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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 10, 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 amend , 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:

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 Index numbers 1.10, 1.10A, 1.11A, and 1.12A (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 May 1, 2014 and posted to the City Colleges of Chicago website.

July 10, 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 7/10/14

- *Revision to City Colleges of Chicago Academic Policy Index Number 1.10 “Guidelines for Degree Programs.”*
 - Currently, this policy lists the degrees offered by the City Colleges of Chicago (CCC) without citing that CCC offers college-credit certificate programs. As CCC is having strategic growth of certificate programs to support organizational goals, this policy makes clear important details about certificates.
 - Change policy title to “Guidelines for Associate Degree and Certificate Programs.”
 - List CCC’s two credit certificate types (Basic and Advanced), along with credit hour ranges for each type.
 - State specifically that all credit certificates must be inclusive of curricula that provides students with employability skills (soft skills).
 - State specifically that all certificates must establish relevance based on labor market data.

- *Revision to City Colleges of Chicago Academic Policy Index Number 1.10A “Associate in Arts (A.A) Degree.”*
 - Align the A.A. Degree requirements to ICCB’s requirements.
 - Completion shall require not less than 60 credit hours, nor more than 64 credit hours.
 - The A.A. degree shall require a minimum of 37 credit hours of general education, with courses varied across multiple general education disciplines in a distribution consistent with the IAI model.
 - Remove the World language requirement, but encourage that it remain in certain A.A. pathways in which World Language is required for baccalaureate completion.

- *Revision to City Colleges of Chicago Academic Policy Index Number 1.11A “Associate in Science (A.S.) Degree*
 - Align the A.S. Degree requirements to ICCB’s requirements.
 - Completion shall require not less than 60 credit hours, nor more than 64 credit hours.
 - The A.S. degree shall require a minimum of 37 credit hours of general education, with courses varied across multiple general education disciplines in a distribution consistent with the IAI model.

- *Revision to City Colleges of Chicago Academic Policy Index Number 1.12A “Associate in Applied Science (A.A.S.) Degree*
 - Align the A.A.S. Degree requirements to ICCB’s requirements.
 - Completion shall require not less than 60 credit hours, nor more than 72 credit hours.
 - The A.A.S. degree shall require a minimum of 15 credit hours of general education, with courses varied across multiple general education disciplines.
 - State specifically that all A.A.S degrees must be inclusive of curricula that provides students with employability skills (soft skills).
 - State specifically that all A.A.S degrees must establish relevance based on labor market data.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: Wayne Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND VICE CHANCELLOR

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Guidelines for Associate Degree and Certificate Programs

The City Colleges of Chicago offer seven Associate 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.)
- 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 concentrations to meet their career and academic goals.

Career Programs Certificates are awarded for satisfactory completion of a series of credit courses (PCS 1.2, 1.1) or curriculum of 50 semester credit hours or less. Career Programs Certificates comprise prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with employability skills (i.e., "soft skills").

City Colleges of Chicago awards Basic and Advanced Career Programs certificates.

- Basic Certificates range from .5 to 29 credit hours.
- Advanced Certificates range from 30 to 50 credit hours.

**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, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Arts (A.A.) Degree

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 60-62 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 15 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.

Completion of the Associate in Arts degree shall require not less than 60 semester credit hours, nor more than 62 semester credit hours. Consistent with the IAI model and the ICCB Administrative Rules, the City Colleges of Chicago requires that the degree is inclusive of a minimum of 37 semester hours of General Education, spanning the following disciplines:

- Communications (three courses/9 CH, including 3 CH in oral communications)
- Mathematics (one course/minimum of 3 CH)
- Humanities and Fine Arts (three courses/minimum of 9 CH)
- Social and Behavioral Sciences (three courses/minimum of 9 CH)
- Physical and Life Sciences.(two courses/minimum of 7-8 CH)

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.

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, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Science (A.S.) Degree

Pursuant to ICCB Administrative Rules, the Associate in Science degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the mathematical, biological, or physical sciences or one of the professional fields with these disciplines as a base. 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 60-64 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 15 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.

Completion of the Associate in Science degree shall require not less than 60 semester credit hours, nor more than 64 semester credit hours. Consistent with the IAI model and the ICCB Administrative Rules, the City Colleges of Chicago requires that the degree is inclusive of a minimum of 37 semester hours of General Education, spanning the following disciplines:

- Communications (three courses/9 CH, including 3 CH in oral communications)
- Mathematics (one course/minimum of 3 CH)
- Humanities and Fine Arts (three courses/minimum of 9 CH)
- Social and Behavioral Sciences (three courses/minimum of 9 CH)
- Physical and Life Sciences.(two courses/minimum of 7-8 CH)

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.

ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010, 2011, 2012, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Applied Science (A.A.S) Degree

An Associate in Applied Science Degree is an award for the satisfactory completion of a prescribed Career Programs 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 15 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.

Pursuant to ICCB Administrative Rule 1501.302, A.A.S degrees shall be inclusive of a minimum of 15

semester hours of General Education, spanning the following disciplines:

- Communications
- Mathematics
- Humanities and Fine Arts
- Social and Behavioral Sciences
- Physical and Life Sciences

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.

A.A.S degrees shall include prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with workforce entry skills (i.e., “soft skills”).

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.

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).