31999

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

RESOLUTION
ADOPT REVISIONS TO THE STUDENT POLICY MANUAL
OF THE CITY COLLEGES OF CHICAGO
FALL 2013
OFFICE OF ACADEMIC AFFAIRS AND STUDENT 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 Student Policy Manual has been developed to ensure that protocols for admissions, tuition and financial aid, grading, academic policies, students' rights and responsibilities, and related 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 Student Policy Manual has been revised to: 1) align with CCC's Academic Policy Manual; 2) update and clarify existing Student Policy Manual content; and 3) strengthen compliance with Illinois Community College Board (ICCB) requirements; and 4) add new policy or delete existing policy, as needed (an Executive Summary of revisions to the Student Policy Manual is attached as Exhibit A); and

WHEREAS, the Officers of the District support the new policy revisions to the Student Policy Manual that are being recommended by the Provost and Chief Academic Officer;

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Student 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 and Student Affairs

City Colleges of Chicago
Student Policy Manual
Executive Summary

The current *Student Policy Manual* (SPM) is dated September 2010 and is available on the CCC website at
http://www.ccc.edu/menu/Pages/Policies.aspx. Since that time, there have been numerous changes to academic policy, compliance requirements and good business practice, CCC strategy, and operational processes aimed at student achievement.

The new *Student Policy Manual* has been extensively edited (more than 25,500 changes, including 1,100 insertions, 900 deletions, and 40 content moves) in a collaborative effort including Academic Affairs, Finance, General Counsel, EEO, Academic Research, OIT, and Colleges. Types of changes include:

- **Policy changes**
  - To conform with Academic Policy
  - To strengthen compliance with ICCB or Dept of Education requirements, CCC controls
  - To align with CCC strategy

- **Edits for clarity** – make SPM text clear, unambiguous, and easy to understand

- **Edits to reposition certain content** – improve organization of content

- **Elimination of redundancies** – ensure content appears only one time; eliminate content redundancy and conflicts

- **New content links**
  - Extensive use of cross references to link content in one area in the SPM to related content in another
  - Extensive use of hyperlinks to link SPM content to CCC webpages or external webpages, where students can find more information or take action

Changes to the Student Policy Manual fall into four key categories, as follows:

CONFORM WITH ACADEMIC POLICY
- Course sunset policy
- Senior citizens tuition waiver (also conform to State law)
- Graduation grade point average (definition)
- Cumulative grade point average (definition)
- Academic standing for credit programs
- Allowed repeatable courses
- Graduation requirements for degrees
- Credit hour requirements for academic program completion
- Graduation college
- Second CCC degree
- Human diversity requirement
- Governing academic catalog (thru the Summer 2014 term)

STRENGTHEN COMPLIANCE – ICCB, DEPT OF ED, CCC CONTROLS
- Residency (and tuition categories – in district, out of district, out of state)
- Financial obligation
- Satisfactory academic progress (SAP)
- ADW (administrative withdrawal) for CDL courses
- New: revocation of degrees or certificates (fraud, academic integrity, egregious disciplinary violations)

ALIGN WITH CCC STRATEGY
- Update: transfer credit (more comprehensive, more actionable)
- New: student communications & tools (CCC student email account, etc.; improved business processes)
- Update: tuition chargeback (nonpayment for courses that CCC offers)
- Update: repeating courses under tuition waiver programs (conformed with financial aid rules)
- New: Veterans Services section (CCC-provided education benefits for veterans)
- New: degree or certificate conferral date (degree: last day of term in which student applies; certificates: last day of term in which student completes)
- New: auto-conferral of certificates (certificate completion requirements)
- Update/new: governing academic catalog (effective Fall 2014 term) – focus on reducing time to completion
- New: wellness center records
- Deletion: education guarantee (C2C and CCC reinvention renders this policy unnecessary)

UPDATES, CLARIFICATIONS & CORRECTIONS

- Correction: international admissions (lists all visa types accepted by CCC)
- Clarification: students with disabilities (easier to read, more actionable)
- Deletion: internal inter-career transfer (not needed, text in other sections covers this issue)
- Clarification/eliminated redundancy: NSW (no-show withdrawals)
- Clarification: governing Student Policy Manual
- Update: name change (Social Security card no longer required; some students do not have this document)
- Clarification: students called to active military service (how to deal with courses underway)

The balance of this document highlights policy changes made to the September 2013 edition of the Student Policy Manual (in the order they appear in the document).

Existing Policy	New Policy	Comments
International Admissions City Colleges of Chicago grants H-1B, H-1C, H-4, J-1, J-2, L-1 & L-2 visa holders living in the City of Chicago, in-district tuition rates. The criteria for granting approval for H-1B, H-1C, H-4, J-1, J-2, L-1 & L-2 visa holders for the City Colleges of Chicago, in-district tuition rates should be accompanied by: • Copies of employment documents and visa • Proof of Chicago residency • Letter from employer authorizing college attendance Once submitted, the visa holder's application will be complete and the potential student will be authorized to enroll in the maximum hours outlined in their employment contract.	**International Admissions (Part II, Admissions Policies & Procedures, Admissions Requirements section)** City Colleges of Chicago serves international students in the following non-immigrant visa classes who live or work in the City of Chicago: • A-1, A-2 – foreign government officials and dependents • E-1, E-2 – treaty traders/investors and dependents • F-1 – academic student • G-1, G-2 – representatives to international organizations and dependents • H-1B, H-1C, H-4 – temporary workers and dependents • J-1, J-2 – exchange visitors and dependents • K-1, K-2 – fiancé(e)s and spouses of US citizens and dependents • L-1, L-2 – intra-company transferees and dependents • O-1, O-2 – workers with extraordinary abilities and dependents • P-1, P-2 – artists, athletes and entertainers and dependents • Q-1, Q-2 – international cultural exchange visitors and dependents • R-1, R-2 – religious workers and dependents • S-1, S2 – witnesses/informants and dependents • T-1, T-2 – alien victims of human trafficking and dependents • U-1 U-2 – alien victims of certain crimes and dependents • V-1, V-2 – certain second preference beneficiaries and dependents	**CORRECTION** The list of non-immigrant visa types served by CCC was corrected, and admissions content for international students was updated. Content related to tuition rates (including for international students) has been consolidated into the Residency section (Part III, Tuition, Fees, Waivers & Refunds). Added links to CCC international student web content to make the Student Policy Manual more functional.

Existing Policy	New Policy	Comments
Students with Disabilities No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. City Colleges of Chicago's goal is to promote equality of opportunity and full participation in our services, programs and activities. We will endeavor to provide reasonable modifications and/or accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations or modifications are responsible for requesting such accommodation or modification and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Centers. The Disability Access Centers will make every effort to accommodate qualified students with disabilities as required by law.	**Students with Disabilities (Part II, Admissions Policies & Procedures)** No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC's goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Center (DAC). DACs (www.ccc.edu/DAC) will provide reasonable accommodations for qualified students with disabilities as required by law. Students with disabilities may request accommodations by doing the following: 1. <u>Provide documentation of disability(ies)</u>. Students with disabilities should arrange an appointment for an intake interview with DAC staff at least thirty (30) days prior to enrollment, bringing current documentation of disability(ies). Students may request an academic adjustment at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow DAC procedures to ensure sufficient time to review requests and provide appropriate academic adjustments. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in a confidential student file in the DAC. Examples of documentation include: • Diagnostic evaluation • Medical records • Audiogram evaluation • Vision report • Psychological evaluation 2. <u>Request accommodations every semester</u>. It is important to request accommodations at least thirty (30) days before the start of the semester. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should pick-up Accommodation Letters from the DAC and give them to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs. Note: students enrolled in Center for Distance Learning (CDL) courses should follow the above instructions. The DAC will forward a copy of the Accommodation Letters for CDL students to the CDL Associate Dean of Student Services, who is available to assist if needed. 3. <u>Inform the DAC of schedule changes</u>. Students with disabilities should inform the DAC immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class).	**CLARIFICATION, SPECIFICITY** Added clarity and specificity to Students with Disabilities content. Outlined what students with disabilities must do to request and maintain disabilities accommodations.

Existing Policy	New Policy	Comments
Transfer Credit Students transferring credit to the City Colleges of Chicago are required to submit official college transcripts reflecting all college credits earned at other regionally accredited institutions (www.accreditedschools.org) previously attended. Successful completion of courses with a grade of "C" or better will be evaluated. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation. Transfer credit is not calculated into Grade Point Average (GPA). Approved transfer hours will be posted to degree seeking students' academic records by the Registrar's Office to facilitate accuracy in advising and course selection. Evidence of successful completion of college courses at another educational institution does not, in and of itself, qualify a student for financial aid.	**Transfer Credit (Part II, Admissions Policies & Procedures)** Students transferring credit to the City Colleges of Chicago are required to submit official transcripts reflecting all college credits earned at other regionally accredited institutions (www.accreditedschools.org) previously attended. Successful completion of courses with a grade of "C" (including grades of "C-") or better will be evaluated. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see Graduation Requirements for Degrees **Error! Bookmark not defined.**). Transfer credit is not included in Grade Point Average (GPA) calculations. However, transfer credit hours do count toward Satisfactory Academic Progress (SAP) requirements and calculations (see Satisfactory Academic Progress **Error! Bookmark not defined.**). Posting transfer credit is important and will improve accuracy in advising and course selection. Students who wish to transfer credit to the City Colleges of Chicago should request their official transcripts be sent to the Office of the Registrar at their college. Approved transfer hours will be posted to degree seeking students' academic records by the Office of the Registrar. Note: eligible transfer hours (including college credits earned at foreign institutions) will be awarded based upon the number of credits earned at the transfer institution. Transfer credit hours earned at a quarter system institution will be converted to a City Colleges semester hour equivalent, as follows: one (1) credit hour earned on the quarter system is equivalent to 0.67 semester hours. College credits earned at foreign institutions must be evaluated by an approved transcript evaluation service.	**ALIGN WITH CCC STRATEGY, CLARIFICATION, BETTER INFORMATION** Added clarity and more information to the Transfer Credit section, including how quarter system credit hours are converted to semester credit hours. Also added content about taking action: how to initiative transfer credit evaluation and posting.
Internal Inter-Career Transfer Courses taken at City Colleges of Chicago in a career(s) other than the student's current career will not be factored into the calculation for graduation hours, cumulative hours, cumulative GPA, graduation GPA, academic standing, or satisfactory progress. Courses taken in another career(s) will not be included in the graduation calculation until the student formally enters that career and the internal inter-career transfer process occurs.	Deleted.	**DELETION; NOT NEEDED** This was a confusing, technical policy paragraph. Also, it is superseded by a much more thorough definition of Graduation GPA and Cumulative GPA. These paragraphs define what credit hours are/are not included in GPA calculations.

Existing Policy	New Policy	Comments
Sunset Policy Students will have to change their program/plan if they are enrolled in an academic program/plan that has been identified for discontinuation by the City Colleges of Chicago and/or the Illinois Community College Board. Their change to a different program/plan must be completed prior to the "sunset date" (i.e., the official inactive date). They shall be required to consult with a College Advisor to facilitate the change in an active program/plan. These provisions stem from the City Colleges of Chicago Sunset Policy and Procedures.	**Sunset Policy (Part II, Admissions Policies & Procedures)** The purpose of the Sunset Policy is to ensure the prompt completion or smooth transition (to a new academic program) for students enrolled in an academic program that is identified for discontinuation by a college(s) or its funding agency, the Illinois Community College Board (ICCB). Students enrolled in an academic program identified for discontinuation are highly encouraged to meet with their College Advisor. Students have two choices: - Complete all academic program requirements prior to the "sunset date" (official inactive date), or - Change to another active academic program prior to the sunset date After the sunset date, students will not be able to continue nor complete the discontinued academic program.	**CONFORM TO ACADEMIC POLICY** Updated to comply with CCC Academic Policy.

Existing Policy	New Policy	Comments
None.	**Student Communications & Tools (Part II, Admissions Policies & Procedures)** *Student Email Account* The City Colleges of Chicago (CCC) provides a free email account to all students. Students may setup their accounts by visiting my.ccc.edu, and then clicking on username. Email may be accessed both on campus and off campus. CCC sends all official correspondence via the CCC email account only, and takes measures to ensure that email services operate in a reliable and secure environment. Students may manage preferences, including forwarding CCC email to a personal email account if preferred. More information is available by visiting the student portal. Email correspondence between students, faculty, and staff and auto-generated email messages sent as a part of certain districtwide processes occur via the CCC email account. **Students are responsible for checking their email account frequently** for important information regarding financial aid, academic advising, grades, registration, communications from faculty, general information of interest, etc. Faculty often uses email to communicate important course updates, including assignment deadlines and quiz and exam dates. In certain cases, email is the only notification students may receive. *Student Self-Services* Students have access to the student system via my.ccc.edu. By accessing my.ccc.edu, students may register for or drop classes (exceptions apply), view their class schedule, check grades and academic history, upload documents required by the Financial Aid Office, review their student account, and much more. *Other Systems & Tools* Students also have access to other systems and tools, such as Blackboard, GradesFirst, and a suite of productivity tools.	**ALIGN WITH CCC STRATEGY, IMPROVED BUSINESS PROCESSES** With the current and future emphasis on technology, communications, and student self-service, this new section was added. It serves both to inform students as well as notify them of their responsibilities to check their CCC email account frequently.

Existing Policy	New Policy	Comments
Residency Enrollment of students is classified, for the purpose of determining fees and tuition, as in-district, out-of-district, out-of-state students or international students. Preferred documents which can be used for residency verification include: • Driver's license • Voter registration card • Copy of lease • Utility or home telephone bill • State of Illinois identification card • Mexican Consular ID • Official ISIR Dependent Registrants may present the following: • State of Illinois Identification Card • Utility or home telephone bill • Copy of lease in parents' name(s) at student's address *In-District Students* To qualify as in-district, students must reside within the City of Chicago for at least 30 days immediately prior to the date established by the District for classes to begin for the term. *Out-of-District Students* Students who reside in Illinois but outside Chicago for at least 30 days prior to the date established by the District for classes to begin are considered out-of-district students. Students may be required to furnish legal evidence proving residence. Out-of-district students, who want to obtain a degree or certificate offered by one of the City Colleges of Chicago, but not their own district community college, should refer to the Tuition Chargeback section of this manual. Out-of-district students working 35 or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Verification on company letterhead must be submitted for each enrollment. Acceptable documentation includes: a current pay stub, employee ID, or company letterhead with a Chicago address. *Out-of-State Students* Students who legally reside outside of Illinois are considered out-of-state students. *International Students* Students holding F-1, non-immigrant student visas are considered International Students, regardless of residency and must pay International tuition. *Adult Education Students* Students who reside outside of the State of Illinois may not enroll in adult education classes. Students who are admitted to the City Colleges of Chicago by student (I-20) or other visa types are ineligible for adult education classes. All Adult Education classes and instructional materials are free. *Distance Learning* For courses offered via **Internet or Teleweb**, the current in-district tuition rate will apply, subject to Illinois Community College Board regulations. This tuition rate does not apply to International Students.	**Residency (Part III – Tuition, Fees, Waivers & Refunds)** *(selected sections only)* ***Definition of an Independent Student*** City Colleges of Chicago uses Federal Student Aid's definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a Veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid. Dependency status may be confirmed with the Financial Aid Office. ***Residency Verification – Independent Students*** A student must submit at least one of the preferred documents listed below at the time of his/her first enrollment at the City Colleges of Chicago, and may be asked to verify residency more than once depending upon the length of his/her enrollment. Note: document(s) submitted as proof of residency may be subject to further verification. • …….(other documents listed) • Current orders or a letter from Command for military service persons • Signed letter on letterhead from a homeless shelter confirming residency in the shelter ***Student's Responsibility to Maintain Current Address*** **Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.** Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional current or prior tuition and/or fee charges to correct errors, including errors associated with address changes not previously reported. Note: students may view their official address by visiting my.ccc.edu. Official records updates may be accomplished by visiting the Office of the Registrar. ***Distance Learning Students*** For purposes of determining tuition and fee charges, students enrolled in courses offered by the Center for Distance Learning (CDL) are subject to the same residency requirements as all other students.	**STRENGTHEN COMPLIANCE, CORRECTIONS, IMPROVED BUSINESS PROCESSES** Substantial edits to improve clarity, improve integrity of CCC student records, and strengthen compliance with ICCB residency requirements. Defined independent/dependent student (new). Included residency for US military and homeless students. Dropped ISIR from the list (not a reliable residency document). Added policy covering student's responsibility to keep address current in CCC student system and consequences of noncompliance. Updated policy regarding CDL students: they are subject to the same residency requirements as all other students. This is how tuition is calculated in the CCC student system for CDL students.

Existing Policy	New Policy	Comments
Financial Obligation Students are expected to pay when enrolling. Acceptable payment includes cash, check, credit/debit cards, enrollment in NBS eCashier or a Financial Aid Deferment. Failure to make appropriate payment arrangements within two business days of enrollment will result in the initiation of drop processing of all enrolled classes. Whenever possible students dropped for non-payment will be notified by email or by phone. Students who have a delinquent account with the District will have a delinquency service indicator placed against all records. Students with delinquency service indicators for any career program/plan will not be allowed to register or receive transcripts, degrees or certificates until their outstanding balances have been resolved and the service indicator has been released. Refunds will not be made to students who have any outstanding obligations to the District.	**Financial Obligation (Part III – Tuition, Fees, Waivers & Refunds)** ***Students are required to make payment arrangements at the time of registration. Failure to make payment arrangements may result in the student being dropped from his/her courses.*** Acceptable forms of payment include: cash, check, credit/debit cards, enrollment in the City Colleges of Chicago's online payment plan, or a Financial Aid Deferment. Enrollment in City Colleges of Chicago's payment plan requires a credit card, checking account, or debit card. Note: international students are permitted to participate in the payment plan. **Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and fees because the student is responsible for taking appropriate steps to withdraw from a course (see <u>Student Initiated Withdrawal</u> Error! Bookmark not defined.).** A student with a delinquent account will have a delinquency service indicator placed on his/her record. Students with delinquency service indicators for any career program/plan will not be allowed to register or receive transcripts, diplomas, or certificates until their outstanding balances have been resolved and the service indicator has been released. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register at any of the City Colleges of Chicago. If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she may be required by the Business Services Office to pay in full at the time of enrollment for subsequent terms. Additionally, CCC may charge a non-sufficient funds fee if a student's method of payment is unable to be processed for any reason.	**STRENGTHEN COMPLIANCE, IMPROVED BUSINESS PROCESSES** Clarified and strengthened the Financial Obligation section. Removed potentially ambiguous content about the "two business days" rule (resulting in automatic drop) and notification. Clarified that the student is responsible at all times for their financial obligations.

Existing Policy	New Policy	Comments
Tuition Chargeback Chicago residents who wish to enroll in a program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered. Applications may be obtained and additional questions answered by calling the Chargeback Info line at (312) 553-2764 at least 30 days prior to the beginning date of the semester or term of enrollment at the college the student plans to attend. Non-Chicago residents who plan to enroll in a college program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board.	**Tuition Chargeback (Part III – Tuition, Fees, Waivers & Refunds)** Chicago residents who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered. Applications for tuition chargeback assistance are due no later than thirty (30) days prior to the beginning date of enrollment of the college the student plans to attend. Application forms and further information is available by visiting www.ccc.edu/chargeback. The City Colleges of Chicago does not provide tuition chargeback tuition assistance for courses offered by the City Colleges of Chicago. Non-Chicago residents who plan to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her Chargeback letter to the Business Office of the City College of Chicago with which he/she enrolls at the time of registration.	**ALIGN WITH CCC STRATEGY, IMPROVED BUSINESS PROCESSES** Clarified that CCC does not provide tuition assistance for courses offered by CCC.

Existing Policy	New Policy	Comments

Senior Citizens (65 years of age or older)
Senior Citizens may be eligible for a tuition waiver for the first six regular college credits during open registration, if seats are available. Proof of senior citizen status is a birth certificate, driver's license, or RTA Special Users' Pass, and must be presented at time of registration. All hours above six will be paid by the enrolled senior citizen student at the regular tuition rate per semester/term.
	Senior Citizens (age 65 or older) **(Part III – Tuition, Fees, Waivers & Refunds)**
	Tuition Waiver – Senior Citizens (age 65 or older)
	Senior citizens (age 65 or older) may register in credit classes tuition-free. Seniors are not required to apply for financial aid to receive a Senior Tuition Waiver. Details are as follows:
	• Qualifications: Senior Citizens (Seniors) must:
	  – Be residents of the City of Chicago (see Residency **Error! Bookmark not defined.**).
	  – Be age sixty-five (65) or older on the date of registration; acceptable documents to verify age include a valid state issued driver's license, state issued ID card, or U.S. Passport.
	  – Have an annual household income less than the threshold amount provided in Section 4 of the "Senior Citizens and Disabled Persons Property Tax Relief Act", approved July 17, 1972, as amended. (Source: P.A. 97-689, eff. 6-14-12.)
	• 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.
	• Fees: Seniors are responsible for paying all applicable fees.
	• Credit: As for all enrolled students in academic courses, Seniors will earn a course grade and credit unless the Senior is auditing the course. Note: audited courses do not qualify for Senior Tuition Waivers.
		CONFORM TO ACADEMIC POLICY, COMPLIANCE WITH STATE LAW, CLARIFICATION
		Updated for clarity and specificity. Also edited to comply with State of Illinois law.

Existing Policy	New Policy	Comments
None.	***Repeating Courses Under a Waiver Program* (Part III – Tuition, Fees, Waivers & Refunds)** Tuition Waiver Programs for Senior Citizens, Public Aid Recipients, and City Colleges Employees may not be used to repeat a course, except in the following cases: • Allowed Repeatable Courses – tuition waivers may be used up to the allowable limit (see Allowed Repeatable Courses (ARC) **Error! Bookmark not defined.**) • All other courses – a tuition waiver may be used one (1) time to repeat a course to improve a final grade of "D" or "F". A tuition waiver may not be used to improve a final grade of "C" or higher	**ALIGN WITH CCC STRATEGY, CLARIFICATION** Made repeating courses using a tuition waiver consistent with financial aid rules for repeating courses.
Satisfactory Academic Progress	**Satisfactory Academic Progress (Part IV: Financial Aid Eligibility and Policies)**	**STRENGTHEN COMPLIANCE, IMPROVED BUSINESS PROCESSES, CLARITY** Numerous updates to this section, beginning on page 30. Updates reflect changes to law to strengthen compliance as well as edits to improve clarity.
None.	**Veterans Services (Part V: Veterans Services)** Added a new section outlining educational benefits for veterans, including: • Veterans educational benefits • Registration process for veterans (to take advantage of educational benefits • Advance pay for veterans • Academic standards and veterans	**ALIGN WITH CCC STRATEGY, NEW POLICY** Added to provide information and policy surrounding veteran's education benefits which CCC offers. Excluded from previous Student Policy Manual.

Existing Policy	New Policy	Comments
NSW – No-Show Withdrawals No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW). Federal financial aid cannot be processed for classes from which students who have been NSW'd. Students who do not attend at least one of the first two class sessions will be withdrawn from the class by the instructor and issued an NSW. Students who do not attend the first class session of a course, which meets only once per week, will be considered a no-show (NSW). Students will be held accountable for the payment of tuition and fees of NSW courses. A student who is NSW by the instructor, may at the request of the instructor be reinstated (RNS) into the class.	*NSW – No-Show Withdrawals* **(Part VI: Grade Designations & Policies)** Students will be issued a no-show withdrawal (NSW) under the following circumstances (see <u>Refunds – No-Show Withdrawal (NSW)</u> **Error! Bookmark not defined.** for information about NSW refund policies): • Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW. • Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW. Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class.	**CLARIFICATION, ELIMINATED REDUNDANCY & CONFLICTING INFORMATION** Updated to align with refund policy and to eliminate conflicting language in prior Student Policy Manual.

Existing Policy	New Policy	Comments
ADW – Center for Distance Learning (CDL) Students Solely as it relates to CDL, use the midterm of the course to determine ADW, not the midterm of the semester.	**ADW – Administrative Withdrawal for Center for Distance Learning (CDL) Students (Part VI: Grade Designations & Policies)** Instructors monitor the academically-related activities of students enrolled in Center for Distance Learning (CDL) course(s). If a student ceases to be engaging in academically-activities for a period of seven (7) calendar days from the last expected such activity (regardless of when that may occur during the term), the instructor must issue the student an administrative withdrawal (ADW) and submit it to the Office of the Registrar. The student's last day of attendance (i.e., the date of the ADW) must be accurately recorded as the last day the student engaged in an academically-related activity. Academically-related activities include, but are not limited to: • Completing an exam • Completing a tutorial • Participating in computer-assisted instruction • Turning in an assignment • Meeting with a College Advisor or tutor regarding coursework • Attending a study group • Contributing to an online discussion • Corresponding with an instructor regarding the class Note: a student who logs into Blackboard or another e-learning platform and engages in no other activities has NOT completed an academically-related activity. That is, merely logging in to an online course does not constitute an academically-related activity.	**STRENGTHEN COMPLIANCE WITH NEW ACADEMIC PURSUIT REQUIREMENTS** Clarified content and updated to reflect the new active pursuit requirements and policies.

Existing Policy	New Policy	Comments
	Graduation Grade Point Average (Part VI: Grade Designations & Policies) 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 (ARC) 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 (including Military Credit), Credit by Assessment, and Credit by Test 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. ADW's received from fall 1982 through spring 1988 will be counted as F's in a student's GPA.	**CONFORM TO ACADEMIC POLICY** Updated to conform to CCC Academic Policy.
Cumulative Grade Point Average Cumulative grade point average (GPA) is calculated on the basis of all grades, "A" through "F", earned in college courses within the student's current career at the City Colleges of Chicago. GPA will not be calculated for classes taken outside the student's current career until the student formally enters the other career. If a student repeats a course in which a grade of "D" or "F" was received, only the last grade earned will be counted in the grade point average although both grades will appear on the permanent academic record. All grades earned in allowed repeatable courses will be calculated in a student's GPA. Transfer credit, Credit for Prior Learning, and Military Credit are not calculated into the cumulative grade point average (although they may apply towards graduation).	**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.	

Existing Policy	New Policy	Comments
Academic Standing To remain in good academic standing, students must maintain a minimum cumulative grade point average. In fact, a minimum GPA of 2.0 is <u>required</u> for program or certificate completion. However, to ensure that students are progressing towards maintaining a minimum 2.0 GPA, students will be placed on academic warning and should seek appropriate academic advising if their GPA falls below the following schedule: ***Credit Program / Plans***	**Academic Standing (Part VI: Grade Designations & Policies)** To remain in good academic standing, students must maintain a minimum Cumulative Grade Point Average (GPA). To ensure that students are progressing towards maintaining a minimum 2.0 GPA, students will be placed on academic warning and should seek appropriate academic advising if their GPA falls below the following schedule: ***Credit Academic Programs / Plans*** Students must maintain a minimum Cumulative Grade Point Average (GPA) of 2.0 to remain in good academic standing (see Cumulative Grade Point Average on page 17). Students who fall below the minimum GPA requirement are encouraged to immediately seek advising support to determine a course of action to return to good academic standing.	**CONFORM TO ACADEMIC POLICY** Updated to conform to CCC Academic Policy.
Repeatable Courses Select college credit courses (i.e. in art, music, physical education, theater, and computer information technology) are repeatable (see the Academic Catalog for specific courses). If a student intends to repeat a repeatable course with the intention to improve grades, at the time of registration for the replacement course, the student MUST submit a request to the Registrars' Office to have their improved grade counted in the calculation of the cumulative and graduation GPA, while excluding the grade earned for the repeatable course from the previous attempt(s).	***Allowed Repeatable Courses (ARC)* (Part VI: Grade Designations & Policies)** Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term (for example art, music, physical education, student newspaper, etc.) All credit hours and grades earned appear on the student's permanent 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. Before registering, students should meet with their College Advisor to confirm the maximum allowable credits for the ARC course. Note: students who wish to repeat an ARC course to improve a previous grade MUST, at the time of registration, submit a CCC grade improvement request form to his/her College Advisor. The completed request form must be submitted to the Office of the Registrar.	**CONFORM TO ACADEMIC POLICY** Updated to conform to CCC Academic Policy.

Within the Existing Policy Academic Standing cell:

Registered Credit Hours	Cumulative Minimum GPA Required to Remain in Good Academic Standing
1 to 29	1.75
30 or more	2.00

Existing Policy	New Policy	Comments
Graduation Requirements To be eligible for graduation in all credit degree and certificate programs, students must earn a grade of "C" or better in all courses used to satisfy core curriculum and/or general education requirements, and hold a minimum cumulative GPA of 2.0. Elective courses with a "D" final grade may count towards graduation. This policy is effective for all students entering or returning to the City Colleges of Chicago after May 1, 1998 (Board Report #20582, adopted 5-9-98). All students must complete 21 hours of residency at the City Colleges of Chicago (special consideration may be given on a case by case basis by the College President). The students' degree will be awarded by the college where 15 of the last 21 hours were earned.	**Graduation Requirements (Part VI: Grade Designations & Policies)** To be eligible to graduate from any credit 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 GRAD-GPA of 2.0 or higher. Elective courses with a "D" final grade may count towards graduation. Students who graduated prior to August 1, 2013 must hold either a minimum GRAD-GPA or CUM-GPA of 2.0 or higher. All students must complete a minimum of fifteen (15) credit hours of residency (credit hours earned in City Colleges classes). Although there is no limitation on the number of transfer credit hours which may be evaluated and posted to a student's academic record (see Transfer Credit **Error! Bookmark not defined.**), only a maximum of forty-five (45) semester credit hours from sources outside the City Colleges of Chicago (transfer credit) may be counted toward the completion of an Associate degree.	**CONFORM TO ACADEMIC POLICY** Updated to conform to CCC Academic Policy. Minimum residency reduced to align with CCC academic policy. Clarified maximum number of transfer credit hours per CCC academic policy.
None.	***Credit Hour Requirements for Academic Program Completion* (Part VI: Grade Designations & Policies)** Students are required to fulfill total credit hours and all course requirements needed to satisfy their academic program. Transfer credit hours earned at a quarter system institution are converted to CCC semester hour equivalents (see Transfer Credit **Error! Bookmark not defined.**). After conversion, students who have earned transfer credit from a quarter system institution may be deficient in overall credit hours required to complete a degree. In such cases, students are not required to retake the same or an equivalent course to satisfy course/discipline credit hour deficiencies, but may need to take additional elective courses to fulfill the total hours required to complete the desired academic program. Students should meet with their College Advisor for further information.	**CONFORM TO ACADEMIC POLICY** New policy to clarify credit hour requirements per CCC academic policy.

Existing Policy	New Policy	Comments
None.	*Graduation College* **(Part VI: Grade Designations & Policies)** • Students enrolled in a signature (selective enrollment) program: Students enrolled in a signature program will graduate from the college where the student is enrolled. • Students enrolled in all other programs: Students will graduate from the college that offers the academic program where the majority (or greatest number if no majority) of the student's Graduation Credit Hours (excludes remedial hours) were earned. In case of a tie between two or more colleges (equal number of Graduation Credit hours earned from each college and each college offers the academic program), then the student may select his/her Graduation College.	**CONFORM TO ACADEMIC POLICY** New policy to clarify graduation college per CCC Academic Policy.
A student may earn a second degree from a college from which they have graduated. However, the second degree must be different from the first degree earned. An additional 15 course hours may be applied toward the second degree. Students seeking a second degree or certificate must enroll in and successfully complete a minimum of 15 additional credit hours at the college after the first degree has been posted to the students records.	*Second CCC Degree* **(Part VI: Grade Designations & Policies)** A student may earn a second degree from the City Colleges of Chicago. The second degree must be different from the first degree earned and the student must enroll in and successfully complete a minimum of fifteen (15) additional credit hours at the City Colleges of Chicago after the first degree has been posted to the student's academic record. The second degree will be awarded in accordance with the Graduation College statement above, based upon the second degree additional credit hours earned.	**CONFORM TO ACADEMIC POLICY** Updated consistent with CCC Academic Policy regarding the graduation college.
None.	*Degree or Certificate Conferral Date* **(Part VI: Grade Designations & Policies)** Degrees and certificates are conferred, as follows: • For degrees: last day of the term during which the student applies for graduation • For certificates: last day of the term during which the City Colleges of Chicago confirms that all academic program requirements have been met (see Certificate Completion Requirements **Error! Bookmark not defined.**)	**ALIGN WITH CCC STRATEGY, NEW POLICY** New policy to clarify conferral date.

Existing Policy	New Policy	Comments
Human Diversity Requirement At least one course must meet the State of Illinois' Human Diversity requirement. The course descriptions on the IAI website for Humanities, Fine Arts, and Social and Behavioral Sciences include the designations "D" for courses designed specifically to examine aspects of human diversity within the United States; and "N" for courses designed specifically to examine aspects of human diversity from a non-U.S./non-European perspective, or courses designed specifically to examine aspects of human diversity from a non-Western perspective. Students should meet with a College Advisor for course selection from the general education core courses under Humanities/Fine Arts, and Social/Behavioral Sciences.	**Human Diversity Requirement (HD) (Part VI: Grade Designations & Policies)** Effective Fall 2010, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking any Associate Degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois Human Diversity (HD) requirement for an Associate Degree; no additional credits are to be added to the student's degree completion requirements. Students may select <u>either</u> a course that is approved by the Illinois Articulation Initiative (IAI) or a general education course that has not been IAI approved. Students should meet with a College 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. IAI approved courses are designated as "D" (diversity within the USA) or "N" (diversity from a non-western perspective, which are designed specifically to examine aspects of human diversity from a non-European perspective). HD courses are listed in the Academic Catalog. Students seeking an Associate in Applied Science (AAS) Degree in the following programs (subject to change without notice) are exempt from fulfilling this requirement: • Communications Technology • Electrical Construction Technology • Mortuary Science • Nephrology/Renal • Nursing • Nursing (RN Completion Program) • Occupational Therapy • Physician Assistant • Radiography • Surgical Technology	**CONFORM TO ACADEMIC POLICY** Updated to clarify and conform to CCC Academic Policy.

Existing Policy	New Policy	Comments
Certificate Completion Students must successfully complete certificate specific courses which constitute the Basic Certificate or the Advanced Certificate with a grade of "C" or better. Students must have a GPA of 2.0 or higher in certificate specific courses in order to be considered eligible to be awarded a Certificate of Completion.	**Certificate Completion Requirements (Part VI: Grade Designations & Policies)** To be eligible for a Certificate of Completion in any credit certificate program, students must successfully complete all certificate specific courses which constitute a Basic Certificate or an Advanced Certificate with a grade of "C" or better and in certificate specific courses. The City Colleges of Chicago reserves the right to auto-award certificates when a student completes all certificate requirements.	**ALIGN WITH CCC STRATEGY, NEW POLICY** New policy allows CCC to auto-award any certificate upon completion of requirements.
None.	**Revocation of Degrees or Certificates (Part VI: Grade Designations & Policies)** The 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. The President of the College that awarded the degree or certificate will convene a special hearing to review the evidence surrounding the alleged violations. Upon recommendation of the College President and with the concurrence of the Provost and Chief Academic Officer, the recommendation to revoke the award will be forwarded to the Chancellor for final approval. Note: upon revocation, the student's permanent academic record, official transcript, and any other relevant CCC documents will be updated to reflect the revocation of the degree or certificate. 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.	**STRENGTHEN COMPLIANCE, IMPROVED BUSINESS PRACTICES, NEW POLICY** New policy to allow the revocation of a previously awarded degree or certificate in certain circumstances.
None.	**Governing Student Policy Manual (Part VII: Academic Policies)** All students at all times are subject to the current Student Policy Manual, unless a new board rule has superseded the text in the policy manual.	**CLARIFICATION** New policy to clarify that all students are subject to the current Student Policy Manual.

Existing Policy	New Policy	Comments
Returning Students (Student Policy Manual) If a student has not attended for 2 years or more at the time of re-enrollment, he/she will be governed by the policies of the current catalog as well as the current Student Policy Manual. A continuing or short-term stop-out student, whose program was begun 10 years ago (or more), will also be governed by the requirements of the current Student Policy Manual and college catalog. **Governing Academic Catalog for Degree Seeking Students (Academic Policy)** • Newly enrolled students are required to follow all degree requirements in the catalog in effect at the time of their enrollment. • Returning students are required to follow all degree requirements in the catalog in effect at the time of their enrollment if they have not been enrolled for six consecutive semesters. • Students who stop out for fewer than 6 consecutive semesters may choose the catalog they enrolled under or a newer catalog. • With the exception of students who have stopped out for 6 consecutive semesters or longer, any student may follow a newer catalog but may not follow a catalog with an effective date prior to the date the student first enrolled.	*Governing Academic Catalog, Effective thru the Summer 2014 Term* **(Part VII: Academic Policies)** • Newly enrolled students are required to follow all degree requirements in the catalog in effect at the time of their enrollment. • Returning students are required to follow all degree requirements in the catalog in effect at the time of their enrollment if they have not been enrolled for six consecutive semesters. • Students who stop out for fewer than 6 consecutive semesters may choose the catalog they enrolled under or a newer catalog. • With the exception of students who have stopped out for 6 consecutive semesters or longer, any student may follow a newer catalog but may not follow a catalog with an effective date prior to the date the student first enrolled. *Governing Academic Catalog, Effective Fall 2014 Term* All students are assigned an academic career, program, plan, and subplan upon enrolling (consistent with Focus Area and Pathway choices made by the student). Students are required to follow the academic program/plan requirements in the Academic Catalog in effect at the time of their enrollment, subject to the following: • Students who have not enrolled in at least one course and received a final grade for two (2) consecutive semesters (excluding the Summer term) are required to follow the academic plan requirements of the Academic Catalog in effect on the re-enrollment date. • Students enrolled in the same academic program/plan for four (4) calendar years or more (whether consecutively enrolled or not) are required to follow the academic plan requirements in the current Academic Catalog. Such students will continue to be governed by the current Academic Catalog for an additional two (2) years at which time they will then be governed by the next current Academic Catalog and so on. • Whenever students change their academic program, plan, or subplan of record they are required to follow the academic plan requirements of the Academic Catalog in effect on the date the change is made. Notwithstanding the above, students may at any time choose to follow the academic program/plan requirements in the current Academic Catalog. Once selected, students may not return to a prior Academic Catalog.	**CONFORM TO ACADEMIC POLICY** **ALIGN WITH CCC STRATEGY, POLICY UPDATE** Supports CCC's Five Year Strategic Plan (page 29) by emphasizing a reduced time to completion. Updates/defines/clarifies existing policy: • Defines "enrolled" (previously undefined). • Clarifies that students returning after an enrollment break will be governed by the current catalog. Enrollment break has been reduced to 2 consecutive terms (excluding summer). • Introduces a maximum timeframe (4 years) during which the student should complete his/her academic program or be subject to the current catalog. • Clarifies that a student moves to the current catalog any time a change is made to his/her academic program. • Clarifies that a student may at any time move to the current catalog.

Existing Policy	New Policy	Comments
Name Change A written request to have a name changed must be obtained and kept in the student's file in the Registrar's Office. A copy of the social security card, and two additional pieces of identification indicating the individual's new name should accompany the request. Approved documents deemed acceptable to verify identification should include: ● Marriage certificate ● Divorce decree ● Driver's license (with picture) ● State ID (with picture) ● Mexican Consular ID (with picture) ● Social Security card ● Passport ● Official ISIR Once these documents are received and verified, the students name can be changed in PeopleSoft and on the student's record, with the former name remaining on file in PeopleSoft.	**Name Change (Part VII: Academic Policies)** Name change requests must be made in writing; forms are available in the Office of the Registrar. Three identification documents must accompany the request. All documents must indicate the student's new name, and at least one of the documents must be a valid photo ID. Approved identification documents include: ● Marriage certificate ● Divorce decree ● Driver's license (with picture) ● State ID (with picture) ● Mexican Consular ID (with picture) ● Social Security card ● Passport The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student's name will be changed in the student system and on the student's record; the former name will remain as history in the student system. Note: for financial aid purposes, a student's legal name is the name that is on file with the Social Security Administration.	**POLICY UPDATE** Eliminated the requirement to present the Social Security card (some students do not have a Social Security card).

Existing Policy	New Policy	Comments
Students Called to Active Military Service The District supports federal initiatives in times of national emergency involving the activation of individuals and/or the call to active duty of reserve units. In such event(s) the student will not be disadvantaged due to military service prior to or after the call to active duty. Upon having been presented with verifiable documentation prior to the mid- term date, the College will initiate a withdrawal process. After said date, the student may request of instructors an early final examination or the assignment of an Incomplete (in which instance the activated will have one year from the date of deactivation/discharge to complete the undone class work), provided the individual is in good academic standing in affected courses. If the action occurs before mid-term, the student may either receive a full refund or leave such funds on account for use no later than two years after release from the military. After mid-term, the student will have the same options unless the person elects to receive an Incomplete. Any dispute in matters controlled by this policy will be resolved by the College President after involvement of all parties to the issue.	**Students Called to Active Military Service (Part VII: Academic Policies)** The District supports federal initiatives in times of national emergency which require the activation of individuals and/or the call to active duty of reserve units. In such events, the student will not be disadvantaged due to military service prior to or after the call to active duty. • <u>Call to active duty on or before the midterm date</u>. Upon receipt of verifiable documentation, e.g., military orders, the college will withdraw the student from all classes and refund all tuition and fees paid. • <u>Call to active duty after the midterm date</u>. Upon receipt of verifiable documentation, e.g., military orders, the student may, at his/her option: − Request of instructors an early final examination or the assignment of an Incomplete "I" grade, provided the individual is in good academic standing in affected courses. If the instructor grants an "I" grade, the student will be subject to the normal rules regarding Incomplete Grades (see I – Incomplete **Error! Bookmark not defined.**); or − Choose to withdraw from courses and receive a full refund of all tuition and fees paid. Any dispute in matters controlled by this policy will be resolved by the College President after involvement of all parties to the issue.	**CLARIFICATION** Clarified text to make it easier to understand.

Existing Policy	New Policy	Comments
None.	**Wellness Center Records (Part VIII: Students' Rights & Responsibilities** Wellness Center records are never part of a student's educational record. Specifically, Illinois and federal laws subject mental health information, including psychotherapy, counseling, and case management records, to special protections. Generally, the Wellness Centers release such client records only with the client's written authorization or with an appropriate court order. The Wellness Centers release confidential records to an individual or agency outside of the Wellness Center only when at least one of the following conditions is present: • The client provides written permission to release the confidential information by signing an Authorization for Release of Information form. • There is a clear and substantial risk that the client is in imminent danger of causing serious physical harm to him/herself or others. In these circumstances, staff is legally required to take action for safety and life preservation. • The client discloses information indicating that a minor child or a vulnerable adult is being abused; in these cases, staff is legally required to report the abuse to the appropriate child or adult protective services agency. • A court subpoena mandates that the information must be disclosed to a court of law. • A Wellness Center staff member, intern, therapist, case manager, or counselor is subjected to an investigation or charges against the individual by a state licensing or professional board.	**ALIGN WITH CCC STRATEGY, NEW POLICY** New policy, which is consistent with existing policies regarding academic records and applicable laws.

Existing Policy	New Policy	Comments
Educational Guarantee (for Credit and Certificate Programs) Upon application by the graduate and his employer, the District will provide an Associate of Applied Science (AAS) or Career Program Certificate graduate up to nine (9) additional post-graduation credit hours or the equivalent non- credit training hours in a career or certificate program (as determined by the Chancellor or his designees) at no tuition or fees. To qualify under this section, the application must be made by the graduate within ninety (90) days of the graduate's initial employment. The employer must certify in writing to the Chancellor that the employee lacks specified skills to perform in a position for which the AAS degree or career certificate should have prepared that employee. Employment must have commenced within twelve (12) months of the employee's degree or certificate award, and the achievement of same occurring over a period of no more than four (4) years in the case of a thirty (30) credit hour or more program, and two (2) years when the program is less than thirty (30) credit hours.	**Deleted**	**ALIGN WITH CCC STRATEGY, POLICY DELETION** No longer needed, given C2C and CCC's emphasis on credentials of economic value.