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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 3, 2016**

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

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

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.”

WHEREAS, the City Colleges of Chicago Academic & Student Policies have been developed to ensure that protocols for academic policies, 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, CCC Academic & Student Policies have been reorganized and revised to: 1) simplify the policy documents by combining the Academic Policy Manual and Student Policy Manual into one Academic and Student Policies document; 2) delete duplicative policy content; 3) remove procedures from Academic and Student Policies; 4) update and clarify existing policy content and align with CCC strategies; 5) strengthen compliance with Illinois Community College Board (ICCB) requirements; and 6) add new policy or delete existing policy, as needed (an Executive Summary of revisions to Academic & Student Policies is attached as Exhibit A); and

WHEREAS, the Officers of the District support the policy revisions and the new CCC Academic & Student Policies document that are being recommended by the Chief Strategy Officer;

NOW, THEREFORE BE IT RESOLVED, that the revisions to policy and the new CCC Academic & Student Policies document be adopted by the Board of Trustees effective March 2016, and posted on the City Colleges of Chicago website.

March 3, 2016—Office of Strategy and Academic Governance

Exhibit A
City Colleges of Chicago
Board Approved Academic & Student Policy

February 9, 2016

Policy Update Executive Summary

Policy Revision Goals

- Streamline, simplify and condense policies.
- Eliminate redundancy (between and within the *Academic Policy Manual* and *Student Policy Manual*).
- Update/create new policies and delete policies that are no longer needed - focus on correcting policies with errors, that are out of compliance and/or create barriers to student success.
- Separate procedures from policy.

Structural Changes to Policy Documents

- Consolidated the policy content from the *Academic Policy Manual* and *Student Policy Manual* and created a new *CCC Academic & Student Policies* document.
- Revised policy content to achieve the four goals, above.

Key Policy Changes

- **Remove barriers to student success**
 - *Holds*
 - Academic Standing – simplifies policy and emphasizes student success supports, eliminates Pace standard
 - Financial aid/SAP – summarized policy, moved procedures (warnings/holds/appeals) to procedures document (out of policy)
 - Academic intervention (term GPA 0.0) – removed and eliminated
 - *Placement*
 - Adds SAT exam; recognizes that entering students may have SAT test scores rather than ACT scores
 - *Other*
 - Adult education admissions – clarifies and simplifies eligibility requirements
 - Voluntary medical leave (students)/withdrawals; enables students with a serious medical (mental or physical) condition to withdraw from all classes; recognized best practice
 - Early College – allows CPS Early College students to use their CPS issued student ID card to verify residency; clarifies eligibility requirements (covers all Chicago high school students and home schooled), how students can lose eligibility, and how students may regain eligibility; changed policy name to Early College Program
 - French/Spanish placement – eliminates placement policy language (placement testing is optional); eliminates a barrier to course registration
 - Credit by standardized examination/testing – new policy allows the awarding of college credit to students who have completed the entire International Baccalaureate® (IB) Diploma Programme (DP) and earned an IB Diploma or who completed IB coursework
 - Concurrent enrollment – clarifies that students may be concurrently enrolled in the Adult Ed and Credit careers; helps the transition to college credit programs

- Student conduct, mediation, disciplinary process – updates to existing disciplinary and appeal process, including disciplinary hearings involving allegations of sexual harassment, and a new policy (mediation) to address certain types of student conduct issues without engaging in the disciplinary process
- Student academic dishonesty – expanded policy provides students a process to appeal a finding of academic dishonesty; adds a new academic dishonesty non-grade designation that faculty may use for serious cases
- Tuition waiver programs – new policies organize tuition waiver programs into 4 groups: discretionary, state, federal, and contractual
- Policy organization – groups policies into three broad categories:
 - Introduction
 - Student-facing policies: getting admitted, taking classes, understanding program requirements, graduating, affording your education, getting support, and understanding your rights and responsibilities
 - Institutional policies: approving, reviewing & sunseting programs and understanding institutional policies
- **Compliance**
 - *HLC*
 - Update graduation requirements for degrees to reflect HLC policy of 25% of program (current policy reads 15 CH, which does not always equal 25%)
 - Definition of a credit hour – new language clarifies existing equivalencies (no change in policy); complies with U.S. Dept. of Education - 34 CFR 600.2 (11/1/2010) and HLC Policy Number FDCR.A.10.020
 - Requires all faculty to meet the current credentialing guidelines prior to teaching in a field. Grandfathering is not permitted; faculty who do not meet the guidelines have 24 months in which to comply
 - *State*
 - Supportive Intervention Team (SIT) – new policy enables SIT teams to remove a student from a college or all colleges when the student’s presence threatens the health, safety or well-being of the college; required by the Department of Education and the ADA, complies with the Campus Security Enhancement Act (110 ILCS 12/20)
 - Cannot pursue a previously conferred credential – new policy; prevents a student from being assigned an academic plan that he/she has already earned
 - Cannot confer a subordinate degree – new policy; prevents awarding an AGS degree concurrently or after earning an AA, AS, AES, AFA or ATA degree since the AGS requirements are included within the requirements of the higher level degree
 - Faculty processes – combines 2 former policies (Certification of Active Pursuit [for Credit, Skills, and Professional & Personal Development (Continuing Education)], Academic Policy Index 2.30D, and Procedures for Documentation of Active Pursuit and Grading by CCC Instructors, Academic Policy Index 2.30E) into one; changes name to Faculty Process; updates processes to align with CCC and State requirements
 - *Federal*
 - Student disciplinary & general notifications – new mediation policy, Title IX update (General Counsel)
 - Veterans – policy updates (list of federal programs); corrects (adds to and deletes from) the list of veterans education programs available at CCC
 - *Internal*

- Tobacco-Free Campus – broadens & clarifies current Smoke-Free Policy; aligns with the CCC Healthy Campus Policy, board report 31273, Jan 12, 2012
- Name change – new policy allows students to designate a preferred first name that will be entered into the student information system
- Tuition/fees, refund update – aligns with CCC’s new flat-price tuition program
- **Clarify existing content**
 - *Align in person and online classes*
 - Updates to NSW, ADW, grade appeals; simplifies & integrates with in-person classes (rather than separating online into its own section)
 - Grade appeals – consolidates policy for in person and online courses (rather than separating online into its own section)
 - *Placement*
 - Testing guidelines added to Admissions Procedures
 - *Incomplete “I” grades*
 - Clarifies that “I” grades may be awarded to students who have completed at least 80% of the course and who can complete without further classroom instruction
 - *Residency for online students*
 - Clarifies that online students must be a resident of the State of Illinois
 - *Sunsetting Programs*
 - Clarifies the broad factors considered when evaluating a program for discontinuation; moved policy content to procedures
 - *Moved content to procedures*
 - Overtime/Extra Work, Academic Policy Index 2.15A
 - Payment for Classes with Excess Enrollment, Academic Policy Index 2.15D
 - Criteria for Promotion in Rank, Academic Policy Index 2.21A
 - *Summer term assignments*
 - Clarified conference hours for faculty teaching fewer than 6 contact hours
 - *Changed policy name*
 - Changed the name of the Health and Fitness Science Instruction, Academic Policy Index 1.22A, to Physical Education Instruction
 - *Full-Time Faculty Teaching Online Learning and College Success Courses*
 - Shortened the name (dropped CCC), added College Success to initial training, and added a requirement for faculty to use the designated text (around which the course is built)
 - *Contract Renewal and the Issuance of Tenure*
 - While maintaining a collaborative process, eliminated the requirement to obtain district Faculty Council approval prior to making any changes to the tenure process.

Policy Deletions

- *Duplicative policies removed – Student Policy retained*
 - Academic Policy Index 1.4: Human Diversity Requirement
 - Academic Policy Index 1.10: Guidelines for Degree Programs and Certificate Programs – some language duplications Student Policy (Governing Academic Catalog)
 - Academic Policy Index 1.27A: Program Code Assignment and Usage – no longer needed and duplicates Student Policy (Admission for Signature Program/Plan)
 - Academic Policy Index 1.28A: Revocation of Degrees or Certificates – duplicates Student Policy (Revocation of Degrees or Certificates)
 - Academic Policy Index 2.30C: Students Who Are Absent

- Academic Policy Index 2.30F: Awarding an Incomplete Grade of “I”
- Academic Policy Index 2.30G: Non-Grade Designations
- Academic Policy Index 2.30H: Student Appeal of Instructional Grading Procedure
- Academic Policy Index 2.30I: District Academic Standards
- Academic Policy Index 2.30J: Email Usage
- Academic Policy Index 2.31B: Guidelines for Determining Student Tuition, Fees, Charges, Residency, Waivers, and Refunds
- Academic Policy Index 2.31C: International Students on F-1 Student Visas – duplicates Student Policy (International Students with F-1 Academic Student Visas)
- Academic Policy Index 2.31D: Students Placing in Foundational Studies Courses
- Academic Policy Index 2.33A: Acceptance of Credit at City Colleges of Chicago from Sources External to District 508
- *Duplicative policies - Board Policies and Procedures for Management and Government retained*
 - Academic Policy Responsible Computer Use Policy – incorporated by reference Board Policies and Procedures for Management and Government, Article 6 Responsible Computer Use Policy
- *Duplicative policies – Academic Policy retained*
 - Student Policy “Sunset Policy” – duplicates Academic policy Index 1.25: Sunset Policy and Procedures
- *Deleted policies – no longer required*
 - *Academic Policy Index 1.5: Reports of Data to External Accreditors or Certifying Agencies*
 - *Academic Policy Index 1.6: Security and Privacy of Student Data for Accreditors or Licensure*
 - Academic Policy Index 2.30D: Certification of Active Pursuit [for Credit, Skills, and Professional & Personal Development (Continuing Education)]; consolidated into the Faculty Processes policy
 - Academic Policy Index 2.30E: Procedures for Documentation of Active Pursuit and Grading by CCC Instructors; consolidated into the Faculty Processes policy

In addition, numerous edits were made to improve readability, clarify language, and to conform formatting.