

32498
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 11, 2014

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

RESOLUTION

**TO ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL OF
THE CITY COLLEGES OF CHICAGO
OFFICE OF ACADEMIC AFFAIRS**

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

The Board of any Community College District has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the Board.

WHEREAS, the City Colleges of Chicago Academic Policy and Procedures Manual has been developed to ensure that protocols for instruction and related academic elements are established, reviewed and publicly communicated, and this proposed revised policy has been reviewed by stakeholder groups including faculty, Faculty Council, and college administration;

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 update the Proposed Academic Change process (The Executive Summary and Revisions to the Academic Policy and Procedures Manual are attached); and

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

NOW THEREFORE BE IT RESOLVED, that the revisions to the Academic Policy and Procedures Manual be adopted by the Board of Trustees effective December 11, 2014 and posted to the City Colleges of Chicago website.

December 11, 2014 – Office of Academic Affairs

EXECUTIVE SUMMARY

REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL OF THE CITY COLLEGES OF CHICAGO APPROVED BY BOARD OF TRUSTEES

New Policy, City Colleges of Chicago Academic Policy Manual, Index Number 2.31D, Subject: Students Placing in Foundational Studies Courses

- The proposed new policy properly places students in the correct City Colleges of Chicago academic career, based upon consideration of both placement test scores and high school outcome. This change best positions students who test at the Foundational Studies level for early success and enables the City Colleges of Chicago to focus its resources to best support student learning outcomes and success.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Provost

ISSUED BY: V. Edghill-Walden

DATE: 12/11/2014

REVIEWED: 2014

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

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Students Placing in Foundational Studies Courses

Only high school graduates or those who have successfully passed the GED (General Education Development) examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed the GED examination are required to enroll in Adult Education coursework. Students may self-certify high school or GED completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:

- High school diploma
- Official or unofficial high school transcript
- GED certificate

Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.