

31345
ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
MARCH 1, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
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, 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 4.3 of the Policies and Procedures for the Management and Government of the 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 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 and the Provost;

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Academic Policy Manual be adopted by the Board of Trustees effective March 1, 2012, and posted on the City Colleges of Chicago website.

March 1, 2012 – Office of Academic Affairs

EXHIBIT A

EXECUTIVE SUMMARY PROPOSED REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL OF THE CITY COLLEGES OF CHICAGO 2011-2012

- **Index Number 1.10A – Associate in Arts (A.A.) Degree**
 - The residency requirement for the City Colleges of Chicago will now be 21 credits from any of the City Colleges.
 - In order to complete an associate degree, students will no longer be required to take the last 15 credit hours at one City College. Providing the college offers this degree, the City College of Chicago from which the majority of the credits were earned, will be the college that is authorized to award this degree.
 - If a student has earned an equal number of credits at two or more City Colleges, a student may choose the college from which their degree is conferred, providing the college offers that degree.
 - Effective Fall 2012, the Human Diversity Requirement will be enforced for new and returning students who have not enrolled in six consecutive semesters.

- **Index Number 1.1A- Associate In Science (A.S.) Degree**
 - The residency requirement for the City Colleges of Chicago will now be 21 credits from any of the City Colleges.
 - In order to complete an associate degree, students will no longer be required to take the last 15 credit hours at one City College. Providing the college offers this degree, the City College of Chicago from which the majority of the credits were earned, will be the college that is authorized to award this degree.
 - If a student has earned an equal number of credits at two or more City Colleges, a student may choose the college from which their degree is conferred, providing the college offers that degree.
 - Effective Fall 2012, the Human Diversity Requirement will be enforced for new and returning students who have not enrolled in six consecutive semesters.

- **Index Number 1.12A – Associate in Applied Science (A.A.S.) Degree**
 - The residency requirement for the City Colleges of Chicago will now be 21 credits from any of the City Colleges.
 - In order to complete an associate degree, students will no longer be required to take the last 15 credit hours at one City College. Providing the college offers this degree, the City College of Chicago from which the majority of the credits were earned, will be the college that is authorized to award this degree.
 - If a student has earned an equal number of credits at two or more City Colleges, a student may choose the college from which their degree is conferred, providing the college offers that degree.
 - Effective Fall 2012, the Human Diversity Requirement will be enforced for new and returning students who have not enrolled in six consecutive semesters.

- **Index Number 1.13A – Associate in General Studies (A.G.S.) Degree**
 - The residency requirement for the City Colleges of Chicago will now be 21 credits from any of the City Colleges.
 - In order to complete an associate degree, students will no longer be required to take the last 15 credit hours at one City College. Providing the college offers this degree, the City College of Chicago from which the majority of the credits were earned, will be the college that is authorized to award this degree.
 - If a student has earned an equal number of credits at two or more City Colleges, a student may choose the college from which their degree is conferred, providing the college offers that degree.
 - Effective Fall 2012, the Human Diversity Requirement will be enforced for new and returning students who have not enrolled in six consecutive semesters.

- **Index Number 1.14A – Associate in Engineering Science (A.E.S.) Degree**
 - The residency requirement for the City Colleges of Chicago will now be 21 credits from any of the City Colleges.
 - In order to complete an associate degree, students will no longer be required to take the last 15 credit hours at one City College. Providing the college offers this degree, the City College of Chicago from which the majority of the credits were earned, will be the college that is authorized to award this degree.
 - If a student has earned an equal number of credits at two or more City Colleges, a student may choose the college from which their degree is conferred, providing the college offers that degree.
 - Effective Fall 2012, the Human Diversity Requirement will be enforced for new and returning students who have not enrolled in six consecutive semesters.

- **Index Number 1.15A – Associate in Fine Arts (A.F.A.) Degree**
 - The residency requirement for the City Colleges of Chicago will now be 21 credits from any of the City Colleges.
 - In order to complete an associate degree, students will no longer be required to take the last 15 credit hours at one City College. Providing the college offers this degree, the City College of Chicago from which the majority of the credits were earned, will be the college that is authorized to award this degree.
 - If a student has earned an equal number of credits at two or more City Colleges, a student may choose the college from which their degree is conferred, providing the college offers that degree.
 - Effective Fall 2012, the Human Diversity Requirement will be enforced for new and returning students who have not enrolled in six consecutive semesters.

- **Index Number 1.16A – Associate in Teaching Degree (A.A.T.) Degree**
 - The residency requirement for the City Colleges of Chicago will now be 21 credits from any of the City Colleges.
 - In order to complete an associate degree, students will no longer be required to take the last 15 credit hours at one City College. Providing the college offers this degree, the City College of Chicago from which the majority of the credits were earned, will be the college that is authorized to award this degree.
 - If a student has earned an equal number of credits at two or more City Colleges, a student may choose the college from which their degree is conferred, providing the college offers that degree.
 - Effective Fall 2012, the Human Diversity Requirement will be enforced for new and returning

students who have not enrolled in six consecutive semesters.

- **Index Number 1.4- Human Diversity Requirement**
 - This is an official policy statement regarding the Human Diversity requirement which will be enforced Fall 2012. Students seeking any associate degree must take one Human Diversity course.

- **Index Number 2.30F- Awarding an incomplete grade of "I"**
 - Requires students to provide supporting documentation for circumstances.
 - Students cannot take other courses when the course for which they received an "I" grade is the prerequisite.
 - The 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".
 - A student is required to attend and pursue the completion of all required assignments while attending the class.
 - Courses can be repeated according to ICCB Administrative Rules. These administration rules must be verified prior to enrollment.

- **Index Number 2.30G – NON Grade Designations**
 - Students must provide supporting documentation for extenuating circumstances.
 - Students cannot take other courses when the course for which they received an "I" grade is the prerequisite.

- **Index Number 2.32A– Associate Degree Nursing Programs for the City Colleges of Chicago**
 - Revised course prerequisites were added.
 - Criminal background check is now required for all students.
 - Admission and Progression Requirements were revised.

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, 2011, 2012

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).

The Associate in Arts degree program places emphasis 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. All courses submitted for graduation must be part of the approved program of study. 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 (CCC). A minimum of 21 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the credits were earned, will be the college that is authorized to award the AA degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of credits at two or more City Colleges. The college selected by the student must offer the degree.

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.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Arts degree at the City Colleges of Chicago are *required* to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion. 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).

Additionally, students must complete with a grade of “*C*” or better in two courses of the same world language offered at the City Colleges of Chicago or demonstrate competency equivalent to the stated outcomes of a second semester course.

Competency in a world language may be demonstrated in any of four ways;

1. A student may successfully complete with a “*C*” or better two City Colleges of Chicago courses in the **same** world language (e.g., Arabic 101 and Arabic 102 or Spanish 213 and Spanish 214) to meet the City Colleges of Chicago World languages 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 world languages (**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 world languages requirement for the Associate of Arts (AA) degree.
3. Based upon transcript review, a student may transfer credit earned for at least two courses, in the same world language, from a regionally accredited college or university. The credit earned must be in a world languages offered by the City Colleges of Chicago in order to fulfill the City Colleges of Chicago world languages requirement for the AA degree.
4. A student may satisfy the world languages requirement by earning credits from the College Board Advanced Placement (AP) Exam in a World 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 up to 8 earned credits, to fulfill the City Colleges of Chicago world languages 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, 2011, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Science (A.S.) Degree**POLICY:**

The Associate in 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 Science degree program is placed on Science, Mathematics and professional fields. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average of 64 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. **A minimum of 21 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the credits were earned, will be the college that is authorized to award the AS degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of credits at two or more City Colleges. The college selected by the student must offer the degree.**

Consistent with the IAI model, the City Colleges of Chicago requires that thirty-nine (39) of the total sixty-four (64) 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.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Science degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion. 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).

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

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010, 2011, 2012

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 may accept course work pursued for an A.A.S. degree towards their degree completion requirement.

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. All courses submitted for graduation must be part of the approved program of study. 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 21 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the credits were earned, will be the college that is authorized to award the AAS degree, provided the college offers this program and degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of credits at two or more City Colleges. The college selected by the student must offer the degree.

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.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Applied Science degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion. 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).

The following Associate in Applied Science degree programs are exempt from fulfilling the Human Diversity Requirement:

Communications Technology
Electrical Construction Technology
Mortuary Science
Nephrology/Renal
Nursing
Nursing (RN Completion Program)
Occupational Therapy
Paralegal Studies
Physician Assistant
Radiography
Surgical Technology

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, 2011, 2012

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:

The Associate in General Studies degree program places emphasis 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.

All courses submitted for graduation must be part of the approved program of study. 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 21 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the credits were earned, will be the college that is authorized to award the AGS degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of credits at two or more City Colleges. The college selected by the student must offer the degree.

A minimum of twenty (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 and the Social and Behavioral Sciences. One course required in Communications, and two courses are 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.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in General Studies degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion. 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). 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 Study's degree shall stipulate only the Associate in General Studies degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: O. Suarez

DATE: 7/96

REVIEWED: 1998, 2000, 2009, 2010, 2011, 2012

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. All courses submitted for graduation must be part of the approved program of study. 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 21 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the credits were earned, will be the college that is authorized to award the AES degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of credits at two or more City Colleges. The college selected by the student must offer the degree.

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 or availability 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.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Engineering Science degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.. 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). 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, 2011, 2012

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. All courses submitted for graduation must be part of the approved program of study. 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 21 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the credits were earned, will be the college that is authorized to award the AFA degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of credits at two or more City Colleges. The college selected by the student must offer the degree.

Twenty-nine to 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.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Fine Arts degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion. 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). 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 for the A.F.A. degree.

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, 2011, 2012

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:

The Associate of Arts in Teaching degree program places emphasis 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. 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 21 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the credits were earned, will be the college that is authorized to award the AAT degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of credits at two or more City Colleges. The college selected by the student must offer the degree.

Thirty-nine to 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.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate of Arts in Teaching degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion. 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). 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.

INDEX NUMBER 1.4

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Office

ISSUED BY: K. Quartey Date: 7/20/2011

REVIEWED: 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Human Diversity Requirement

POLICY:

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking any degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

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 in order to fulfill the requirement. These courses are designated as "D" (diversity within the USA) or "N" (diversity from a non-western perspective) and are designed specifically to examine aspects of human diversity from a non-European perspective.

Students seeking an Associate of Applied Science Degrees in the following programs are exempt from fulfilling this requirement:

Communications Technology
Electrical Construction Technology
Mortuary Science
Nephrology/Renal
Nursing
Nursing (RN Completion Program)
Occupational Therapy
Paralegal Studies
Physician Assistant
Radiography
Surgical Technology

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor ISSUED BY: Chancellor DATE: 8/28/81

REVIEWED: 1991, 2002, 2009, 2012

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Awarding an Incomplete Grade of "I"

POLICY:

"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 explain the extent of the extenuating circumstance.

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".

Additionally, either the faculty or the department chair must inform the student in writing, of the requirements needed for removal of the "I" grade and the date the requirements must be met.

To remove an "I" grade, a student must make arrangements with the faculty to complete the course work and/or take the final examination by the mid-point of the following semester (not including the summer term). If the course work is not completed and turned in to the faculty by this deadline, the "I" grade will convert to an "F" grade.

If the faculty is not available, the student should contact the Department Chair. A student who has an "I" grade may not re-register in that course. However, if the "I" grade is changed to an "F" grade, the student may then re-register for the course. Also, a student who receives an "I" grade may not enroll in any course for which that is a prerequisite until the "I" grade is removed.

The Department Chair or Registrar shall further verify that a copy of all assignments and/or tests required for the removal of each "I" grade have been placed in the department files and shall so certify to the Academic Vice President.

**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 explain the nature of the circumstance.

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. A student is required to attend and pursue the completion of all required assignments while attending the audited class, and upon successful completion of the required assignments, the student 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. Courses can be repeated according to ICCB Administrative rules. These administrative rules must be verified prior to enrollment.

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 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 faculty, unless the faculty 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 faculty interactions are the methods used to verify student activity in an online course.

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. 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 and PROGRESSION POLICY**

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

REVIEWED: 1991, 2002, 2004, 2006, 2008, 2010, 2011, 2012

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 in Applied Science (A.A.S.) Degree in Nursing

POLICY:

In order to maintain high quality programs which successfully prepare Associates in Applied Science students to enter nursing practice, the following policy has been established:

1. The number of newly admitted and returning nursing students will be limited to the number of available nursing faculty and clinical sites.

In order to be considered for admission to the A.A.S. Degree in the Nursing Program, a student must successfully complete all prerequisite coursework prior to the posted application deadline date.

Prerequisite requirements for admission:

- Biology 121 with a "C" or higher
- Chemistry 121 with a "B" or higher or Chemistry 201 with a "C" or higher
- Math 118 or 125 or higher with a "C" or higher or equivalent transferred Math course
- English 101 with a "C" or higher
- A.A.S. 2-Year Program:
 - ATI Test for Essential Academic Skills (TEAS V) score of 60% or higher
 - LPN Bridge and RN Completion Program:
 - ATI Standard Testing to Evaluate Preparedness (LPN STEP) score of 60% or higher
- An established minimum cumulative (CGPA) of 2.75 or higher at City Colleges of Chicago (CCC). An applicant must have taken one or more courses at CCC to establish a CGPA prior to applying to the Nursing Program.

- All Chemistry and Biological Science courses must be completed within five years of the nursing application deadline. Students must retake Chemistry and Biological Science courses after five years or may sit for the equivalent CLEP exam and earn the numerical score equivalent to the required pre-requisite course grade.
- By July 1, students must submit all health and CPR requirements as indicated by the CCC Nursing Program clinical requirement guidelines to their respective campus nursing office. In addition, an initial 10-panel urine drug screen will be completed by July 1 and again prior to the start of the last year in the program and will be paid for by the student. The CCC Nursing Program has a “Zero Tolerance” drug policy. The drug screen results must depict all ‘negative’ readings. If all requirements are not submitted by July 1, students will forfeit their admission seat. If a student forfeits their seat, a new application must be submitted in the next admission cycle.
- All students must submit to an initial criminal background check by February 10 and a second criminal background check prior to the start of their last year in the program. By authorizing a criminal background check, the student is acknowledging that he/she is aware that any notation in the student’s record, including an arrest, may prevent the student from participating in the clinical program. If a student is not accepted in a clinical program based on the results of a positive criminal background check, the student will not be eligible to further progress in the nursing program. Students are responsible for the costs and must pay the criminal background check company online and in advance for the service.

2. All student applicants will be reviewed for admission to the program by the Nursing Admission Committee. The college president or his/her designee(s) are to review and approve all applicants considered for admission to the program.
3. As part of the Nursing 203 course, a comprehensive assessment examination is administered to all students prior to completion of the nursing program to assist them in reviewing nursing program content in preparation to sit for the NCLEX-RN Examination.
4. Criteria for student progression will be determined by this Policy which is incorporated in the Nursing Student Handbook.
5. Each student must earn a minimum grade of “C” for progression and completion of the Associate in Applied Science Nursing degree in each of the following nursing courses:

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

6. 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. If a student fails the same course after a second attempt, he/she will be dismissed from the nursing program. For the purpose of determining program progression,

courses withdrawn from with a failing grade, will be considered a failed course.

LPN BRIDGE COURSE COMPLETION:

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

If an LPN student, admitted to one college campus, successfully completes the Nursing Bridge course and wishes to complete the nursing program at another college campus, the student may do so provided the student submits a formal request letter to and receives approval from the Executive Director of Nursing Programs to be transferred. It is to be understood that a student cannot automatically transfer from one college campus to another just on the basis of successfully completing the LPN/ADN Bridge course.

- B. Admissions Requirements to Bridge Program

Applications will be accepted for potential students who meet the following criteria:

1. Must successfully complete all A.A.S. courses before starting Nursing 140.
2. All general education and prerequisites courses must be successfully completed prior to registering for Nursing 140.
3. Must possess current Illinois LPN License.

- C. 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. Credit for Nursing 101 and Nursing 102 will be recommended for a LPN by the Office of Testing and Assessment to the College Registrar contingent upon the following:

- a. Successful completion of Nursing 140 with a minimum grade of "C."
- b. 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.
- c. Recommendation by the Nursing Director of the sponsoring college will be made to the Office of Testing and Assessment upon completion of Nursing 210 and 211.
- d. 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. These courses are not to be used in calculating the student's GPA.

- E. 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. If a student fails the same course after a second attempt, he/she will be dismissed from the nursing program. For the purpose of determining program progression, courses withdrawn from with a failing grade, will be considered a failed course.

REGISTERED NURSE COMPLETION PROGRAM

- A. Students who successfully complete a PN program will be considered for admission into the Registered Nursing Completion program. Students must have a GPA of 2.75 on a 4.0 scale for all course work at the City Colleges of Chicago.
- B. Admission Requirements to Registered Nursing Completion Program
 - 1. Must meet all prerequisites for A.A.S. in Nursing Program.
 - 2. All general education courses must be completed before starting A.A.S. 200 level courses.
- 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. If a student fails the same course after a second attempt, he/she will be dismissed from the nursing program. For the purpose of determining program progression, courses withdrawn from with a failing grade, will be considered a failed course.