

**31821**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**MAY 2, 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**  
**2013-2014**  
**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 Academic Policy and Procedures Manual has been developed to ensure that protocols for instruction, grading, student advancement and related academic elements are established, reviewed and publicly communicated;

**WHEREAS**, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

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

**WHEREAS**, the Academic Policy and Procedures Manual has been revised to allow students to select more current catalogs, to clearly articulate IAI approval for General Education Core Curriculum and graduation, to refine and more clearly explain the Human Diversity requirement, to replace concentration area with focus area and to correct formatting and grammar throughout these proposed revisions ; and

**WHEREAS**, the Academic Policy and Procedures Manual has been revised to include a new policy to allow college presidents to award posthumous degree and certificate awards after duly reviewing a deceased student’s record, (revisions to the Academic Policy and Procedures Manual and the Executive Summary are attached as Exhibit A); 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;

**NOW THEREFORE BE IT RESOLVED**, that the revisions to the Academic Policy Manual be adopted by the Board of Trustees effective May, 2013 and posted on the City Colleges website.

**May 2, 2013 – Office of Academic Affairs**

**EXHIBIT A  
EXECUTIVE SUMMARY  
REVISIONS TO THE  
ACADEMIC POLICY AND PROCEDURES MANUAL OF  
THE CITY COLLEGES OF CHICAGO  
SPRING, 2013**

- **Index Number 1.10 – Degree Requirements - New Provision**
  - Students follow the catalog that is effective when they first enroll.
  - For future enrollment, students may elect a newer but not an older catalog.
  - At no time may a student elect a catalog that was in effect BEFORE their first term.
  
- **Index Number 1.10A – Associate in Arts (A.A.) Degree**
  - Students may select a Human Diversity course that is Illinois Articulation Initiative (IAI) approved or non IAI approved.
  - IAI approval of General Education Core Curriculum assures transfer to participating institutions.
  - Students may graduate if courses are not IAI approved.
  
- **Index Number 1.11A – Associate in Science (A.S.) Degree**
  - Students may select a Human Diversity course that is IAI approved or non IAI approved.
  - IAI approval of General Education Core Curriculum assures transfer to participating institutions.
  - Students may graduate if courses are not IAI approved.
  
- **Index Number 1.12A – Associate in Applied Science (A.A.S.) Degree**
  - Students may select a Human Diversity course that is IAI approved or non IAI approved.
  - Students may graduate if courses are not IAI approved.
  
- **Index Number 1.13A – Associate in General Studies (A.G.S.) Degree**
  - Students may select a Human Diversity course that is IAI approved or non IAI approved.
  - Students may graduate if courses are not IAI approved.
  
- **Index Number 1.14A – Associate in Engineering Science (A.E.S.) Degree**
  - Students may select a Human Diversity course that is IAI approved or non IAI approved.
  - Students may graduate if courses are not IAI approved.

- **Index Number 1.15A – Associate in Fine Arts (A.F.A.) Degree**
  - Students may select a Human Diversity course that is IAI approved or non IAI approved.
  - Students may graduate if courses are not IAI approved.
  
- **Index Number 1.16A – Associate of Arts in Teaching Degree (A.A.T.)**
  - Students may select a Human Diversity course that is IAI approved or non IAI approved.
  - Students may graduate if courses are not IAI approved.
  
- **Index Number 1.17A – Posthumous Degree Awards – New Policy**
  - Certificates or degrees may be awarded after a student has died.
  - Academic record and progress toward completion will be reviewed according to the policy stipulations of good academic standing and faculty recommendation.
  - Each College President will approve the award with consideration of the family’s wishes.
  
- **Index Number 1.21A – CCC Application of Rationale for awarding Student Semester Credit**
  - Added Clinical Lab Hours.
  
- **Index Number 1.3 – Illinois Articulation Initiative**
  - Clarifies that all GECC must be IAI approved to assure that students who transfer will satisfy lower division general education requirements of participating institutions.
  - The GECC will transfer to participating institutions if all general education courses are IAI approved.
  - Repeats the Human Diversity language that clarifies courses for HD may be either IAI approved or non IAI approved.
  - Advises that to complete the GECC with IAI approved courses, the Human Diversity course should also be IAI approved.
  - Students can take non IAI approved general education courses to fulfill graduation requirements.
  
- **Index Number 1.4– Human Diversity Requirement**
  - Students may select either a Human Diversity course that is IAI approved or non IAI approved.
  - Human Diversity courses are listed on the IAI website and in the CCC Catalog.
  - Students should meet with an Academic Advisor to select general education courses that fulfill the Human Diversity requirement.

CITY COLLEGES OF CHICAGO  
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs

ISSUED BY: Wayne Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009

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

ISSUER'S SIGNATURE: ON FILE

**SUBJECT: Guidelines for Degree Programs**

**POLICY:**

The City Colleges of Chicago offer seven degree programs: Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), Associate in Engineering Science (A.E.S.), Associate in Fine Arts (A.F.A.), Associate in General Studies (A.G.S.), Associate in Science (A.S.) and Associate of Arts in Teaching (A.A.T.). The A.A., A.E.S., A.F.A. and the A.S. degrees are generic, allowing students to customize their electives in a variety of focus areas to meet their career and academic goals.

Newly enrolled students or returning students who have not been enrolled for six consecutive semesters who are seeking an Associate degree at the City Colleges of Chicago are *required* to follow all degree requirements prescribed in the catalog in effect at the time of their enrollment.

Students who have been enrolled under a previous catalog can have the option of adopting a newer catalog. However, if the student chooses the newer catalog, they must follow all degree requirements in the newer catalog. New and returning students do not have an option to adopt a previous catalog from the date they enrolled.

Returning students who have stopped out for fewer than 6 consecutive semesters may choose the catalog they enrolled under or a newer catalog.

At no time may a student elect to follow a catalog with an effective date *prior* to the date of their original enrollment.

**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 focus area 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) Graduation 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 regionally accredited 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 Graduation Credit Hours 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 Graduation Credit Hours 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.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic catalog. Students should meet with their college Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

Additionally, students must complete with a grade of "C" or better in two courses (6-8 hours) 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 language 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 language 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 language requirement for the AA degree.

The remaining 16-18 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 focus areas 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 focus area 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) Graduation 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. 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 regionally accredited 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 Graduation Credit Hours were earned will be the college that is authorized to award the A.S. 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 Graduation Credit Hours 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.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

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:**

An Associate in Applied Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to prepare students for employment in a specific field. Traditionally, it is not a transferable 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) Graduation 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 regionally accredited 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 Graduation Credit Hours were earned will be the college that is authorized to award the A.A.S. 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 Graduation Credit Hours 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.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

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:**

An Associate in General Studies Degree is an award for the satisfactory completion of a curriculum that has been individually designed by mutual agreement between the student and the student's academic advisor to meet the student's educational intent. It is intended for the student who is not pursuing a specified curriculum in the lower division transfer or professional-technical focus areas. A student may find that it may not fulfill all of the requirements of full junior standing when transferred to a four year institution. The program requires the successful completion, with a minimum of an overall "C" (2.00) Graduation 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.

Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from regionally accredited 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 Graduation Credit Hours were earned will be the college that is authorized to award the A.G.S. 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 Graduation Credit Hours 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.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

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:**

An Associate in Engineering Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering. The general education and focus area 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) Graduation 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 regionally accredited 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 Graduation Credit Hours were earned will be the college that is authorized to award the A.E.S. 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 Graduation Credit Hours 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. The

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

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.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

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 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 focus area course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Fine Arts degree program is placed on the focus areas in art and music. The program requires the successful completion with a minimum of an overall "C" (2.00) Graduation 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 regionally accredited 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 Graduation Credit Hours were earned will be the college that is authorized to award the A.F.A .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 Graduation Credit Hours 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.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

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) Graduation 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 regionally accredited 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 Graduation Credit Hours 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 Graduation Credit Hours 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.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

City Colleges of Chicago policy requires that students earn a minimum grade of "C" in all general education courses. The wording on the diploma for the Associate of Arts in Teaching degree shall stipulate only the Associate of Arts in Teaching degree.

**CITY COLLEGES OF CHICAGO  
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs      ISSUED BY: Chancellor      DATE: 4/13

REVIEWED:

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

ISSUER'S SIGNATURE: ON FILE

**SUBJECT: Posthumous Degree Awards**

**POLICY:**

In the case of a student's death from any cause, the student's academic record will be reviewed. Students who have applied for graduation and have been approved to graduate will be awarded the certificate or Associate's Degree for which the student is eligible.

Deceased students who have completed a minimum of 45 graduation hours toward any Associate's Degree or have completed a minimum of 75% of a certificate program at the time of the student's death are also eligible for a posthumous degree or certificate award after verification of the requisite number of graduation hours or percentage of program completion.

1. The recommendation for a degree should be made by a faculty member and submitted to the Dean of Student Services at the same college.
2. The Dean of Student Services will compile student information to include current enrollment, progress toward completion, good academic standing, and support and approval of the family and will consult with other Deans and, in some cases, other faculty.
3. The final recommendation should be submitted to the Vice President and Chief Academic Officer of the faculty member's college who will submit the recommendation to the College President where the recommendation was made. The recommendation will be submitted to the President of the College from which the degree will be conferred (if not the same college).
4. After approval by the College President(s), the actual presentation of the degree should be at the discretion of the family, either presented at graduation to a family member or mailed.
5. Recommendations for posthumous degrees will be processed for spring graduation ceremonies. If recommendations are made other than for spring graduation, the degree will be immediately conferred or postponed until the next spring graduation at the discretion of the family.

6. This policy can be administered retroactively and applies also to students who have died prior to the effective date of this policy.

**CITY COLLEGES OF CHICAGO  
ACADEMIC POLICY**

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

REVIEWED: 1991, 1998, 2000, 2009, 2012

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

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

**SUBJECT: CCC Application of Rationale for Awarding Student Semester Credit**

**POLICY:**

The rationale for awarding student credit is as follows:

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

Contact hours = 50 minutes

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

\*\*Minimum

**CITY COLLEGES OF CHICAGO**

**ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: W. Watson

Date 2000

REVIEWED: 2000, 2003, 2009, 2010, 2011

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

ISSUER'S SIGNATURE: ON FILE

**SUBJECT: Illinois Articulation Initiative**

**POLICY:**

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

Benefits for students are:

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

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

Students are also required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. To fulfill all of the GECC requirements with IAI approved General Education courses, a Human Diversity course must also be IAI approved.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements for an associate or baccalaureate degree have been satisfied and the GECC will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

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

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

**CITY COLLEGES OF CHICAGO  
ACADEMIC POLICY**

SOURCE OFFICE: 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 may select either a Human Diversity (HD) course that is IAI approved or a HD course that has not been IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'D (diversity within the USA)' or 'N' (diversity from a non-western perspective). These courses have been designed specifically to examine aspects of human diversity from a non-European perspective. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

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*