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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
SEPTEMBER 4, 2013

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
OFFICE OF ACADEMIC AFFAIRS

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 Board Bylaws of the City Colleges of Chicago (“Rules”), provides for the adoption of policies and states that:

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

WHEREAS, the Academic Policy and Procedures Manual has been revised to: 1) revise the District Sunset Policy and the Dual Credit/Dual Enrollment Policy; 2) adopt new policies governing the revocation of degrees or certificates and email usage and prerequisite course substitution requirements; and

WHEREAS, the Officers of the District support the new policy and 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 September, 2013 and posted on the City Colleges of Chicago website.

September 4, 2013 – Office of Academic Affairs

EXHIBIT A

EXECUTIVE SUMMARY REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL OF THE CITY COLLEGES OF CHICAGO September, 2013

- **Index Number 1.25 – Sunset Policy and Procedures**
 - Clear policy statement that students will not be allowed to continue the program that has ended after the sunset date.
 - Supports changes to Student Policy Manual
- **Index Number 1.28A – Revocation of Degrees or Certificates**
 - Fraud or disciplinary actions discovered after degree has been awarded can be grounds for revoking the degree or certificate
 - Recommendation to revoke will be prepared and approved by the President of the college awarding the degree and the Provost and Chief Academic Office
 - Approval to revoke will be the final decision of the Chancellor of City Colleges of Chicago
 - Transcript will reflect both the degree awarded and the revocation
 - Supports changes to Student Policy manual
- **Index Number 2.30J- Email Usage**
 - Email correspondence for official CCC information and communication will only be via CCC email accounts.
 - Applies to Students and Faculty.
- **Index Number 2.33C – Prerequisite Course Substitution Policy**
 - Higher level courses that exceed the outcomes of a lower level course can be substituted for the lower level course
 - Students who have completed a course higher than the prerequisite are considered to have satisfied the pre requisite.
 - Using a higher level course does not change the total number of credits require for the program.
- **Index Number 3.9 – Dual Credit/Dual Enrollment**
 - Students must be currently enrolled in high school.
 - Students must provide current high school ID, IL state ID or IL driver’s license.
 - Explains eligibility for Home Schooled student
 - Graduated seniors may enroll in Early College in the year of graduation.
 - Tuition waiver exceptions must be approved by the CCC Provost and Chief Academic Officer.

EXHIBIT B
City Colleges of Chicago
Academic Policies Comparison -Revision Summary September 2013

Current Policy	Proposed New Policy or Revision
<p>Sunset Policy and Procedures Index Number 1.25 -</p> <ul style="list-style-type: none"> • Policy regarding continuation of program is not clear 	<p>Sunset Policy and Procedures Index Number 1.25- Revised</p> <ul style="list-style-type: none"> • Clear policy statement that students will not be allowed to continue the program that has ended after the sunset date • Supports changes to Student Policy Manual
<p>Revocation of Degrees or Certificates</p> <p>No Current Policy</p>	<p>Revocation of Degrees or Certificates Index Number 1.28A - New</p> <ul style="list-style-type: none"> • Fraud or disciplinary actions discovered after degree has been awarded can be grounds for revoking the degree or certificate • Recommendation to revoke will be prepared and approved by the President of the college awarding the degree and the Provost and Chief Academic Office • Approval to revoke will be the final decision of the Chancellor of City Colleges of Chicago • Transcript will reflect both the degree awarded and the revocation • Supports changes to Student Policy manual
<p>Email Usage</p> <p>No Current Policy</p>	<p>Email Usage Index Number 2.30J - New</p> <ul style="list-style-type: none"> • Email correspondence for official CCC information and communication will only be via CCC email accounts. • Applies to Students and Faculty.

EXHIBIT B
City Colleges of Chicago
Academic Policies Comparison -Revision Summary September 2013

<p>Prerequisite Course Substitution Policy</p> <p>No Current Policy</p>	<p>Prerequisite Course Substitution Policy Index Number 2.33C- <i>New</i></p> <ul style="list-style-type: none"> • Higher level courses that exceed the outcomes of a lower level course can be substituted for the lower level course • Students who have completed a course higher than the prerequisite are considered to have satisfied the pre requisite. • Using a higher level course does not change the total number of credits require for the program
<p>Dual Credit/Dual Enrollment Index Number 3.9</p> <ul style="list-style-type: none"> • Graduated seniors are not eligible for Dual Enrollment or Dual Credit during the summer of 2013. • Students must provide current high school ID. • No mention of Home Schooled students 	<p>Dual Credit/Dual Enrollment Index Number 3.9 – <i>Revised</i></p> <p>Students must be currently enrolled in high school.</p> <ul style="list-style-type: none"> • Students must provide current high school ID, IL state ID or IL driver’s license. • Explains eligibility for Home Schooled students • Graduated seniors are eligible for Early College programs in the year of graduation but are ineligible for tuition waivers. • Exceptions must be approved by the CCC Provost and Chief Academic Office.

EXHIBIT C

INDEX NUMBER 1.25

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, 2013

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 sun setting 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. Will 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.

7. Students will not be allowed to continue or complete the discontinued academic program after the sunset date.

*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: Academic Affairs/Student Services

ISSUED BY: District Student Policy Manual

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

REVIEWED: 2012, 2013

ISSUERS SIGNATURE: ON FILE

SUBJECT: Revocation of Degrees or Certificates

City Colleges of Chicago reserves the right to revoke an awarded degree or certificate for the discovery of previously unknown fraud or academic integrity violations in receipt of the degree or certificate, or for the discovery of previously unknown egregious disciplinary violations committed by a student prior to the conferral of such degree or certificate.

Any final recommendation to revoke an awarded degree or certificate will involve a formal hearing and will be reviewed and approved by the President of the College that awarded the degree or certificate and submitted to the Provost and Chief Academic Officer for review. Final recommendations and a decision to revoke will be approved by both the Chancellor of City Colleges of Chicago and the Office of the General Counsel.

Both the conferred award and revocation will be included in the student's permanent academic record and will appear on the student's official transcript.

**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: 2013

ISSUERS SIGNATURE: ON FILE

SUBJECT: Email Usage

POLICY:

City Colleges of Chicago uses email as one of its official means of communication. Official CCC email correspondence to faculty and students will only occur via a ccc.edu email account.

Students and faculty are expected to read CCC emails in a timely manner and to respond as requested. Email can be accessed both at and away from the college. CCC takes measures to ensure that email services operate in a reliable and secure environment and comply with the Family Educational Rights and Privacy Act (FERPA).

Students should check their student email account on a regular basis for important information from the financial aid and advising offices, communications from faculty, as well as general information of interest to all CCC students.

Students who use their personal email accounts to initiate correspondence or to respond to an official CCC email will receive subsequent responses from a CCC email account.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE; Academic Affairs

ISSUED BY: Provost

REVIEWED BY: Academic Vice Presidents, Associate Vice Chancellors and Provost

REVIEWED: 2013

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Prerequisite Course Substitution Policy

POLICY:

A higher level course that exceeds the outcomes of those achieved in its prerequisites will be accepted as a substitution for the lower, prerequisite course. Any student may use a higher level course as a substitute for the prerequisite when the course has the substituted course listed as one of its prerequisites (i.e. English 102 or 201 can substitute for English 101).

Requests for substitution should be presented to the Academic or Faculty Advisor and approved by the College Registrar.

This policy does not waive prerequisites or substitute alternate prerequisites for a course. Regardless of substitution, the total number of required credits for the program must be earned.

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs ISSUED BY: V. Edghill-Walden DATE: 7-18-2013

REVIEWED: 2013

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 an academically qualified junior or senior student 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.

College Level Course – Continuing education and courses that do not lead to certification and/or a degree are **not eligible** for Dual Enrollment or Dual Credit.

ELIGIBILITY REQUIREMENTS:

- Students are eligible to take only **one dual enrollment class** per semester. Tuition 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 a maximum number of credit hours (including dual credit).
- Students are eligible to take only **up to four dual credit classes** per semester. Tuition and fees are waived for these courses. Students are limited to a maximum number of credit hours (including dual credit).
- Students must provide current high school ID, IL state ID, or IL driver's license.
- Students must meet prerequisites of the course for which they are planning to enroll.

- All students must submit a Parental Permission Form completed with signatures from their parent/guardian and guidance counselor.
- Eligible Chicago Public School students must have a minimum cumulative GPA of 2.5 or higher on their high school transcript or most recent report card.
- Home schooled students must be at least 16 years old and provide state identification for proof of residency and age.
- Students will 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.

All students must comply with all the program requirements and meet course pre-requisites.

TUITION AND FEES EXCEPTIONS

- Tuition and fee waivers explained above in ELIGIBILITY REQUIREMENTS apply only to currently enrolled students who participate in Dual Credit or Dual Enrollment programs.
- High school graduates who enroll in an Early College Program course **in the year of graduation** are eligible to apply for a tuition waiver only if;
 - The request for tuition waiver is submitted to the Early College Coordinator at the college before the student enrolls.
 - The request for tuition waiver is approved by the Provost and Chief Academic Officer **prior to enrollment**.
- The signature of the Provost and Chief Academic Officer must be retained and on file at the college where the student enrolls.

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.