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);

WHEREAS, the Officers of the District support the new policy revision to the Academic Policy and Procedures Manual that is being recommended by the Provost and Chief Academic Officer;

NOW THEREFORE BE IT RESOLVED, that the revision 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
# City Colleges of Chicago
## Proposed Academic Policy Manual Updates

<table>
<thead>
<tr>
<th>Index Number</th>
<th>Description</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Various edits for clarity and readability throughout the Academic Policy Manual.</td>
<td>NO CHANGES TO POLICY</td>
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<tr>
<td>Index 2.301–District Academic Standards</td>
<td>Add language that “The City Colleges of Chicago reserves the right to award a student’s academic plan of record, confirmed by the student, if all requirements for that degree have been met, even if the student has not applied for graduation.”</td>
<td>POLICY CHANGE Supports CCC’s completion strategies and initiatives.</td>
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**Business Process Summary:** implemented using Campus Solutions (CS v9.0) functionality
- Communication plan & training
  - Staff (All City Colleges District and College Staff): included with CS v9.0 training (Jan – Mar 2015)
  - Students: via web pages, 3Cs functionality (email)
- Business process
  - Identify and process likely graduates (early in term)
    - Identify eligible students using CS v9.0 degree audit functionality
    - Also identify students who are close (6 credit hours or fewer remaining); refer to Advisors
    - Graduation application not needed, but available
  - Use degree audit functionality for final graduation clearance (after end of term)
  - Batch confer awards (after end of term)
- Monitoring compliance with policy
  - CS v9.0 degree audit functionality

Add language to allow Allowed Repeatable Course (ARC) classes with a final grade of “F” to be repeated for grade improvement purposes.

**Business Process Summary:** no new business processes required
- Communication plan & training
  - Staff (College administration, Registrars, student services leadership, and advisors): inform that grade improvement applies to ARCs (in process)
- Business process
  - Follow same business process as used for any other course repeated to improve a grade. No new/specialized business process required.
Index Number | Description | Comments
--- | --- | ---
| 2.33A | Monitoring compliance with policy |
| | – CS v9.0 degree audit functionality |

### Acceptance of Military Credit

1. College credits as evidenced by an official Military transcript may be granted for armed forces/military service experiences and armed forces schooling (Military Credit). American Council on Education (ACE) recommendations to equate military credit to courses taught at CCC will be followed to the extent practicable. ACE publishes evaluations and recommendations for credit for Military Occupational Specialties (MOS) training. Decisions concerning acceptance of military credit as equivalent to a CCC course will be reviewed and approved by a faculty member responsible for instruction in the appropriate academic discipline with additional review and approval by the College Vice President or designee. Articulation decisions will be recorded in CCC’s student system to ensure evaluation consistently for all veterans. When the curriculum of an articulated CCC course is updated, the military equivalencies will be reviewed and updated accordingly. Factors such as currency of course content will be considered when making or updating articulation decisions, for example, with regard to technology or medical courses or training.

    a. Process for Awarding Military Credit. The process for awarding Military Credit differs from the process used to award other transfer credit. Military Credit is not automatically posted to a student’s record following evaluation. Credit will be awarded only after the student completes a mandatory military transfer advising session with a CCC Veteran Affairs Specialist. The purpose of advising session is to determine whether the acceptance of the articulated military credit serves the student’s educational goals. In the mandatory military transfer advising session, the Veteran Affairs Specialist and the veteran will review the veteran’s educational goals, academic program and plan, and other factors to agree upon the Military Credit to award so as to maximize achievement of the veteran’s goals. The veteran is required to formally acknowledge in writing the decisions made in the mandatory military transfer advising session, and that acknowledgement will become part of the student’s academic record. The Veteran’s Specialist will work with the Office of the Registrar to ensure that the agreed upon Military Credit is posted to the student’s academic record.

    b. Graduation Requirements. Military Credit shall not exceed sixty-seven percent (67%) of the total credits required for the academic program or plan in which the veteran/student enrolls. Student recipients of Military Credit are required to fulfill all normal graduation requirements, including residency requirements, for their academic program or plan. Nothing in this military transfer credit policy should be construed otherwise.

### Business Process Summary

- Communication plan & training

POLICY CHANGE

Clarifies the evaluation and awarding of military credit.
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<td></td>
<td>− Update Veterans Services web pages to communicate the new process</td>
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<td>− Create an acceptance form used to list Military Credit to be awarded with required student signature and date and the signature and date of the Veterans Affairs Specialist</td>
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<td>− Develop training and rubrics for Veterans Affairs Specialists and conduct training (collaboration between REI transfer staff and AA student engagement staff)</td>
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<td><strong>Business process</strong></td>
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<td>− Per policy, Veterans Affairs Specialist meets with Veteran and reviews options and considerations</td>
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<td>− Reach agreement and complete form; submit to the Office of the Registrar</td>
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<td>− Registrar posts Military Credit (normal process); files acceptance document as a part of the student’s permanent record</td>
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<td><strong>Monitoring compliance with policy</strong></td>
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<td>− CS v9.0 degree audit functionality</td>
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</table>
INDEX NUMBER 2.30I

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: District Office

ISSUED BY: Academic Affairs and Student Services

DATE: 2001


EFFECTIVE DATE: December 11, 2014

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

ISSUER’S SIGNATURE: ON FILE

SUBJECT: District Academic Standards

Graduation Grade Point Average
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 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, Credit for Prior Learning (including Military Training), and Credit by Assessment 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.

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.

Allowed Repeatable Courses (ARC)
In accordance with ICCB policy, Allowed Repeatable Courses are designated courses where the course number remains the same (may include multiple suffixes), but the course content changes each term (for example, art, music, physical education, student newspaper, etc.).

All credit hours and grades earned 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 GPA calculations. Students who receive an “F” grade in an ARC
course may repeat the course to improve the “F” grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the immediately preceding “F” grade).

**Other Repeated Courses**
Students who earn a “D” or “F” grade in a course may repeat the course. Students who earn a grade of “C” or better in a course may repeat the course once. All credit hours and grades earned appear on the permanent academic record and transcript, but only the last grade earned is included in GPA calculations.

**Graduation Requirements**
To be eligible to graduate from any credit certificate or 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 Graduation GPA of 2.0 or higher. Elective courses with a “D” final grade may count towards graduation. This policy is effective August 1, 2013 for all students entering or returning to the City Colleges of Chicago. Students who graduated prior to August 1, 2013 must hold either a minimum Graduation GPA or Cumulative GPA of 2.0 or higher.

The City Colleges of Chicago reserves the right to award a student’s academic plan of record, confirmed by the student, if all requirements for that degree have been met, even if the student has not applied for graduation.

**Academic Standing**
Students must maintain a minimum Cumulative Grade Point average of 2.0 to remain in good academic standing. Students who fall below the minimum GPA requirement are to immediately seek Academic Advising to determine a course of action to return to good academic standing.
CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Chancellor  ISSUED BY: O. Shabat  DATE: 5/21/79


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

ISSUER’S SIGNATURE: ON FILE

SUBJECT: Acceptance of Credit at City Colleges of Chicago (CCC) from Sources External to District 508

1. College credits with a final grade of ‘C’ or above earned at a regionally accredited institution as evidenced by an official transcript will be accepted by any CCC college, even if the college processing the transfer credit does not offer a comparable course.

2. College credits as evidenced by an official Military transcript may be granted for armed forces/military service experiences and armed forces schooling (Military Credit). American Council on Education (ACE) recommendations to equate military credit to courses taught at CCC will be followed to the extent practicable. ACE publishes evaluations and recommendations for credit for Military Occupational Specialties (MOS) training. Decisions concerning acceptance of military credit as equivalent to a CCC course will be reviewed and approved by a faculty member responsible for instruction in the appropriate academic discipline with additional review and approval by the College Vice President or designee. Articulation decisions will be recorded in CCC’s student system to ensure evaluation consistently for all veterans. When the curriculum of an articulated CCC course is updated, the military equivalencies will be reviewed and updated accordingly. Factors such as currency of course content will be considered when making or updating articulation decisions, for example, with regard to technology or medical courses or training.

   a. Process for Awarding Military Credit. The process for awarding Military Credit differs from the process used to award other transfer credit. Military Credit is not automatically posted to a student’s record following evaluation. Credit will be awarded only after the student completes a mandatory military transfer advising session with a CCC Veteran Affairs Specialist. The purpose of advising session is to determine whether the acceptance of the accepted Military Credit serves the student’s educational goals. In the mandatory military transfer advising session, the Veteran Affairs Specialist and the veteran will review the veteran’s educational goals, academic program and plan,
and other factors to agree upon the Military Credit to award so as to maximize achievement of the veteran’s goals. The veteran is required to acknowledge in writing the decisions made in the mandatory military transfer advising session, and that acknowledgement will become part of the student’s academic record. The Veteran’s Specialist will work with the Office of the Registrar to ensure that the agreed upon Military Credit is posted to the student’s academic record.

b. Graduation Requirements. Military Credit shall not exceed sixty-seven percent (67%) of the total credits required for the academic program or plan in which the veteran/student enrolls. Student recipients of Military Credit are required to fulfill all normal graduation requirements, including residency requirements, for their academic program or plan. Nothing in this military transfer credit policy should be construed otherwise.

3. Transfer credit (including Military Credit) will be honored by all CCC colleges to fulfill their program requirements in a way that most benefits the student (Gen Ed, core, elective), whether or not the course is offered by the home college or other CCC college.

4. Alternative credit may include: credit by examination (i.e., CLEP or ACTFL), credit for prior learning assessment (life experience or work experience), or for adult education courses may be validated through examination, by portfolio, or other means of validation by the District Office of Academic Governance, Compliance, and Educational Quality.

5. Program admission and program completion requirements must be met by new and transfer students in accordance with requirements in the Academic Catalog effective at the time of the student’s first enrollment date (refer to Index Number 1.10), unless the student selects a newer Catalog.

6. Advanced placement credits will be awarded for scores of 3, 4, and 5 on the ETS certified exam with grade equivalencies of C, B, and A, respectively.