necessary, by phone;
 - b. Require the student** to consult with an Academic Advisor to design an educational plan in order to complete coursework prior to the program's discontinuation.
4. College Advisors will:

- a. Design an educational program of study that is consistent with the date of the program's discontinuation reported to ICCB* in order to facilitate the student's successful completion of all required courses and completion of all program requirements;
 - b. Identify specific courses that will meet the student's graduation requirements;
 - c. Identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.
5. A document, Memorandum of Understanding (MOU), signed by both the student and the Academic Advisor will be completed that explicitly states the specific courses the student must complete and the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit. A copy of the MOU should be provided to the student and the Registrar, and retained by the Academic Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).
6. Students who are unable to complete the agreed upon program of study prior to the sunset date should be advised to pursue:
- a. Enrollment in another program based on the coursework for which they have completed and credit earned;
 - b. Transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;
 - c. Transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.

*The inactivation or withdrawal date reported to ICCB will serve as the "sunset date." It is the date selected by the college(s) which complies with ICCB Administrative Rules which states as follows: "...the College must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled." (REF: Administrative Rules of the ICCB, Section 1501.302, g) 4), p. 29).

**Other than attempting notification by CCC email or mail or phone, college(s) has (have) no further obligation to inactive students or students who fail to respond to the notification and a direction to meet with an Academic Advisor.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Labor Relations ISSUED BY: W. Holm DATE: 8/7/80

REVIEWED: 1991, 1998, 2000, 2003, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Extra Work Compensation

POLICY:

Extra work time and compensation shall be in accordance with the collective bargaining agreement between the Board of Trustees and the Cook County College Teachers Union, Local 1600 as follows:

Semester Teaching Load

Full- Time Faculty

After July 14, 2008, the load for all faculty members, except those who teach English Composition, shall be fifteen (15) class contact hours per semester.

Effective spring 2009:

1. In order to receive the class load of 12 hours, faculty who teach English composition courses must teach a minimum of nine (9) contact hours of English Composition.
2. The following courses are English Composition courses in department 035: 098, 100, 101, 102, 105, 107, 201, 241, 243, and 245. The following courses are ESL English Composition courses in department 135: 098, 099, and 100.
3. Faculty with three (3) hours of release time in a Department of English must teach six (6) contact hours of English Composition in order to receive the class load of 12 hours. Faculty with six (6) hours of release time must teach three (3) contact hours of English Composition in order to receive the class load of 12 hours.

Effective fall 2005, faculty members assigned to teach clinical hours in nursing shall receive one contact hour for each hour of clinical work.

Semester Teaching Load

Part-Time Faculty

(Per the Memorandum of Understanding Regarding Workloads, January 2009)

Maximum Contact Hours- Probationary and non-probationary part-time faculty members may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term.

Part-time faculty teaching Composition may be assigned to teach no more than three (3) courses or eleven (11) contact hours, whichever is less per regular academic term. English Composition courses are courses in department -035: 098 100, 101, 102, 105, 107, 201, 241, 243, 245 and ESL English Composition courses in department 135: 098, 099, and 100.

Part-time faculty may be assigned to teach up to two (2) courses or ten (10) contact hours during the summer term. The foregoing workloads are exclusive of intermittent substitution assignments.

Semester Teaching Load for Part-time faculty and Adult Educators teaching Foundational Studies

Probationary and non-probationary part-time faculty teaching foundational studies may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term which is consistent with the Memorandum of Understanding, dated January 2009.

The maximum combined contact hours for Adult Educators to teach adult education courses and foundational studies reading, writing, and math must not exceed the total contact hours per week allowed by AFSCME contract.

Overload and Summer Session Pay

The rate of pay for overload assignments for a faculty member shall be 30% of a pro-rata portion of his/her base rate of pay. However, the minimum rate of pay for overtime assignments shall be \$625 per contact hour.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs /Student Services

ISSUED BY: Academic Affairs

DATE: 9/26/2011

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

REVIEWED: June 2012

ISSUER'S SIGNATURE: ON FILE

SUBJECT: City Colleges of Chicago Full-time Faculty Teaching Distance Learning and College Success Courses for Load

POLICY:

Online Courses Taught for Load

In accordance with the Memorandum of Understanding dated December 9, 2008 and supported by Local 1600 contract Article IX.Q regarding CDL courses, college credit full-time faculty members may teach one CDL course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600).

College Success Courses Taught for Load

College Credit full-time faculty members may teach one College Success course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600).

Full-time faculty may teach one CDL course for load and one course for stipend. Full-time faculty may teach one college success course for load and one course for stipend. Full-time faculty may teach either one CDL course or one college success course for load and one for stipend.

College credit full-time faculty *cannot* teach both CDL courses and College Success courses concurrently in the same semester for load. If the online course taught by the faculty member is the college success seminar, then the faculty member may not teach an additional on line course for load.

NOTE: All CDL and College Success teaching assignments must be approved by the Academic Vice President . The scheduling needs of the college and academic departments take precedence over faculty load requests for either College Success or CDL.

Payment for CDL and College Success courses is based on established payment for full-time load or stipends as stated in the Local 1600 contract.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Human Resources Department ISSUED BY: Eugene Nichols

DATE: 9/25/12 AVC Human Resources

REVIEWED: 2012

REVIEWED BY: ACADEMIC AFFAIRS, HUMAN RESOURCES AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Guidelines for Non-Instructional Employees to Teach

POLICY:

I. PURPOSE

To establish guidelines to manage the assignment of non-instructional employees to teach part-time during their regular work hours.

II. GUIDELINES

Following are the teaching guidelines for non-instructional employees:

1. A non-instructional employee who wishes to teach during regular work hours must obtain pre-approval from his/her immediate supervisor. The employee and supervisor will agree to and document an appropriate adjusted work schedule. The adjusted work schedule is maintained in the department's files.
2. A non-instructional employee who wishes to teach **MUST** meet the appropriate qualifications to teach.
3. A non-instructional employee may be assigned to teach **AFTER** the assignment of courses to Full-Time Faculty within the department, Full-Time Faculty from other Colleges, and lecturers (according to the union board agreement).
4. A **full-time** non-instructional employee approved and assigned to teach credit courses may teach no more than one (1) course each semester. If approved to teach noncredit courses, the employee may teach no more than 6 to 8 hours per semester. Non-instructional employees must seek President and/or Provost approval to teach more than 8 hours per semester.
5. A **part-time** non-instructional employee approved and assigned to teach credit courses may teach no more than 12 contact hours per semester. If approved to teach noncredit courses, the employee may teach no more than 12 credit hours per semester. Pursuant to Board Rule, the total number of hours

a part-time non-instructional employee may work for regular/adjusted work hours and course assignment may not exceed 34 hours in a workweek. Total work hours in excess of 34 hours may be assigned on a temporary, intermittent or sporadic basis with the prior written approval of the employee's immediate supervisor.

6. A non-instructional employee assigned to teach may not conduct the necessary preparation time during their regular or adjusted work schedule.
7. A full-time non-instructional employee teaching classes after hours, on the weekends or online is subject to the same rules as any part-time instructor. Preparation is not to be done during regular work hours.

III. CALCULATION OF PAY

A non-instructional employee assigned to teach shall be paid at the established rate approved by the Board of Trustees for non-union adjunct faculty.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

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

REVIEWED: 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Faculty (credit and foundational studies) and Adult Educator Credential Review

POLICY:

Copies of official transcripts from regionally accredited institutions of higher education showing award of a graduate degree (Masters or doctorate degree as appropriate) accompanied by a current resume/curriculum vitae shall be submitted for all new faculty hires to the college for review and approval. Current licensure documents, as appropriate, as well as copies of an official foreign transcript evaluation must be submitted for review and approval. The College will accept the foreign transcript evaluation without the original transcript. Foreign transcripts must be evaluated by official foreign educational credential evaluation service a National Association of Credential Evaluation Services (NACES) member organization www.naces.org).

Faculty official transcripts, resumes/CV, and other licensure documents must be submitted and approved prior to the offer of employment at the City Colleges of Chicago.

Utilizing the most current CCC credential guidelines, the appropriate Vice President will determine the teaching field for the given faculty candidate. Whenever a consensus cannot be reached, the Provost and the College President will determine the teaching field.

In addition, copies of official transcripts showing award of degree, as appropriate, accompanied by a current resume/CV shall be submitted for all new hires in Adult Education to the District Office of Adult Education for review and approval. Official transcripts, current resumes/CVs must be submitted for approval prior to the offer of employment at the City Colleges of Chicago.

The District Office of Academic Affairs maintains the current list of approved credentials guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit and skills courses, and Interdisciplinary Studies 101.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow

DATE: 8/1/83

REVIEWED: 1991, 1998, 2002, 2003, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Certification of Active Pursuit (for credit, skills, and continuing education)

POLICY: Initial Student Attendance

- Faculty must monitor student attendance at the beginning of the term.
- Faculty are required to define active pursuit within the course syllabus (see syllabus template).
- The Day Ten Class List will contain a certification at the bottom, which faculty must sign. A student who is absent from the first two class sessions and has not contacted his/her instructor of intent to pursue the course will have his/her registration canceled by the college and will be given **NSW** (no show withdrawal) status. For classes meeting only once a week, the first session is considered the equivalent of two class meetings for purposes of **NSW**.
- The instructors must appropriately designate the names of those students who did not attend the first two class sessions or who did not contact the instructor.
- If circumstances warrant, a student who has been designated as **NSW** may be reinstated. In such cases, only the instructor must submit the reinstatement form with appropriate administrative approval to the Registrar's Office for processing.

Mid-term Reporting:

- At mid-term, a student shall receive a letter grade of A, B, C, D, or F, or an
- Administrative Withdrawal (ADW).
- A student must be administratively withdrawn at mid-term if he/she has not actively pursued the course prior to mid-term. A grade of ADW (Administrative Withdrawal) will be issued upon withdrawal from the class by the faculty. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance.
- An instructor must use the checklist on the mid-term grade reporting form to indicate active pursuit of completion of the course.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

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

REVIEWED: 2002, 2003, 2009, 2010, 2012

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 in addition to ADWs and WTHs will be included in a student's permanent academic record or transcript.

"I" designations (Incomplete) are non-grades received by students who have actively pursued the course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades are awarded at the discretion of the faculty and must be supported by documentation and explicitly stated explanation of the nature of the circumstances.

A faculty member entering an "I" grade must indicate in the PSSA system all requirements which must be met by the student(s) for the removal of the grade "I".

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 faculty by the deadline, the "I" grade will be converted to an "F" grade. When the faculty 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. 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 at least one of the first two class sessions will be withdrawn from the class by the faculty 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 faculty. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance or measures as determined by the faculty.

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 re-enrolls in that course, only the last grade received will be calculated in the GPA; however, both the ADW and the 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 course who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.

Distance learning students (CDL) who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW. Active pursuit should be measured by the Blackboard (Bb) Course Statistics such as log in frequency, Gradebook, Discussion Board, electronic submission of assignments, and online assessments.

WTH – Student Initiated Withdrawals

It is the student's responsibility to withdraw officially 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. 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. 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 the instructor to seek ways to improve their standing in the course. Grades can be accessed at (my.ccc.edu).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Office

ISSUED BY: Student Policy Manual DATE: Fall 2001

REVIEWED: 2002, 2009, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST/ISSUER'S SIGNATURE: ON FILE

SUBJECT: District Academic Standards

POLICY:**Graduation Grade Point Average**

Graduation Grade Point Average (GRAD-GPA) is calculated on the basis of all credit hours and grades, "A" through "F", earned while enrolled in the Credit Career at the City Colleges of Chicago with the following exceptions: 1) All credit hours and grades earned in Allowed Repeatable Courses appear on the permanent academic record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in the GRAD-GPA, and 2) All credit hours and grades earned in Other Repeated Courses appear on the permanent academic record and transcript, but only the last grade earned is included in the GRAD-GPA. Transfer Credit, Credit for Prior Learning (including Military Training), and Credit by Assessment are excluded from the GRAD-GPA, although such credits appear on the transcript and may apply towards graduation. Credit hours and grades earned in pre-college level (remedial) coursework are excluded from the GRAD-GPA, although such credits appear on the permanent academic record and transcript.

Cumulative Grade Point Average

Cumulative Grade Point Average (CUM-GPA) is calculated the same way as GRAD-GPA, but includes credit hours and grades earned in pre-college level (remedial) coursework.

Allowed Repeatable Courses (ARC)

In accordance with ICCB policy, Allowed Repeatable Courses are designated courses where the course number remains the same (may include multiple suffixes), but the course content changes each term (for example, art, music, physical education, student newspaper, etc.). All credit hours and grades earned appear on the permanent academic record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations.

Other Repeated Courses

Students who earn a "D" or "F" grade in a course may repeat the course. Students who earn a grade of "C" or better in a course may repeat the course once. All credit hours and grades earned appear on the permanent academic record and transcript, but only the last grade earned is included in GPA calculations.

Graduation Requirements

To be eligible to graduate from any credit certificate or degree program, 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 or higher. Elective courses with a "D" final grade may count towards graduation. This

policy is effective August 1, 2013 for all students entering or returning to the City Colleges of Chicago. Students who graduated prior to August 1, 2013 must hold either a minimum Graduation GPA or Cumulative GPA of 2.0 or higher.

Academic Standing

Students must maintain a minimum Cumulative Grade Point average of 2.0 to remain in good academic standing. Students who fall below the minimum GPA requirement are to immediately seek Academic Advising to determine a course of action to return to good academic standing.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow DATE: 6/5/80

REVIEWED: 1991, 1998, 2002, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Maximum Credit Hours for Students

POLICY:

All students will need a minimum cumulative GPA of 3.0 as well as the written permission of the Vice President (or designee) to enroll in 19 or more credit hours for fall or spring terms or 10 or more credit hours during the summer term.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor ISSUED BY: Board Action

DATE: 8/3/89

REVIEWED: 1991, 1998, 2002, 2009, 2010, 2012

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 evaluated 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.

Out of District Students - Students who are not 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 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 to:

1. Senior citizens (age 65 or older may register for up to six credit hours tuition-free per term. Seniors are not required to apply for financial aid to receive a Senior Tuition Waiver.

- a. Qualifications: Seniors must be residents of the City of Chicago; normal procedures apply for proof of residency. Additionally, seniors must prove that they are at least 65 years of age on the date of registration by presenting a valid state issued driver's license, state issued ID card, or U.S. Passport.
 - b. When to register: Tuition-free registration is available each term beginning on Monday of the week prior to the week during which classes start, subject to space availability. Seniors may register at any other time during the registration cycle, but will not qualify for the Senior Tuition Waiver.
 - c. Fees: Seniors are responsible for paying all applicable fees.
 - d. Additional credit hours: Seniors may register for additional credit hours (beyond the initial six tuition-free credit hours) and pay normal tuition and fees.
 - e. Credit: As for all enrolled students in academic courses, Seniors will earn a course grade and credit unless the Senior is auditing the course.
2. Public aid recipients may register 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 additional courses above six hours. This option requires approval from the Financial Aid Office.
 3. In accordance with their Board-Union Agreements or employee category, employees of the City Colleges of Chicago and said employees' dependents (to age 25) and spouses may register for all college-level credit hours, provided such courses are not taken during regular working hours.

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 for 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.

Tuition Waiver for Educational Guarantee

REFUNDS

- A. Registration charges, activity, and certain other fees are not refundable..
- 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. Full tuition refunds are available at one hundred percent, minus any applicable fees, if processed during the first seven days of the start of class for regular session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student formally withdraws after the first seven days of class.
- C. A full refund of tuition, fees, and registration charges paid shall be made for students registered in classes which have been canceled.

INDEX NUMBER 3.9

CITY COLLEGES OF CHICAGO ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs ISSUED BY: K. Quartey

DATE: 7-18-2012

REVIEWED: 2012

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

ISSURER'S SIGNATURE: ON FILE

SUBJECT: Postsecondary College Credit Programs

POLICY: Dual Credit/Dual Enrollment

DEFINITIONS:

Dual Enrollment: An instructional arrangement where an academically qualified junior or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F).

Dual Credit: An instructional arrangement where academically qualified junior or senior students who is still enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F). Grades for the college credit and high school credit may not necessarily be the same.

Tuition and fees are waived for student participants of dual enrollment/dual credit:

- High school juniors and seniors.
- For classes in the Fall of 2012, Spring of 2013, and Summer of 2013.

The following are **not eligible** for dual enrollment/dual credit courses:

- Graduating seniors during the summer following their senior year.
- Students enrolled in online courses (CDL) for dual enrollment.

All high school students enrolled in early college programs must comply with the requirements of CCC's Dual Credit/Dual Enrollment Program regardless of funding source or location of classes.

Eligibility Requirements

- Students are only eligible to take **one dual enrollment class** per semester. Tuitions and fees are waived for this course. Students may enroll in more than one course, but are responsible for all additional tuition and fees. Students are limited to maximum number of credit hours (including dual credit)..
- Students are only eligible to take **up to four dual credit classes** per semester. Tuitions and fees are waived for these courses. Students are limited to maximum number of credit hours (including dual

credit) .

- Students must provide current high school ID.
- Students must meet prerequisites of the course for which they are planning to enroll.
- Students must submit a Parental Permission Form completed with signatures from their parent/guardian and guidance counselor.
- Eligible students must have a minimum cumulative GPA of 2.5 or higher on their high school transcript or most recent report card and maintain a 2.5 GPA throughout the program.

Students will be no longer be eligible for Dual Enrollment / Dual Credit courses if they do any of the following:

- Obtain a grade of “D” or “F” in a dual enrollment or dual credit course.
- Are administratively withdrawn (ADW) from a dual enrollment or dual credit course.
- Receive an NSW for a dual enrollment or dual credit course.
- Withdraw from a dual enrollment or dual credit course after the revision period and before the last day for student initiated withdrawal.

**EXECUTIVE SUMMARY
PROPOSED REVISIONS TO THE
ACADEMIC POLICY AND PROCEDURES MANUAL OF
THE CITY COLLEGES OF CHICAGO
Fall 2012**

- **POLICY 1.21 A:**
 - Reversed columns listing Semester Credit Hours first and Instructional Hours Per Week second.

- **POLICY 1.23A:**
 - Changed numbering to follow Program Academic Change (PAC) Form and Flowchart revisions made in 1998 and 2012.
 - Changed FCCCA to FCCACCC (Faculty Council Committee A City Colleges of Chicago).
 - Added College VPs in (9) as they are part of the Local/DO review process prior to final review by the Provost.
 - Revised (9) Provost of Academic Affairs reviews request and forwards to appropriate Associate Vice Chancellor and all College Vice Presidents for necessary action(s) and recommendation(s) relevant to areas of responsibility.
 - Changed Vice Chancellor to Provost
 - Revised (10)The appropriate Associate Vice Chancellor and College Vice Presidents return completed proposal with recommendations to the Provost who takes action as follows:
 - Removed * note on “swift action” as the process takes 6-12 months dependent upon type of change, (e.g. course, certificate, or program new or revised).
 - Revised (8) as it flowed into next line and the last excerpt “Chancellor of Academic Affairs was mislabeled as (9).
 - Added step (11) for notification to Primary Advocate. This was step (10) in the PAC process, which is now the step for AVC’s.

- **Index 1.25- Sunset Policy**
 - Sunset Policy was added.
 - Grammatical changes were made.

- **Index Number 2.15E-Extra Work Compensation**
 - The Memorandum of Understanding (MOU) regarding semester teaching load for part time faculty was added.
 - English 243 and 245 were both added to the list of accepted English courses.
 - Max load for part time and adult educators teaching Foundational Studies was added.

- **Index 2.15L- Teaching CDL and/or College Success for Load**
 - The MOU regarding full time faculty teaching CDL for load was added
 - College Success for load was added. Prior to Board approval, it will need to be discussed

and agreed upon with the Union.

- **Index 2.15M- Guidelines for Non-Instructional Employees to Teach Courses**
 - This is a new policy initiated from the District Office of Human Resources.

- **Index Number 2.21D- Faculty (credit and foundational studies) and Adult Educator Credential Review**
 - Transcripts must be from a regionally accredited institution of higher education was added.
 - Foreign transcripts must be evaluated by official foreign educational credential evaluation service was added.
 - Changed the approval process from District Academic Affairs to the College.

- **Index Number 2.30D- Certification of Active Pursuit (for credit, skills and continuing education)**
 - Certification of Active Pursuit Policy was added.
 - The phrase “*An instructor must indicate on the mid-term grade reporting form the criteria for active pursuit of completion of the course*” was changed to must be indicated on the mid-term reporting checklist.

- **Index Number 2.30G – NON Grade Designations**
 - Grammatical changes were made.
 - Re-enroll was added instead of the word repeat.
 - Active pursuit was expanded for CDL students.
 - Deleted sentence requiring students to have a “C” or better to register for next course.

- **Index Number 2.30I- District Academic Standards**
 - District Academic Standards Policy was added.
 - Added approved Board resolution that clearly explains the graduation requirements.
 - Graduation Grade Point Average for degree completion was added.
 - An internal policy of repeating (ICCB non-repeatable courses) for a grade was added.
 - SAP policies and Procedures was deleted.

- **Index Number 2.31A- Maximum Credit Hours for Students**
 - Grammatical changes were made.
 - Maximum Credit Hours for *Students Policy Manual* was added.

- **Index Number 2.31B- Student Tuition, Fees and Other Charges)**
 - Revised the tuition-waiver benefit for senior citizens, Senior citizens now must register one week prior to the first day of the term, subject to space availability, instead of during open registration.

- **Index Number 2.32A– Associate Degree Nursing Programs for the City Colleges of Chicago**
 - This policy was deleted from the Academic Policy Manual effective Fall 2012. It will be replaced with a general policy on CCC restricted admission programs.

- **Index Number 3.9- Dual Credit/Dual Enrollment**
 - Dual Credit/Dual Enrollment Policy was added and is in a separate document.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow DATE: 8/10/71

REVIEWED: 1991, 1998, 2000, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE (See Board Report No. 1522)

SUBJECT: CCC Application of Rationale for Awarding Student Semester Credit

POLICY:

The rationale for awarding student credit is as follows:

Category	Semester Credit Hours	Number of Contact Hour(s)* Per Week
Lecture	1	1
Discussion	1	1
Demonstration	1	1
Open Laboratory Experience Laboratory or Studio	0	1
with follow up	1**	2**
Laboratory or Studio Self-contained	1	3
Independent Projects	1	3
Cooperative Work Experience Full Time (20 hours or more)	1	11
Cooperative Work Experience Part Time	1	5
Seminars	1	1
Field Trips	1	3
	Dependent upon external accrediting agency requirements	

Contact hours = 50 minutes

*Based on a 16-week term; other term lengths should be pro-rated accordingly.

**Minimum

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: H.Chausow

DATE: 5/20/02

REVIEWED: 1991, 1998, 2000, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Course or Program Approval Process

POLICY:

- 1) A Primary Advocate must first inform the Department Chair and then the Vice President and President of Proposed Academic Change. Advocate also briefs Provost/Academic Affairs via email. All applicable documents accompany the Proposed Academic Change (PAC) form (e.g. master syllabus, instructor syllabus, ICCB forms)
- 2) Primary Advocate acquires department recommendation.
 - 2a) Primary Advocate gives copies of proposal to other appropriate CCC Departments for review. Each campus returns written (non-electronic or electronic) feedback.
- 3) Primary Advocate presents proposal to the local Curriculum Committee.
- 4) College Curriculum Committee, along with Principal Advocate, presents recommendation to local Faculty Council.
- 5) Primary Advocate presents proposal to College Vice President and appropriate Dean, who present same to the College President for approval.
- 6) Principal Advocate presents proposal (hard and electronic copies), with a Proposed Academic Change (PAC) form attached and all supporting documentation to the district Faculty Council's Curriculum Committee (FCCACCC).
- 7) The Primary Advocate and FCCACCC present the proposal to the district Faculty Council (FCCCC).
- 8) FCCCC sends comments to District Director of Academic and Occupational Programs and the Provost.
- 9) Provost reviews request and forwards to appropriate Associate Vice Chancellor and all College Presidents/Vice Presidents for necessary action(s) and recommendation(s) relevant to areas of responsibility.
- 10) The appropriate Associate Vice Chancellor and College Vice Presidents return completed proposal with recommendations to the Provost who takes action as follows:
 - a) Copy of recommended proposals is presented to the Educational Committee of the District's Board of Trustees for approval.
 - b) Proposal receiving Board Committee and, if appropriate, full Board Approval is forwarded to ICCB with the signature of the Chancellor.
 - c) A new course is submitted to ICCB for approval.
 - d) A new unit of instruction is submitted to both ICCB and IBHE for approval.
- 11) Director of Academic and Occupational Programs notifies the Principal Advocate, the college, and Academic Affairs of the status of the request and action taken.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs/Student Services

ISSUED BY: District Student Policy Manual

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

REVIEWED: 2012

ISSUERS SIGNATURE: ON FILE

SUBJECT: Sunset Policy and Procedures

POLICY:

The City Colleges of Chicago periodically reviews its academic programs and services to ensure excellence in the delivery of instruction and services. Such reviews may result in the termination of certain academic programs.

The purpose of the CCC "Sunset Policy" is to ensure a fair and consistent process for sunsetting programs across the District and a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB). Such programs slated for discontinuation must adhere to the following policy and procedures to ensure proper completion of the program for currently enrolled students.

1. When a college discontinues offering an approved program to new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules of the ICCB, Section 1501.302, f, p. 27).
2. The college(s) will announce the pending closure of the program and the date of discontinuation (reported to ICCB as either inactive or withdrawn*) through all means available, such as campus postings, notification in class schedules, and the college's website. The reported ICCB date will also be known as the "sunset date" for purposes of the Sunset Policy.*
3. The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:
 - a. Notify the students of the actions in items 1 & 2 above by CCC email, certified mail, or if necessary, by phone;
 - b. Require the student** to consult with an Academic Advisor to design an educational plan in order to complete coursework prior to the program's discontinuation.
4. College Advisors will:

- a. Design an educational program of study that is consistent with the date of the program's discontinuation reported to ICCB* in order to facilitate the student's successful completion of all required courses and completion of all program requirements;
 - b. Identify specific courses that will meet the student's graduation requirements;
 - c. Identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.
5. A document, Memorandum of Understanding (MOU), signed by both the student and the Academic Advisor will be completed that explicitly states the specific courses the student must complete and the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit. A copy of the MOU should be provided to the student and the Registrar, and retained by the Academic Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).
6. Students who are unable to complete the agreed upon program of study prior to the sunset date should be advised to pursue:
- a. Enrollment in another program based on the coursework for which they have completed and credit earned;
 - b. Transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;
 - c. Transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.

*The inactivation or withdrawal date reported to ICCB will serve as the "sunset date." It is the date selected by the college(s) which complies with ICCB Administrative Rules which states as follows: "...the College must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled." (REF: Administrative Rules of the ICCB, Section 1501.302, g) 4), p. 29).

**Other than attempting notification by CCC email or mail or phone, college(s) has (have) no further obligation to inactive students or students who fail to respond to the notification and a direction to meet with an Academic Advisor.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Labor Relations ISSUED BY: W. Holm DATE: 8/7/80

REVIEWED: 1991, 1998, 2000, 2003, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Extra Work Compensation

POLICY:

Extra work time and compensation shall be in accordance with the collective bargaining agreement between the Board of Trustees and the Cook County College Teachers Union, Local 1600 as follows:

Semester Teaching Load

Full- Time Faculty

After July 14, 2008, the load for all faculty members, except those who teach English Composition, shall be fifteen (15) class contact hours per semester.

Effective spring 2009:

1. In order to receive the class load of 12 hours, faculty who teach English composition courses must teach a minimum of nine (9) contact hours of English Composition.
2. The following courses are English Composition courses in department 035: 098, 100, 101, 102, 105, 107, 201, 241, 243. And 245. The following courses are ESL English Composition courses in department 135: 098, 099, and 100.
3. Faculty with three (3) hours of release time in a Department of English must teach six (6) contact hours of English Composition in order to receive the class load of 12 hours. Faculty with six (6) hours of release time must teach three (3) contact hours of English Composition in order to receive the class load of 12 hours.

Effective fall 2005, faculty members assigned to teach clinical hours in nursing shall receive one contact hour for each hour of clinical work.

Semester Teaching Load

Part-Time Faculty

(Per the Memorandum of Understanding Regarding Workloads, January 2009)

Maximum Contact Hours- Probationary and non-probationary part-time faculty members may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term.

Part-time faculty teaching Composition may be assigned to teach no more than three (3) courses or eleven (11) contact hours, whichever is less per regular academic term. English Composition courses are courses in department -035: 098 100, 101, 102, 105, 107, 201, 241, 243, 245 and ESL English Composition courses in department 135: 098, 099, and 100.

Part-time faculty may be assigned to teach up to two (2) courses or ten (10) contact hours during the summer term. The foregoing workloads are exclusive of intermittent substitution assignments.

Semester Teaching Load for Part-time faculty and Adult Educators teaching Foundational Studies

Probationary and non-probationary part-time faculty teaching foundational studies may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term which is consistent with the Memorandum of Understanding, dated January 2009.

The maximum combined contact hours for Adult Educators to teach adult education courses and foundational studies reading, writing, and math must not exceed the total contact hours per week allowed by AFSCME contract.

Overload and Summer Session Pay

The rate of pay for overload assignments for a faculty member shall be 30% of a pro-rata portion of his/her base rate of pay. However, the minimum rate of pay for overtime assignments shall be \$625 per contact hour.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs /Student Services

ISSUED BY: Academic Affairs

DATE: 9/26/2011

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

REVIEWED: June 2012

ISSUER'S SIGNATURE: ON FILE

SUBJECT: City Colleges of Chicago Full-time Faculty Teaching Distance Learning and College Success Courses for Load

POLICY:

Online Courses Taught for Load

In accordance with the Memorandum of Understanding dated December 9, 2008 and supported by Local 1600 contract Article IX.Q regarding CDL courses, college credit full-time faculty members may teach one CDL course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600).

College Success Courses Taught for Load

College Credit full-time faculty members may teach one College Success course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600).

Full-time faculty may teach one CDL course for load and one course for stipend. Full-time faculty may teach one college success course for load and one course for stipend. Full-time faculty may teach either one CDL course or one college success course for load and one for stipend.

College credit full-time faculty *cannot* teach both CDL courses and College Success courses concurrently in the same semester for load. If the online course taught by the faculty member is the college success seminar, then the faculty member may not teach an additional on line course for load.

NOTE: All CDL and College Success teaching assignments must be approved by the Academic Vice President . The scheduling needs of the college and academic departments take precedence over faculty load requests for either College Success or CDL.

Payment for CDL and College Success courses is based on established payment for full-time load or stipends as stated in the Local 1600 contract.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Human Resources Department ISSUED BY: Eugene Nichols

DATE: 9/25/12 AVC Human Resources

REVIEWED: 2012

REVIEWED BY: ACADEMIC AFFAIRS, HUMAN RESOURCES AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Guidelines for Non-Instructional Employees to Teach

POLICY:

I. PURPOSE

To establish guidelines to manage the assignment of non-instructional employees to teach part-time during their regular work hours.

II. GUIDELINES

Following are the teaching guidelines for non-instructional employees:

1. A non-instructional employee who wishes to teach during regular work hours must obtain pre-approval from his/her immediate supervisor. The employee and supervisor will agree to and document an appropriate adjusted work schedule. The adjusted work schedule is maintained in the department's files.
2. A non-instructional employee who wishes to teach **MUST** meet the appropriate qualifications to teach.
3. A non-instructional employee may be assigned to teach **AFTER** the assignment of courses to Full-Time Faculty within the department, Full-Time Faculty from other Colleges, and lecturers (according to the union board agreement).
4. A **full-time** non-instructional employee approved and assigned to teach credit courses may teach no more than one (1) course each semester. If approved to teach noncredit courses, the employee may teach no more than 6 to 8 hours per semester. Non-instructional employees must seek President and/or Provost approval to teach more than 8 hours per semester.
5. A **part-time** non-instructional employee approved and assigned to teach credit courses may teach no more than 12 contact hours per semester. If approved to teach noncredit courses, the employee may teach no more than 12 credit hours per semester. Pursuant to Board Rule, the total number of hours

a part-time non-instructional employee may work for regular/adjusted work hours and course assignment may not exceed 34 hours in a workweek. Total work hours in excess of 34 hours may be assigned on a temporary, intermittent or sporadic basis with the prior written approval of the employee's immediate supervisor.

6. A non-instructional employee assigned to teach may not conduct the necessary preparation time during their regular or adjusted work schedule.
7. A full-time non-instructional employee teaching classes after hours, on the weekends or online is subject to the same rules as any part-time instructor. Preparation is not to be done during regular work hours.

III. CALCULATION OF PAY

A non-instructional employee assigned to teach shall be paid at the established rate approved by the Board of Trustees for non-union adjunct faculty.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

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

REVIEWED: 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Faculty (credit and foundational studies) and Adult Educator Credential Review

POLICY:

Copies of official transcripts from regionally accredited institutions of higher education showing award of a graduate degree (Masters or doctorate degree as appropriate) accompanied by a current resume/curriculum vitae shall be submitted for all new faculty hires to the college for review and approval. Current licensure documents, as appropriate, as well as copies of an official foreign transcript evaluation must be submitted for review and approval. The College will accept the foreign transcript evaluation without the original transcript. Foreign transcripts must be evaluated by official foreign educational credential evaluation service a National Association of Credential Evaluation Services (NACES) member organization www.naces.org).

Faculty official transcripts, resumes/CV, and other licensure documents must be submitted and approved prior to the offer of employment at the City Colleges of Chicago.

Utilizing the most current CCC credential guidelines, the appropriate Vice President will determine the teaching field for the given faculty candidate. Whenever a consensus cannot be reached, the Provost and the College President will determine the teaching field.

In addition, copies of official transcripts showing award of degree, as appropriate, accompanied by a current resume/CV shall be submitted for all new hires in Adult Education to the District Office of Adult Education for review and approval. Official transcripts, current resumes/CVs must be submitted for approval prior to the offer of employment at the City Colleges of Chicago.

The District Office of Academic Affairs maintains the current list of approved credentials guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit and skills courses, and Interdisciplinary Studies 101.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow

DATE: 8/1/83

REVIEWED: 1991, 1998, 2002, 2003, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Certification of Active Pursuit (for credit, skills, and continuing education)

POLICY: Initial Student Attendance

- Faculty must monitor student attendance at the beginning of the term.
- Faculty are required to define active pursuit within the course syllabus (see syllabus template).
- The Day Ten Class List will contain a certification at the bottom, which faculty must sign. A student who is absent from the first two class sessions and has not contacted his/her instructor of intent to pursue the course will have his/her registration canceled by the college and will be given **NSW** (no show withdrawal) status. For classes meeting only once a week, the first session is considered the equivalent of two class meetings for purposes of **NSW**.
- The instructors must appropriately designate the names of those students who did not attend the first two class sessions or who did not contact the instructor.
- If circumstances warrant, a student who has been designated as **NSW** may be reinstated. In such cases, only the instructor must submit the reinstatement form with appropriate administrative approval to the Registrar's Office for processing.

Mid-term Reporting:

- At mid-term, a student shall receive a letter grade of A, B, C, D, or F, or an
- Administrative Withdrawal (ADW).
- A student must be administratively withdrawn at mid-term if he/she has not actively pursued the course prior to mid-term. A grade of ADW (Administrative Withdrawal) will be issued upon withdrawal from the class by the faculty. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance.
- An instructor must use the checklist on the mid-term grade reporting form to indicate active pursuit of completion of the course.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

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

REVIEWED: 2002, 2003, 2009, 2010, 2012

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 in addition to ADWs and WTHs will be included in a student's permanent academic record or transcript.

"I" designations (Incomplete) are non-grades received by students who have actively pursued the course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades are awarded at the discretion of the faculty and must be supported by documentation and explicitly stated explanation of the nature of the circumstances.

A faculty member entering an "I" grade must indicate in the PSSA system all requirements which must be met by the student(s) for the removal of the grade "I".

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 faculty by the deadline, the "I" grade will be converted to an "F" grade. When the faculty 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. 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 at least one of the first two class sessions will be withdrawn from the class by the faculty 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 faculty. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance or measures as determined by the faculty.

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 re-enrolls in that course, only the last grade received will be calculated in the GPA; however, both the ADW and the 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 course who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.

Distance learning students (CDL) who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW. Active pursuit should be measured by the Blackboard (Bb) Course Statistics such as log in frequency, Gradebook, Discussion Board, electronic submission of assignments, and online assessments.

WTH – Student Initiated Withdrawals

It is the student's responsibility to withdraw officially 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. 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. 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 the instructor to seek ways to improve their standing in the course. Grades can be accessed at (my.ccc.edu).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Office

ISSUED BY: Student Policy Manual DATE: Fall 2001

REVIEWED: 2002, 2009, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST/ISSUER'S SIGNATURE: ON FILE

SUBJECT: District Academic Standards

POLICY:**Graduation Grade Point Average**

Graduation Grade Point Average (GRAD-GPA) is calculated on the basis of all credit hours and grades, "A" through "F", earned while enrolled in the Credit Career at the City Colleges of Chicago with the following exceptions: 1) All credit hours and grades earned in Allowed Repeatable Courses appear on the permanent academic record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in the GRAD-GPA, and 2) All credit hours and grades earned in Other Repeated Courses appear on the permanent academic record and transcript, but only the last grade earned is included in the GRAD-GPA. Transfer Credit, Credit for Prior Learning (including Military Training), and Credit by Assessment are excluded from the GRAD-GPA, although such credits appear on the transcript and may apply towards graduation. Credit hours and grades earned in pre-college level (remedial) coursework are excluded from the GRAD-GPA, although such credits appear on the permanent academic record and transcript.

Cumulative Grade Point Average

Cumulative Grade Point Average (CUM-GPA) is calculated the same way as GRAD-GPA, but includes credit hours and grades earned in pre-college level (remedial) coursework.

Allowed Repeatable Courses (ARC)

In accordance with ICCB policy, Allowed Repeatable Courses are designated courses where the course number remains the same (may include multiple suffixes), but the course content changes each term (for example, art, music, physical education, student newspaper, etc.). All credit hours and grades earned appear on the permanent academic record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations.

Other Repeated Courses

Students who earn a "D" or "F" grade in a course may repeat the course. Students who earn a grade of "C" or better in a course may repeat the course once. All credit hours and grades earned appear on the permanent academic record and transcript, but only the last grade earned is included in GPA calculations.

Graduation Requirements

To be eligible to graduate from any credit certificate or degree program, 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 or higher. Elective courses with a "D" final grade may count towards graduation. This

policy is effective August 1, 2013 for all students entering or returning to the City Colleges of Chicago. Students who graduated prior to August 1, 2013 must hold either a minimum Graduation GPA or Cumulative GPA of 2.0 or higher.

Academic Standing

Students must maintain a minimum Cumulative Grade Point average of 2.0 to remain in good academic standing. Students who fall below the minimum GPA requirement are to immediately seek Academic Advising to determine a course of action to return to good academic standing.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: H. Chausow DATE: 6/5/80

REVIEWED: 1991, 1998, 2002, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Maximum Credit Hours for Students

POLICY:

All students will need a minimum cumulative GPA of 3.0 as well as the written permission of the Vice President (or designee) to enroll in 19 or more credit hours for fall or spring terms or 10 or more credit hours during the summer term.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor ISSUED BY: Board Action

DATE: 8/3/89

REVIEWED: 1991, 1998, 2002, 2009, 2010, 2012

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 evaluated 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.

Out of District Students - Students who are not 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 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 to:

1. Senior citizens (age 65 or older may register for up to six credit hours tuition-free per term. Seniors are not required to apply for financial aid to receive a Senior Tuition Waiver.

- a. Qualifications: Seniors must be residents of the City of Chicago; normal procedures apply for proof of residency. Additionally, seniors must prove that they are at least 65 years of age on the date of registration by presenting a valid state issued driver's license, state issued ID card, or U.S. Passport.
 - b. When to register: Tuition-free registration is available each term beginning on Monday of the week prior to the week during which classes start, subject to space availability. Seniors may register at any other time during the registration cycle, but will not qualify for the Senior Tuition Waiver.
 - c. Fees: Seniors are responsible for paying all applicable fees.
 - d. Additional credit hours: Seniors may register for additional credit hours (beyond the initial six tuition-free credit hours) and pay normal tuition and fees.
 - e. Credit: As for all enrolled students in academic courses, Seniors will earn a course grade and credit unless the Senior is auditing the course.
2. Public aid recipients may register 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 additional courses above six hours. This option requires approval from the Financial Aid Office.
 3. In accordance with their Board-Union Agreements or employee category, employees of the City Colleges of Chicago and said employees' dependents (to age 25) and spouses may register for all college-level credit hours, provided such courses are not taken during regular working hours.

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 for 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.

Tuition Waiver for Educational Guarantee

REFUNDS

- A. Registration charges, activity, and certain other fees are not refundable..
- 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. Full tuition refunds are available at one hundred percent, minus any applicable fees, if processed during the first seven days of the start of class for regular session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student formally withdraws after the first seven days of class.
- C. A full refund of tuition, fees, and registration charges paid shall be made for students registered in classes which have been canceled.

INDEX NUMBER 3.9

CITY COLLEGES OF CHICAGO ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs ISSUED BY: K. Quartey

DATE: 7-18-2012

REVIEWED: 2012

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

ISSURER'S SIGNATURE: ON FILE

SUBJECT: Postsecondary College Credit Programs

POLICY: Dual Credit/Dual Enrollment

DEFINITIONS:

Dual Enrollment: An instructional arrangement where an academically qualified junior or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F).

Dual Credit: An instructional arrangement where academically qualified junior or senior students who is still enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F). Grades for the college credit and high school credit may not necessarily be the same.

Tuition and fees are waived for student participants of dual enrollment/dual credit:

- High school juniors and seniors.
- For classes in the Fall of 2012, Spring of 2013, and Summer of 2013.

The following are **not eligible** for dual enrollment/dual credit courses:

- Graduating seniors during the summer following their senior year.
- Students enrolled in online courses (CDL) for dual enrollment.

All high school students enrolled in early college programs must comply with the requirements of CCC's Dual Credit/Dual Enrollment Program regardless of funding source or location of classes.

Eligibility Requirements

- Students are only eligible to take **one dual enrollment class** per semester. Tuitions and fees are waived for this course. Students may enroll in more than one course, but are responsible for all additional tuition and fees. Students are limited to maximum number of credit hours (including dual credit)..
- Students are only eligible to take **up to four dual credit classes** per semester. Tuitions and fees are waived for these courses. Students are limited to maximum number of credit hours (including dual

credit) .

- Students must provide current high school ID.
- Students must meet prerequisites of the course for which they are planning to enroll.
- Students must submit a Parental Permission Form completed with signatures from their parent/guardian and guidance counselor.
- Eligible students must have a minimum cumulative GPA of 2.5 or higher on their high school transcript or most recent report card and maintain a 2.5 GPA throughout the program.

Students will be no longer be eligible for Dual Enrollment / Dual Credit courses if they do any of the following:

- Obtain a grade of “D” or “F” in a dual enrollment or dual credit course.
- Are administratively withdrawn (ADW) from a dual enrollment or dual credit course.
- Receive an NSW for a dual enrollment or dual credit course.
- Withdraw from a dual enrollment or dual credit course after the revision period and before the last day for student initiated withdrawal.