32820

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

RESOLUTION
ADOPT REVISIONS TO ACADEMIC AND STUDENT POLICIES
OF THE CITY COLLEGES OF CHICAGO
OFFICE OF STRATEGY AND ACADEMIC GOVERNANCE

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 has been developed to ensure that protocols for admissions, tuition and financial aid, grading, 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 Officers of the District support a one term policy suspension to the City Colleges of Chicago Student Policy regarding Academic Standing and Satisfactory Academic Progress for Spring term 2016 only, to better support students by removing barriers to enrollment for students otherwise meeting academic standards:

- Regarding Academic Standing: suspend for Spring term 2016 only the inclusion of "Pace" in definition of Academic Standing and references to "Pace percentage," "Pace calculation" and/or "Pace standards" in application of the Academic Standing definition.

- Regarding Satisfactory Academic Progress: suspend for Spring term 2016 only the use of Financial Aid Hold at 115% of maximum timeframe and replace with Financial Aid Hold once a student is not on track to complete his or her academic program within 150% of the published length of the program in credit hours.

- Regarding Satisfactory Academic Progress: suspend for Spring term 2016 only the inclusion of remedial courses in the calculation of maximum timeframe.

- The Officers of the District will propose a general revision to Academic and Student Policies for the Board to consider in early 2016 for the Academic Year beginning Summer 2016.

NOW, THEREFORE BE IT RESOLVED, that the resolutions to the policy be adopted by the Board of Trustees effective November 2015, and posted on the City Colleges of Chicago website.

Key policy suspensions from Resolution 32534, ADOPTED January 8, 2015, and from any subsequent revisions in which the policies below were upheld:

Current Academic Standing Policy excerpt (from Student Policy version May 2015)	Academic Standing Student Policy language in effect for Spring Term 2016 only
Academic Standing Overview 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.	***Academic Standing Overview*** 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~~ standard~~s~~ is ~~are~~ cumulative in nature.
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.	*[Suspend entire excerpt to delete "Pace" from definition of Academic Standing.]*
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 cumulative GPA and pace percentage calculations. • *Incompletes:* Incompletes ("I" grades) are not included in the GPA calculation unless they are later converted to an 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 cumulative or term 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.	***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 cumulative GPA ~~and pace percentage~~ calculations~~.~~ • *Incompletes:* Incompletes ("I" grades) are not included in the GPA calculation unless they are later converted to an 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 cumulative or term 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 calculation ~~or pace percentage~~.

Current Academic Standing Policy excerpt (from Student Policy version May 2015)	Academic Standing Student Policy language in effect for Spring Term 2016 only
• *Foundational Studies Courses:* Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA calculation or pace percentage. • *Repeated Courses:* When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the pace percentage. • *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 an 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.	• *Foundational Studies Courses:* Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA calculation ~~or pace percentage~~. • *Repeated Courses:* When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. ~~All attempts will be calculated into the pace percentage.~~ • *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 ~~an~~ D or 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 When a student who was previously in good academic standing 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.	***Academic Warning*** When a student who was previously in good academic standing 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.
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	***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

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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.	GPA ~~or pace percentage~~ standard~~s~~ 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.

Current Satisfactory Academic Progress Policy excerpt (from Student Policy version May 2015)	Satisfactory Academic Progress Student Policy language in effect for Spring Term 2016 only
The Impact of Enrollment Actions and Types of Courses on SAP • *Remedial Courses:* Remedial (developmental) courses are included in the GPA calculation, pace percentage, and maximum timeframe calculation.	***The Impact of Enrollment Actions and Types of Courses on SAP*** • *Remedial Courses:* Remedial (developmental) courses are included in the GPA calculation~~,~~ and pace percentage~~, and maximum timeframe calculation~~.
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*** 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 is not 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 attempted 115% of the number of credit hours required for his or her program~~, an 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 in the student's academic career, 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.	Maximum Timeframe is based on total credit hours attempted in the student's academic career, 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~~ but excluding remedial courses.
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).	*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 115% of the published length of his or her program. The appeal committee will	A student who receives an FAH Hold may file a one-time appeal for the extension of financial aid beyond ~~115%~~ 150% of the published length of his or her

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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. Although CCC generally includes all attempted credit hours in a student's maximum timeframe calculation, a student may be permitted a reset of maximum timeframe if the following conditions apply: 1. The student has completed an associate degree or certificate at CCC; 2. The student has been admitted to an associate degree or certificate program that has course requirements that do not overlap with the requirements for the degree or certificate he or she completed; 3. The student meets all other eligibility criteria for financial aid, including the GPA and pace percentage components of SAP; 4. The student submits an appeal explaining why he or she should be granted additional credit hours to complete the new program and how the program will assist the student in achieving gainful employment or transferring to a four-year college; 5. The SAP appeal committee approves the student's appeal. If a reset of timeframe is approved, the student will only be approved for up to 150% of the number of credit hours for the courses required to complete the student's new program. For example, if a student is approved for a second associate degree program that would require a total of 12 additional credit hours for completion, the student could be approved for up to 18 credit hours of financial aid eligibility.	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 beyond ~~up to~~ the ~~115%~~ 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. Although CCC generally includes all attempted credit hours in a student's maximum timeframe calculation, excluding remedial courses, a student may be permitted a reset of maximum timeframe if the following conditions apply: 1. The student has completed an associate degree or certificate at CCC; 2. The student has been admitted to an associate degree or certificate program that has course requirements that do not overlap with the requirements for the degree or certificate he or she completed; 3. The student meets all other eligibility criteria for financial aid, including the GPA and pace percentage components of SAP; 4. The student submits an appeal explaining why he or she should be granted additional credit hours to complete the new program and how the program will assist the student in achieving gainful employment or transferring to a four-year college; 5. The SAP appeal committee approves the student's appeal. If a reset of timeframe is approved, the student may ~~only~~ be approved for over ~~up to 115%~~ 150% of the number of credit hours for the courses required to complete the student's new program. ~~For example, if a student is approved for a second associate degree program that would require a total of 12 additional credit hours for completion, the student could be approved for up to 18 credit hours of financial aid eligibility.~~