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 December 11, 2014, and posted on the City Colleges of Chicago website.

December 11, 2014 – Office of Academic Affairs
# City Colleges of Chicago

## Proposed Updates to the Student Policy Manual

<table>
<thead>
<tr>
<th>Existing Policy</th>
<th>New Policy</th>
<th>Comments</th>
</tr>
</thead>
</table>
| **Admissions Requirements (Part II: Admissions Policies and Procedures)** The City Colleges of Chicago are open admission colleges. Everyone is welcome. All students are required to take the District assessment and placement tests unless a waiver is granted. Waivers may be granted to qualifying transfer students and students with recent and sufficiently high ACT test scores (see Assessment & Placement on page 4). Incoming students who have earned a grade of “C” or better in college level English or math courses from a regionally accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See Testing & Placement Guidelines for more information regarding testing.) Students who are admitted to college credit programs include:  
- Graduates of accredited high schools or foreign equivalents  
- GED® completers  
- Transfer students from other colleges or universities  
- Adult students 18 years of age or older who have not earned a high school diploma or a GED® (the placement exam will be used to determine course placement)  
- Students 16-18 years of age, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam  
- Students who successfully completed high school through home-schooling | **Admissions Requirements** The City Colleges of Chicago are open admission colleges. Everyone is welcome. All students are required to take the District assessment and placement tests unless a waiver is granted. Waivers may be granted to qualifying transfer students and students with recent and sufficiently high ACT test scores (see Assessment & Placement on page 4). Incoming students who have earned a grade of “C” or better in college level English or math courses from a regionally accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See Testing & Placement Guidelines for more information regarding testing.) Students who are admitted to college credit programs include:  
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- Students 16-18 years of age, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam (see Assessment & Placement on page 4.)  
- Students under age 16, recommended by their principal and approved by the College President or designated official to enroll in college credit courses (see High School Students on page 14.)  
- Students who successfully completed high school through home-schooling | **NO CHANGE IN POLICY** Various edits for clarity and readability throughout the Student Policy Manual.  
**Business Process Summary:** This is an edit to make the Student Policy Manual clearer. No new business process required; follows current business processes.  
- Communication plan & training –  
  o College Registrars, student services leadership and college recruiters will be notified and trained as necessary on the business process  
  o Business process – no change  
  o Monitoring compliance with policy – no change  

---

**Admissions Requirements**

The City Colleges of Chicago are open admission colleges. Everyone is welcome. All students are required to take the District assessment and placement tests unless a waiver is granted. Waivers may be granted to qualifying transfer students and students with recent and sufficiently high ACT test scores (see Assessment & Placement on page 4). Incoming students who have earned a grade of “C” or better in college level English or math courses from a regionally accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See Testing & Placement Guidelines for more information regarding testing.) Students who are admitted to college credit programs include:

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- Students 16-18 years of age, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam
- Students who successfully completed high school through home-schooling
### Former Students Returning to the City Colleges of Chicago (PART II: ADMISSIONS POLICIES AND PROCEDURES, General Admissions Procedures)

Returning students who are in good standing and have not attended another college or university do not need to apply for readmission. Upon returning to CCC, returning students may be required to verify their residency (see Residency on page 21).

Note: students who have not enrolled for two (2) academic years are discontinued and, therefore, will need to be readmitted. Visit the Office of the Registrar for further information.

### POLICY CHANGE

- Shortens time to discontinue a student to 2 consecutive semesters (excluding the Summer term) (from 2 years)
- Conforms the time period to existing policy related to the Governing Academic Catalog (PART VII: ACADEMIC POLICIES)
- Enables reconfirmation of goals, focus area, academic plan, college choice, advisor reassignment, and other processing improvements

### Business Process Summary:

Implemented using Campus Solutions (CS v9.0) functionality

- Communication plan & training:
  - College Registrars and student services leadership will be notified and trained as necessary on the business process
- Business process
  - CS v9.0 configuration
  - Newly created readmit online application (completed)
  - Readmitted students will follow the same Whole Program Enrollment processes as all other students
- Monitoring compliance with policy: CS v9.0 records functionality

### Admission for Signature Program/Plan (PART II: ADMISSIONS POLICIES AND PROCEDURES, General Admissions Procedures)

Admission to one of the City Colleges of Chicago does not guarantee admission to signature academic programs/plans such as Nursing, Physician’s Assistant, Dental Hygiene, etc. Signature programs/plans are offered on a limited enrollment basis and have special admissions requirements in addition to the general admissions criteria. Students who apply for admission to a signature program/plan are assessed on an individual basis.

### POLICY CLARIFICATION

Updated last sentence: “Degree requirements for students who are accepted into signature programs are based on the ‘academic year’ [rather than calendar year] for which they are accepted.”
<table>
<thead>
<tr>
<th><strong>Existing Policy</strong></th>
<th><strong>New Policy</strong></th>
<th><strong>Comments</strong></th>
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<tbody>
<tr>
<td>admissions criteria. Students who apply for admission to a signature program/plan must follow special procedures. <a href="#">Browse CCC programs</a> for further information or speak with the program director at the college where the signature program is offered. Students are not automatically readmitted into a signature program. For readmission into a signature program, students are required to consult with the program director and comply with program policies. Degree requirements for students who are accepted into signature programs are based on the calendar year for which they are accepted.</td>
<td>signature program/plan must follow special procedures. <a href="#">Browse CCC programs</a> for further information or speak with the program director at the college where the signature program is offered. Students are not automatically readmitted into a signature program. For readmission into a signature program, students are required to consult with the program director and comply with program policies. Degree requirements for students who are accepted into signature programs are based on the academic year for which they are accepted.</td>
<td>Business Process Summary: This is a clarification of existing business practice. No new business process required; follows current business processes. • Communication plan &amp; training – o College Registrars, student services leadership and college recruiters will be notified and trained as necessary on the business process • Business process – no change • Monitoring compliance with policy – no change</td>
</tr>
</tbody>
</table>

**Concurrent Enrollment within the District (PART II: ADMISSIONS POLICIES AND PROCEDURES, General Admissions Procedures)** Concurrent enrollment within the District (at more than one of the City Colleges) is permitted. If the student is enrolled in equal number of hours at more than one college, the first college in which the student is enrolled is considered the home campus. | **Concurrent Enrollment within the District** Concurrent enrollment within the District (at more than one of the City Colleges) is permitted. | POLICY CHANGE Removes reference to old Home Campus rules (changed with ICCB approval in Sept 2014). Business Process Summary: This is a clarification of existing business practice. No new business process required; follows current business processes. • Communication plan & training – o College Registrars, student services leadership and college recruiters will be notified and trained as necessary on the business process • Business process – no change • Monitoring compliance with policy – no change |

**Assessment & Placement – Credit Students (PART II: ADMISSIONS POLICIES AND PROCEDURES)** To ensure proper academic placement, all first time credit students must take a placement test prior to registration. | **Assessment & Placement – Credit Students** To ensure proper academic placement, all first-time credit students must take a placement test prior to registration, unless a waiver is granted (see below). Students may enroll in a credit | POLICY CHANGE Requires students who place at the Foundational Studies level to submit proof of high school graduation prior to
## Existing Policy

Students may enroll in a credit course which does not require a prerequisite (without taking a placement test), but will not be permitted subsequent enrollment in a course which requires a prerequisite without taking a placement test. Placement test scores (COMPASS Test) expire after one (1) year. Note: see Testing & Placement Guidelines for more information about assessment and placement testing.

Placement test waivers may be granted to:
- Transfer students who submit an official transcript from a regionally accredited college or university showing successful completion of college level math, English (particularly English 101/Freshman Composition), and reading with a grade of “C” or higher;
- Students who have already earned an Associate degree or higher; or,
- High school graduates who submit official and sufficiently high ACT test scores. ACT test scores are valid for a period of two (2) years. A writing test may still be required.

Admission to the City Colleges of Chicago does not guarantee entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements).

## New Policy

Students may enroll in a credit course which does not require a prerequisite (without taking a placement test), but will not be permitted subsequent enrollment in a course which requires a prerequisite without taking a placement test. Placement test scores (COMPASS Test) expire after one (1) year. Note: see Testing & Placement Guidelines for more information about assessment and placement testing.

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 must drop their Foundational Studies classes and will be referred to the Adult Education Department. Normal retesting policies apply.

Placement test waivers may be granted to:
- Transfer students who submit an official transcript from a regionally accredited college or university showing successful completion of college level math, English (particularly English 101/Freshman Composition), and reading with a grade of “C” or higher;
- Students who have already earned an Associate degree or higher; or,
- High school graduates who submit official and sufficiently high ACT test scores. ACT test scores are valid for a period of two (2) years. A writing test may still be required.

Admission to the City Colleges of Chicago does not guarantee the first day of class, or else be referred to the Adult Education Department.

## Business Process Summary:

- Update placement test web content (DO and colleges).
- In the PSSA v8.0 system: create a manual process. Add an “FS placement” checkbox to the current placement results form. Provide a copy to the Office of the Registrar. Registrar keeps a list of such students. Receive and file (permanent record) required documents, indicate receipt on the list. Perform a final check on the last business day before the first day of class. If the student has not provided the required documents, remove the student from the CRED class and refer the student to the Adult Ed Dept. Collaborate with the Advisor to accomplish this with the student.
- In the CS v9.0 system: create a 3Cs checklist item for such students, which will appear as a “to do” on the student’s portal home page. Update placement test web content (DO and colleges). Office of the Registrar receives and files (permanent record) required documents, remove checklist item. Perform a final check on the last business day before the first day of class. If the student has not provided the required documents (checklist item remains), remove the student from the CRED class and refer the student to the Adult Ed Dept. Collaborate with the Advisor to accomplish this with the student.
<table>
<thead>
<tr>
<th>Existing Policy</th>
<th>New Policy</th>
<th>Comments</th>
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<tbody>
<tr>
<td>entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements).</td>
<td><strong>Placement Testing for Spanish &amp; French</strong> (Assessment &amp; Placement – Credit Students, PART II: ADMISSIONS POLICIES AND PROCEDURES) Placement testing was implemented on April 8, 2013. Placement tests prior to registration are recommended for any student who has taken a course before college or reads or speaks the language. Students have the option to complete placement testing the semester before they enroll in Spanish or French. Testing can be completed from any computer with high speed internet access. Students with a grade of C or better at the college level or without any prior coursework or knowledge of the language are not required to take a placement test.</td>
<td><strong>POLICY CHANGE</strong> o Makes French/Spanish placement testing prior to registration into the initial French or Spanish course recommended (rather than required) o Clarifies other conditions where the placement test is not required o Conforms to the Academic Policy Manual</td>
</tr>
<tr>
<td>Effective April 8, 2013, placement tests are required prior to registration for the student’s first course in Spanish or French. Students have the option to complete placement testing the semester before they enroll in their first Spanish or French course. Students who choose another World Language (other than Spanish or French) are not required to take a placement test.</td>
<td><strong>Placement Testing for Spanish &amp; French</strong> Placement testing was implemented on April 8, 2013. Placement tests prior to registration are recommended for any student who has taken a course before college or reads or speaks the language. Students have the option to complete placement testing the semester before they enroll in Spanish or French. Testing can be completed from any computer with high speed internet access (see Placement Testing for Spanish or French). Students with a grade of C or better at the college level or without any prior coursework or knowledge of the language are not required to take a placement test. Students who choose another World Language (other than Spanish or French) are not required to take a placement test.</td>
<td><strong>Business Process Summary:</strong> No new business process required. Policy update follows current practice.</td>
</tr>
<tr>
<td><strong>Transfer Credit (PART II: ADMISSIONS POLICIES AND PROCEDURES)</strong> 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 (<a href="http://www.accreditedschools.org">www.accreditedschools.org</a>) 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 on page 11). 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 on page 31). Posting transfer credit is important and will improve accuracy in advising and course selection.</td>
<td><strong>Transfer Credit</strong> 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 (<a href="http://www.accreditedschools.org">www.accreditedschools.org</a>) 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 on page 11). 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 on page 31). Posting transfer credit is important and will improve accuracy in advising and course selection.</td>
<td><strong>POLICY CLARIFICATION</strong> Provides a table to show the calculated semester credit hour equivalencies for various quarter system credit hours. <strong>Business Process Summary:</strong> No new business process required. Policy update follows current practice.</td>
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<td>--</td>
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<td><strong>• Communication plan &amp; training:</strong> o College Registrars, student services leadership and college recruiters will be notified and trained as necessary on the business process o Monitoring compliance with policy-</td>
</tr>
</tbody>
</table>
### Existing Policy

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.

### New Policy

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 (see table below).

<table>
<thead>
<tr>
<th>Quarter System Course Credits</th>
<th>CCC Transfer Equivalency Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2.01</td>
</tr>
<tr>
<td>4</td>
<td>2.68</td>
</tr>
<tr>
<td>5</td>
<td>3.35</td>
</tr>
<tr>
<td>6</td>
<td>4.02</td>
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</tbody>
</table>

College credits earned at foreign institutions must be evaluated by an approved transcript evaluation service.

### Comments

no change

### Military Credit (PART II: ADMISSIONS POLICIES AND PROCEDURES)

Credit toward graduation may be granted for certain armed forces/military service experiences and armed forces schooling. Veterans and military service personnel who wish to have their military experiences and schooling evaluated should request official military transcripts be sent to the Office of the Registrar. For more information about Military Credit, please visit [www.ccc.edu/veterans](http://www.ccc.edu/veterans). Also see Part V: Veteran Services on page 38 of the Student Policy Manual.

### Military Credit

College credits 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

### POLICY CHANGE

- Clarifies how Military Credit will be awarded
- Establishes that ACE guidelines will be followed to the extent practicable
- Establishes an upper limit for the amount of Military Credit that can be used toward satisfaction of credential requirements
- Provides a new process for how Military Credit will be evaluated and awarded

### Business Process Summary:

Update Veterans Services web pages to
<table>
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<tr>
<th>Existing Policy</th>
<th>New Policy</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>course content will be considered when making or updating articulation decisions, for example, with regard to technology or medical courses or training.</td>
<td>• 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.</td>
<td>communicate the new process. 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>
</tr>
<tr>
<td>• 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.</td>
<td>• Communication plan &amp; training • Develop training and rubrics for Veterans Affairs Specialists and conduct training (collaboration between REI transfer staff and AA student engagement staff). • Monitoring compliance with policy • Posting of credit by the Office of the Registrar follows the normal transfer posting process as is the filing of the acceptance document as a part of the student’s permanent record.</td>
<td></td>
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</table>

For more information about Military Credit, please visit [www.ccc.edu/veterans](http://www.ccc.edu/veterans). Also see Part V: Veteran Services on page 38 of the Student Policy Manual.

<table>
<thead>
<tr>
<th>Tuition Chargeback (PART III: TUITION, FEES, WAIVERS AND REFUNDS)</th>
<th>Tuition Chargeback</th>
<th>POLICY CLARIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago residents who wish to enroll in an academic program not available at any of the City Colleges of Chicago.</td>
<td>City Colleges of Chicago students who wish to enroll in an academic program not available at any of the City Colleges of Chicago.</td>
<td>• Makes tuition chargeback applicable to CCC students (rather than just...</td>
</tr>
</tbody>
</table>
### Student Policy Manual, Executive Summary

<table>
<thead>
<tr>
<th>Existing Policy</th>
<th>New Policy</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Chicago residents) - Refers to program rules and requirements</td>
<td>States that CCC will not provide tuition assistance for comparable courses offered by CCC</td>
<td></td>
</tr>
</tbody>
</table>

### Allowed Repeatable Courses (ARC) (PART VI: GRADE DESIGNATIONS AND POLICIES, Repeating Courses)

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.

### POLICY CHANGE

- Conforms to Academic Policy Manual language
- Makes ARC repeat for grade improvement rules the same as all other courses

### Business Process Summary:

Follow same business process as used for any other course repeated to improve a grade. No new/specialized business process required.
### Existing Policy

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.

### New Policy

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.

### Comments

- Communication plan & training:
  - College administration, Registrars, student services leadership, and advisors will be notified and trained as necessary on the business process. Faculty will also be notified of the policy change.
- Monitoring compliance with policy: no change
<table>
<thead>
<tr>
<th>Existing Policy</th>
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</tr>
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<tbody>
<tr>
<td><strong>Graduation Requirements for Degrees (PART VI: GRADE DESIGNATIONS AND POLICIES, Repeating Courses)</strong>&lt;br&gt;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.&lt;br&gt;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 on page 6), 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.</td>
<td><strong>Graduation Requirements for Degrees</strong>&lt;br&gt;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.&lt;br&gt;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.&lt;br&gt;All students must complete a minimum of fifteen (15) credit hours of residency (credit hours earned in City Colleges’ classes). There is no limitation on the number of undergraduate transfer credit hours which may be evaluated and posted to a student’s academic record (see Transfer Credit on page 6), but residency requirements must be met.</td>
<td><strong>POLICY CHANGE</strong>&lt;br&gt;- Adds language that permits CCC to auto-confer degrees in certain circumstances&lt;br&gt;- Conforms to the Academic Policy Manual&lt;br&gt;- Clarifies that there is no limit to the amount of transfer credit hours a student can transfer, but residency requirements must be met&lt;br&gt;<strong>Business Process Summary:</strong> implemented using Campus Solutions (CS v9.0) functionality&lt;br&gt;- Communication plan &amp; training&lt;br&gt;  - Staff: included with CS v9.0 training (Jan – Mar 2015)&lt;br&gt;  - Students: via web pages, 3Cs functionality (email)&lt;br&gt;- Business process&lt;br&gt;  - Identify and process likely graduates (early in term)&lt;br&gt;    - Identify eligible students using CS v9.0 degree audit functionality&lt;br&gt;    - Also identify students who are close (6 credit hours or fewer remaining); refer to Advisors&lt;br&gt;  - Graduation application not needed, but available&lt;br&gt;  - Use degree audit functionality for final graduation clearance (after end of term)&lt;br&gt;  - Batch confer awards (after end of term)&lt;br&gt;- Monitoring compliance with policy&lt;br&gt;  - CS v9.0 degree audit functionality</td>
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<tr>
<td>Existing Policy</td>
<td>New Policy</td>
<td>Comments</td>
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</tbody>
</table>
| • 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. | Graduation College for Degrees  
The Graduation College (college that confers the credential) for any degree program is as follows:  
• 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 any other (non-signature) program: 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 degree program), then the student may select his/her Graduation College.  

Graduation College for Certificates  
The Graduation College (college that confers the credential) for any certificate program is as follows:  
• The college where the majority of the certificate-specific credit hours were earned will confer the certificate. In case of a tie between two or more colleges (equal number of certificate-specific credit hours earned from each college and each college offers the certificate program), then the student may select his/her Graduation College.  
• Students who complete all certificate requirements at a college that does not offer the certificate program may select his/her Graduation College from among the colleges that offer the program when the award is conferred.  

Graduation College for Additional Degrees  
The Graduation College for an additional degree will be the college that offers the academic program where the majority (or greatest number if no majority) of the student’s incremental Graduation Credit Hours (excludes remedial hours) required for the additional degree were earned. In case of a tie between two or more colleges (equal number of incremental Graduation Credit hours earned from each college and each college offers the | degrees and certificates (current policy refers only to degrees)  
• Provides for the Graduation College when a student completes all certificate requirements at a college that does not offer the certificate program  
• Clarifies the Graduation College for additional degrees earned                                                                 |

Business Process Summary:  
Will be implemented using Campus Solutions (CS v9.0) functionality  
• Graduation application (no application needed)  
• Identification of eligible students (degree audit functionality)  
• Refer “close” students to Advisors for further action Batch conferral  
  • Communication plan  
    o College administration and staff will be notified of the change in certificate conferral.  
  • Monitoring compliance with policy – no change |
<table>
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<tr>
<th>Existing Policy</th>
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<th>Comments</th>
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<tr>
<td><strong>Student Policy Manual, Executive Summary</strong></td>
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<td><strong>Second CCC Degree (PART VI: GRADE DESIGNATIONS AND POLICIES, Graduation Requirements for Degrees)</strong>&lt;br&gt;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.</td>
<td><strong>Additional CCC Degree</strong>&lt;br&gt;A student may earn an additional degree from the City Colleges of Chicago. The additional degree must be different from previous degree(s) earned and the student must enroll in and successfully complete a minimum of fifteen (15) additional credit hours in residency at the City Colleges of Chicago after the latest degree has been posted to the student’s academic record.</td>
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<td><strong>World Language Requirement (PART VI: GRADE DESIGNATIONS AND POLICIES, Graduation Requirements for Degrees)</strong>&lt;br&gt;EFFECTIVE FALL 2009: All students entering or returning to CCC seeking an Associate in Arts (AA) degree are required to complete with a grade of “C” or better two courses of the same World Language offered at CCC. Alternatively, students may demonstrate (via a recognized foreign language examination) proficiency equivalent to that of successful completion of a second semester course.</td>
<td>Policy text deleted; no longer an AA degree requirement.</td>
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<td></td>
<td><strong>Certificate Completion Requirements (PART VI: GRADE DESIGNATIONS AND POLICIES)</strong>&lt;br&gt;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</td>
<td><strong>Certificate Completion Requirements</strong>&lt;br&gt;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</td>
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<td>certificate specific courses which constitute a Basic Certificate or an Advanced Certificate with a grade of &quot;C&quot; 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.</td>
<td>an Advanced Certificate with a final grade of &quot;C&quot; or better. The City Colleges of Chicago reserves the right to auto-award certificates when a student completes all certificate requirements. Effective for the Fall 2015 term, all students must complete minimum of twenty-five percent (25%) of the credit hours required for a certificate in residency. That is, at least 25% of the credit hours required for a certificate be earned in City Colleges of Chicago classes.</td>
<td>requirement for certificates effective for the Fall 2015 term Business Process Residency for certificates is already configured in CS v9.0 degree audit requirements. • Business process – No new business process required. Registrars will follow the new policy.</td>
</tr>
</tbody>
</table>

**Governing Academic Catalog, Effective thru the Summer 2014 Term (PART VII: ACADEMIC POLICIES, Governing Academic Catalog)**

- 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.

(See below)                                                                          | DELETION, NOT NEEDED

Catalog expired at the end of the end Summer 2014 term.

**Governing Academic Catalog, Effective Fall 2014 Term (PART VII: ACADEMIC POLICIES, Governing Academic Catalog)**

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

**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

**POLICY CHANGE**

Conformed to the Academic Policy Manual, Index number 1.10.

**Business Process**

- In the PSSA v8.0 system: incorporate the new policy into manual degree audits
<table>
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<td></td>
<td>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.</td>
<td>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.</td>
<td>• In the CS v9.0 system: new policy will be configured to manage each student’s requirements term. Degree audit functionality will apply the rules correctly.</td>
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<td></td>
<td>• 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.</td>
<td>• Students enrolled in the same academic program/plan for three (3) calendar years or more (whether consecutively enrolled or not) are required to follow the academic plan requirements in the current Academic Catalog.</td>
<td>• Communication plan &amp; training &lt;br&gt; o Notify the appropriate student-facing offices at the colleges and District Office of the change.</td>
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<td>• 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.</td>
<td>• 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.</td>
<td>• Monitoring compliance with policy – no change</td>
</tr>
</tbody>
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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.

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.