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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JANUARY 8, 2015

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

RESOLUTION

TO ADOPT REVISIONS TO THE STUDENT POLICY MANUAL
OF THE CITY COLLEGES OF CHICAGO
OFFICE OF ACADEMIC AFFAIRS
OFFICE OF FINANCE

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 jurisdiction of the Board.”

WHEREAS, the City Colleges of Chicago’s Student Policy Manual has been developed to ensure that policies related to adherence to academic standards and Title IV regulations 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:

“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 implement new standards of Academic Standing and Satisfactory Academic Progress and to ensure the alignment of the two policies (The Executive Summary and Revisions to the Student Policy Manual are attached). The revised, aligned Academic Standing and Satisfactory Academic Progress standards have been developed with an emphasis on earlier interventions with students who are struggling and the timely completion of academic programs;

WHEREAS, the Officers of the District support the new policy revisions to the Student Policy Manual that are being recommended by the Provost and the Vice Chancellor of Finance and Business Enterprise;

NOW THEREFORE BE IT RESOLVED, that the revisions to the Student Policy Manual be adopted by the Board of Trustees effective January 8, 2015 and posted to the City Colleges of Chicago website.

January 8, 2015 – Office of Academic Affairs and Office of Finance

**EXECUTIVE SUMMARY
REVISIONS TO THE STUDENT POLICY MANUAL OF
THE CITY COLLEGES OF CHICAGO
January 2015**

Academic Standing Policy Changes

CURRENT ACADEMIC STANDING POLICY	PROPOSED ACADEMIC STANDING POLICY
Currently, if a student earns a zero (0) grade point average (GPA) for a term, he/she remains in good academic standing and therefore eligible to enroll in classes unless his/her cumulative GPA is below 2.0. Only cumulative GPA is currently used to calculate academic standing.	Under the proposed policy, if a student earns a zero (0) GPA for a term, he/she will receive an Academic Hold and will be required to successfully appeal that hold to be permitted to enroll in classes. The requirement that students maintain a cumulative 2.0 GPA will remain.
Currently, the percentage of credit hours that a student completes is not considered in the calculation of academic standing. A student may routinely withdraw from classes with no academic penalty, thereby delaying graduation.	Under the proposed policy, a student will be required to complete at least 67% of attempted graduation and developmental credit hours to remain in good Academic Standing.

Under the proposed policy, the standards of Academic Standing are as follows:

1. *Cumulative GPA* – A student must maintain a cumulative GPA of 2.0 or higher (includes grades earned in remedial and college-level courses); AND
2. *Term GPA* – If a student earns a GPA of 0.00 in any term through a combination of Fs, WTHs, and ADWs, the student is not considered to be in good Academic Standing; AND
3. *Pace* – A student must complete at least 67% of the cumulative credits attempted (excludes courses dropped within the refund period and Foundational Studies courses, but includes remedial courses).

Satisfactory Academic Progress Policy Changes

CURRENT SATISFACTORY ACADEMIC PROGRESS POLICY	PROPOSED SATISFACTORY ACADEMIC PROGRESS POLICY
Currently, if a student earns a zero (0) grade point average (GPA) for a term, he/she remains eligible for financial aid and does not receive a Financial Aid Hold unless his/her cumulative GPA is below 2.0. Only cumulative GPA is currently used to calculate satisfactory academic progress.	Under the proposed policy, if a student earns a zero (0) GPA for a term, he/she will receive a Financial Aid Hold and will be required to successfully appeal to restore financial aid eligibility. The requirement that students maintain a cumulative 2.0 GPA remains.
Currently, only graduation credit hours are included in the Pace (completion rate)	Under the proposed policy, both graduation and developmental credit hours will be included in

<p>calculation. A student must complete at least 67% of attempted graduation credit hours to meet satisfactory academic progress standards and remain eligible for financial aid. Students in developmental (remedial) coursework may withdraw from their courses with no financial aid eligibility repercussions.</p>	<p>the Pace calculation. A student will be required to complete at least 67% of attempted graduation and developmental credit hours to maintain financial aid eligibility.</p>
<p>Currently, a student receives a maximum timeframe warning that he/she is approaching the timeframe limit of his/her program in attempted credit hours within 12 credit hours of 150% of the program's published length, and does not receive a Financial Aid Hold until he/she has reached the 150% timeframe limit for the program.</p> <p><i>Example: The maximum timeframe for an Associate of General Studies (AGS) degree is 90 credit hours (60 credit hours degree length x 150% = 90 credit hour maximum timeframe). A student seeking an AGS does not receive a maximum timeframe warning until 78 credit hours have been attempted. The student does not receive a Financial Aid Hold until 90 credit hours have been attempted, and may then receive additional credit hours of financial aid eligibility per the discretion of an academic advisor.</i></p>	<p>Under the proposed policy, a student will receive a maximum timeframe alert when he/she reaches 75% in attempted credit hours of the program's published length. When the student reaches 115% of the published length of the program, he/she will receive a Financial Aid Hold and will be required to successfully appeal the hold to restore financial aid eligibility. If the appeal is approved, the student will be paced on a strict Academic Plan to ensure graduation requirements are met in advance of the 150% timeframe of the program.</p> <p><i>Example: An AGS student would receive a maximum timeframe alert at 45 credit hours attempted. The student would receive a Financial Aid Hold at 69 credit hours attempted, and may then appeal to receive additional credit hours to complete the degree within the 150% timeframe of the program.</i></p>
<p>Currently, all of a student's attempted credit hours are counted in his/her maximum timeframe calculation, even if the credit hours do not count towards his/her new academic program. If a student completes a degree program, the sum of the credit hours attempted in earning that degree disqualify the student from receiving financial aid if the student chooses to return to CCC to earn a certificate because the maximum timeframe for the certificate is already exceeded.</p>	<p>Under the proposed policy, a student who completes an associate degree at the City Colleges of Chicago, did not exceed the maximum timeframe for his/her associate degree program, has been admitted to a certificate program that does not have courses that overlap with the requirements for the degree he/she completed, and submits an appeal for a Financial Aid Hold, may be approved for a one-time reset of timeframe for the certificate program. If approved by the committee and if all other conditions of financial aid eligibility are met by the student, the student may receive financial aid for credit hours up to the published length of the certificate program.</p>

Under the proposed policy, the standards of Satisfactory Academic Progress are as follows:

1. *Cumulative GPA* – A student must maintain a cumulative GPA of 2.0 or higher (includes grades earned in remedial and college-level courses); AND

2. *Term GPA* – If a student earns a GPA of 0.00 in any term through a combination of Fs, WTHs, and ADWs, the student is not considered to be making Satisfactory Academic Progress; AND
3. *Pace* – A student must complete at least 67% of the cumulative credits attempted (excludes courses dropped within the refund period and Foundational Studies courses, but includes remedial courses); AND

Note: Completion rate is calculated by dividing the number of credit hours the student has attempted into the number he or she has completed.

4. *Maximum Timeframe* – Additionally, a student must be on track to complete his or her academic program within 150% of the published length of the program.

REVISED ACADEMIC STANDING POLICY STUDENT POLICY MANUAL, JANUARY, 2015

Academic Standing Overview

In order to remain in good Academic Standing at the City Colleges of Chicago, a student must demonstrate that he or she is making timely progress toward completing his or her stated academic objective. Prior to the Spring 2015 term, students were only required to maintain a minimum cumulative grade point average of 2.0 to remain in good Academic Standing. Effective with the Spring 2015 term, students must meet the standards outlined below to maintain good Academic Standing. **Appropriate interventions are required for students who are not demonstrating academic progress, and to provide a means for students to regain good Academic Standing.**

Academic Standing assessments are performed at the end of each term of enrollment. Continuing students who did not attend for the Spring 2015 term will be grandfathered under the former Academic Standing policy until they have attempted additional courses that can be evaluated under the new Academic Standing criteria. Both the GPA and pace standards are cumulative in nature.

Effective Spring 2015, good Academic Standing is defined as:

1. *Cumulative Grade Point Average (GPA)* – A student must maintain a cumulative GPA of 2.0 or higher (includes grades earned in remedial and college-level courses); AND
2. *Term GPA* – If a student earns a GPA of 0.00 in any term through a combination of Fs, WTHs, and ADWs, the student is not considered to be in good academic standing; AND
3. *Pace* – A student must complete at least 67% of the cumulative credits attempted (excludes courses dropped within the refund period and Foundational Studies courses, but includes remedial courses).

Note: Completion rate is calculated by dividing the number of credit hours the student has attempted into the number he or she has completed.

The Impact of Enrollment Actions and Types of Courses on Academic Standing

Different grades, enrollment actions, and types of courses have varying effects on the GPA and pace percentage calculations.

- *Incompletes:* Incompletes (“I” grades) are not included in the GPA calculation unless they are later converted to a F grade due to the student’s failure to satisfy course requirements within the mandatory timeline. However, incompletes do lower the student’s pace percentage until they are changed to an earned letter grade of D or higher.
- *No Show Withdrawals:* No Show Withdrawals (NSW) are not included in the GPA or Pace calculations.
- *Administrative Withdrawals:* Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student’s pace percentage.
- *Withdrawals:* Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student’s pace percentage unless the student withdraws during the add/drop period.
- *Remedial Courses:* Remedial (developmental) courses are included in the GPA calculation and pace percentage.
- *Audited Courses:* Audited courses (AUD) are not included in the GPA or pace percentage.

- *Foundational Studies Courses:* Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA or pace percentage.
- *Repeated Courses:* When a student repeats a remedial or college-level course, both grades and/or enrollment actions are included in the GPA (if graded) and pace percentage. Please note, this policy may differ from course repeat rules that are used to calculate GPA for other purposes.
- *Earned Letter Grades:* Earned letter grades of A, B, C and D positively impact a student's pace percentage. Although a D letter grade does not negatively impact a student's pace percentage, it will contribute to lowering the student's GPA to below the required 2.0 cumulative standard. Earning a F letter grade will negatively impact both the student's pace percentage and GPA.
- *Deleted Courses:* If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA or pace percentage.
- *Cancelled Courses:* If a course is cancelled, it is not included in the calculation of GPA or pace percentage.
- *Transfer Credit:* Although transferring credit hours to CCC will not impact the student's GPA, any credit hours accepted for transfer will be included in the pace percentage. Transfer hours will be included in both "hours attempted" and "hours completed" in the pace percentage calculation.

Academic Warning

The first time a student fails to meet the cumulative GPA or pace standards, he or she will be placed on Academic Warning.

Students on Academic Warning who improve performance at the conclusion of the next term of enrollment and are meeting the minimum GPA and pace standards will be placed back in good standing. Students are encouraged to immediately seek advising support to develop an Academic Improvement Plan (AIP) and a course of action to return to good Academic Standing.

Students who fail to maintain good Academic Standing at the conclusion of the next term of enrollment will be placed on Academic Hold.

Academic Hold

Academic Warning students who fail to meet the GPA and/or pace standards, and any student who earns a 0.00 GPA for the term will be placed on Academic Hold and must appeal the hold to continue taking courses.

Basis for Appeal: In order to appeal an Academic Hold, the student must demonstrate that he or she experienced mitigating circumstances that prevented the achievement of good Academic Standing. For example, the student may have experienced the death of an immediate relative, a serious injury or illness, or other special circumstance. Documentation is required to support the basis of the appeal. The student must also document what changes have occurred to remedy the mitigating circumstance that led to poor academic performance. The student must demonstrate that the mitigating circumstance directly contributed to poor academic progress in the term that he or she did not meet standards. Mitigating circumstances are defined as events that are outside of the student's control that interfere with his or her academic progress and could not have been remedied by the student at the time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation of that circumstance in multiple appeals.

Appeal Process: Students on Academic Hold may submit an appeal by the published deadline for the term in which they are seeking reinstatement. Students must complete the Academic Hold Appeal Form and submit all corresponding documentation according to the instructions provided by the college. Late appeals will not be accepted. The appeal committee will review the appeal packet and notify the student of the decision in writing through the student's preferred email account within 15 business days from the date of submission. A prescriptive Academic Improvement Plan is required as a part of the approval process.

Please note: Appeals are not automatically approved and may be denied based on the student's failure to maintain minimum GPA, pace, or timeframe standard or failure to follow a prior Academic Improvement Plan. If a student's appeal is denied, the student does not have the right to re-appeal unless he or she can provide new information on documented mitigating circumstances that contributed to poor academic progress. If the student is permitted to re-appeal due to new information, the appeal will be resubmitted to the committee. Neither the college nor the District Office will overturn the committee's decision.

Academic Probation

Students who successfully appeal their Academic Hold will be reinstated and will be placed on Academic Probation. During the probationary period, a student must make progress under his or her Academic Improvement Plan. Students who do not achieve the GPA or pace percentage standards will be placed back on Academic Hold and are required to complete an appeal for each subsequent term until all Academic Standing criteria are met.

Academic Dismissal

If a student is academically dismissed, he/she is not permitted to take classes at any CCC college in the Credit career. Students become academically dismissed if either of the following conditions are met:

1. Appeal of Academic Hold is denied.
2. Failure to achieve the minimum GPA or pace during the probationary term.

An academically dismissed student may apply for reinstatement after sitting out one (1) academic term, not including the summer term.

Student Notification

Students who are maintaining good Academic Standing will not receive a communication regarding their standing. If a student is placed on an Academic Warning, Academic Hold, or Academic Dismissal, he or she will receive a notification through his or her CCC email account. If a student submits an Academic Standing appeal, he or she will be notified of the outcome of that appeal through his or her CCC email account.

REVISED SATISFACTORY ACADEMIC PROGRESS POLICY STUDENT POLICY MANUAL, JANUARY, 2015

SAP Overview

In addition to all other federal and state eligibility criteria for financial aid, a student must demonstrate that he or she is making timely progress toward completing his or her stated academic objective. Colleges are required to monitor that students are meeting certain academic standards to receive financial aid, which is commonly referred to as Satisfactory Academic Progress (SAP). City Colleges of Chicago's SAP policy applies only to students applying for federal and state financial aid. SAP is cumulative in nature and takes into account all degree and certificate eligible classes attempted at any CCC college, as well as any transfer hours and military credit accepted by CCC.

SAP assessments are performed at the end of each term of enrollment. Effective with the Spring 2015 term SAP evaluation, students must meet the standards outlined below to maintain eligibility for financial aid. Continuing students who did not attend for the Spring 2015 term will be grandfathered under the former SAP policy until they have attempted additional courses that can be evaluated under the new SAP standards, with the exception of the calculation of maximum timeframe which will be applied to all applicants regardless of the last term attended.

Effective Spring 2015, the SAP standards are as follows:

1. *Cumulative Grade Point Average (GPA)* – A student must maintain a cumulative GPA of 2.0 or higher (includes grades earned in remedial and college-level courses); AND
2. *Term GPA* – If a student earns a GPA of 0.00 in any term through a combination of Fs, WTHs, and ADWs, the student is not considered to be making Satisfactory Academic Progress; AND
3. *Pace* – A student must complete at least 67% of the cumulative credits attempted (excludes courses dropped within the refund period and Foundational Studies courses, but includes remedial courses); AND

Note: Completion rate is calculated by dividing the number of credit hours the student has attempted into the number he or she has completed.

4. *Maximum Timeframe* – Additionally, a student must be on track to complete his or her academic program within 150% of the published length of the program.

The Impact of Enrollment Actions and Types of Courses on SAP

Different grades, enrollment actions, and types of courses have varying effects on the GPA, pace percentage, and maximum timeframe calculations.

- *Incompletes*: Incompletes ("I" grades) are not included in the GPA calculation unless they are later converted to a F grade due to the student's failure to satisfy course requirements within the mandatory timeline. However, incompletes do lower the student's pace percentage until they are changed to an earned letter grade of D or higher. Incompletes are included in the maximum timeframe calculation.
- *No Show Withdrawals*: No Show Withdrawals (NSW) are not included in the GPA, Pace, or maximum timeframe calculations.
- *Administrative Withdrawals*: Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student's pace percentage and are included in the maximum timeframe calculation.

- *Withdrawals:* Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student's pace percentage and are included in the maximum timeframe calculation unless the student withdraws during the add/drop period.
- *Remedial Courses:* Remedial (developmental) courses are included in the GPA calculation, pace percentage, and maximum timeframe calculation.
- *Audited Courses:* Audited courses (AUD) are not included in the GPA, pace percentage, or maximum timeframe calculations.
- *Foundational Studies Courses:* Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, pace percentage, or maximum timeframe calculations.
- *Repeated Courses:* When a student repeats a remedial or college-level course, both grades and/or enrollment actions are included in the GPA (if graded), pace percentage, and maximum timeframe calculations. Please note, this policy may differ from course repeat rules that are used to calculate GPA for other purposes.
- *Earned Letter Grades:* Earned letter grades of A, B, C and D positively impact a student's pace percentage and bring the student closer to completing his or her program within the maximum timeframe of the program. Although a D letter grade does not negatively impact a student's pace percentage, it will contribute to lowering the student's GPA to below the required 2.0 cumulative standard. Earning a F letter grade will negatively impact both the student's pace percentage and GPA.
- *Deleted Courses:* If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA, pace percentage, or maximum timeframe.
- *Cancelled Courses:* If a course is cancelled, it is not included in the calculation of GPA, pace percentage, or maximum timeframe.
- *Transfer Credit:* Although transferring credit hours to CCC will not impact the student's GPA, any credit hours accepted for transfer will be included in the pace percentage and maximum timeframe calculations. Transfer hours will be included in both "hours attempted" and "hours completed" in the pace percentage calculation.

Financial Aid Warning (FAW)

The first time a student fails to meet the cumulative GPA or pace percentage SAP standards, he or she will be placed on Financial Aid Warning (FAW).

FAW students who improve performance at the conclusion of the next term of enrollment and are again meeting the SAP standards will be placed back in good standing and may continue to receive financial aid if otherwise eligible.

FAW students who fail to meet satisfactory academic progress at the conclusion of the next term of enrollment will be placed on a Financial Aid Hold (FAH).

Financial Aid Hold (FAH)

Students with FAWs who fail to meet the GPA and/or pace percentage standards, and any student who earns a 0.00 GPA for the term will be placed on Financial Aid Hold (FAH), which cancels the student's financial aid.

Basis for FAH Appeal: In order to appeal a FAH hold, the student must demonstrate that he or she experienced mitigating circumstances that prevented the achievement of Satisfactory Academic Progress. For example, the student may have experienced the death of an immediate relative, a serious injury or illness, or other special circumstance. Documentation is required to support the basis of the appeal. The student must also document what changes have occurred to remedy the mitigating circumstance that led to inadequate academic progress. The student must demonstrate that the mitigating circumstance directly contributed to poor academic progress in the term that he or she did not meet standards. Mitigating circumstances are defined as events that are outside of the student's control that interfere with his or her academic progress and could not have been remedied by the student at the time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation of that circumstance in multiple appeals.

Appeal Process: Students on Financial Aid Hold (FAH) may submit an appeal by the published deadline for the term in which they are seeking financial aid. Students must complete the FAH Appeal Form and submit all corresponding documentation according to the instructions provided by the college. Late appeals will not be accepted. The appeal committee will review the appeal packet and notify the student of the decision in writing through the student's CCC email account within 15 business days from the date of submission. A prescriptive Academic Improvement Plan may be required as a part of the approval process.

Please note: Per federal financial aid regulations, appeals are not automatically approved and may be denied based on the student's failure to maintain Satisfactory Academic Progress standards, academic and financial aid history at both CCC and other colleges, failure to follow a prior Academic Improvement Plan, and any perceived pattern of SAP-related issues. If a student's appeal is denied, the student does not have the right to re-appeal unless he or she can provide new information on documented mitigating circumstances that contributed to poor academic progress. If the student is permitted to re-appeal due to new information, the appeal will be resubmitted to the committee. Neither the college nor the District Office will overturn the committee's decision.

Financial Aid Probation (FAP)

Students who successfully appeal their Financial Aid Hold (FAH) will have their financial aid eligibility reinstated and will be placed on Financial Aid Probation (FAP). During the probationary period, students must make progress under their Academic Improvement Plan. Students who do not achieve the GPA or pace percentage standards will be placed back on FAH and are required to complete a SAP appeal for each subsequent term until all SAP standards are met.

The student is ultimately responsible for meeting the standards of Satisfactory Academic Progress. It is important for the student to have ownership of his or her current situation and the resulting Academic Improvement Plan, with the understanding of the consequences the student faces if he or she fails to follow the Academic Improvement Plan.

Maximum Timeframe

A student must be on track to complete his or her academic program within 150% of the published length of the program in credit hours. Once a student has reached 75% of the program's published length in attempted credit hours, a Timeframe Alert (TFA) indicator will be placed on the student's academic record to alert the student that he or she is reaching the limit of financial aid eligibility for his or her program. Once a student has attempted 115% of the number of credit hours required for his or her program, a FAH Hold will be placed to prevent further financial aid disbursements until the student successfully appeals the hold.

Maximum Timeframe is based on total credit hours attempted, even if financial aid was not received while enrolled in those credit hours. The calculation includes all attempted credit hours, including transfer credit hours, military credit hours, repeated courses, and remedial courses. CCC does not allow a student to "reset" his or her timeframe due to a change of program (see exception below).

How to Calculate Maximum Timeframe: A student's maximum timeframe is calculated by multiplying the length of his or her academic program in credit hours by 150%. For example, the maximum time frame for a 60 credit hour degree program would be 90 credit hours (60 credit hours x 150% = 90 credit hour timeframe).

A student may file a one-time appeal for the extension of financial aid beyond the published length of his or her program. The appeal committee will evaluate the student's remaining program requirements, attempted credit hours, and transfer credit hours to determine if the student may qualify to have additional credit hours covered by financial aid up to the 150% maximum timeframe. At the committee's discretion, certain credit hours may be excluded from the student's maximum timeframe calculation, such as remedial credit hours up to 30, transfer credit hours awarded for military credit, and/or transfer credit hours that are not applicable to the student's current academic program.

One time reset of timeframe for associate degree graduates: Although CCC generally includes all attempted credit hours in a student's maximum timeframe calculation, students may be permitted a one-time reset of maximum timeframe if the following conditions apply:

1. The student has completed an associate degree at CCC;
2. The student did not exceed the 150% maximum timeframe for the associate degree prior to graduation;
3. The student has been admitted to a certificate program that does not have courses that overlap with the requirements for the degree he or she completed;
4. The student submits an appeal explaining why he or she should be granted additional credit hours to complete the certificate and how the certificate will assist the student in achieving gainful employment;
5. The SAP appeal committee approves the student's appeal.

If a reset of timeframe is approved, the student will only be approved up to the number of credit hours required to complete the new program.

Student Notification

Students who are meeting all SAP standards will not receive a communication regarding their standing. If a student is placed on FAW, TFA, or FAH, he or she will receive a notification through his or her CCC email account. If a student submits a SAP appeal, he or she will be notified of the outcome of that appeal through his or her CCC email account.