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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 9, 2017**

**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
MARCH 2017
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 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 revised and updated to: 1) update and clarify existing policy content and align with CCC strategies; 2) delete duplicative policy content; 3) remove procedures from Academic and Student Policies; 4) strengthen compliance with Illinois Community College Board (ICCB), Higher Learning Commission (HLC), and/or Department of Education (DOE) requirements; 5) improve clarity and readability of policy content; 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 updated *CCC Academic & Student Policies* document that is being recommended by the Executive Vice Chancellor, Office of Strategy & Academic Governance;

NOW, THEREFORE BE IT RESOLVED, that the revisions to policy and updated *CCC Academic & Student Policies* document be adopted by the Board of Trustees effective March 9, 2017, and posted on the City Colleges of Chicago website.

City Colleges of Chicago

Board Approved Academic & Student Policy

February 13, 2017

Policy Update Executive Summary

Policy Revision Goals

- Streamline, simplify, clarify and condense policies.
- Update/create new policies and delete policies that are no longer needed or redundant - focus on correcting policies with errors, that are out of compliance and/or create barriers to student success.
- Separate procedures from policy.

New Policies

- **Section 3.19 Deceased Student:** provides that upon death verification, the deceased student record is updated and CCC indebtedness is forgiven, and/or financial aid is evaluated and resolved.
- **Section 6.17 Monetary Assistance Program (MAP) Grant:** provides that MAP grants are issued by the State of IL and deposited into student accounts; added for external compliance with Illinois Student Assistance Commission (ISAC) audit recommendation.
- **Section 8.40 Student Conduct Complaint:** provides that any student or member of the faculty, staff, or administration may file a student conduct complaint with the Dean of Student Services. Corresponds to deletion of Section 8.20 and revisions to Sections 8.18, 8.21, 8.22, and 8.35.
- **Section 10.34 Use of Self-Authored Texts in the Classroom:** provides that self-authored texts may be used in the classroom under certain circumstances with VP approval, but faculty authors may not benefit financially.

Key Policy Changes

- **Remove barriers and enhance student success**
 - **Section 3.04 Concurrent Enrollment:** clarifies consortium agreements for financial aid students enrolled concurrently at two colleges; must designate a home school (for graduation and aid processing) and a host school.
 - **Section 3.13 Non-Grade Designations:** clarified that following a no-show withdrawal (NSW) and reinstatement (RNS), students may withdraw (WTH). However, students may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college (ADR), a student-initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW). Also, substituted learning management system (LMS) for Blackboard in policy language and alphabetized non-grade designations.
 - **Section 5.01 Student Program Status & Governing Academic Catalog:** renames, reorganizes and broadens the policy to include home college; clarifies effective dates for student-initiated changes to academic programs/plans and/or requirement terms. Added a definition of Home College to the Glossary of Terms.
 - **Section 5.06 Graduation College:** provides that in certain circumstances a Graduation College is selected for the student.

- **Section 6.16 Satisfactory Academic Progress:** provides that Satisfactory/Unsatisfactory grades are excluded from the SAP qualitative evaluation and that SAP resets are always available for students who complete a program and begin another.
- **Section 8.21 Disciplinary Hearings:** provides for administrative review and interim suspension (replaces previous Informal Hearings) following student conduct complaint, adds clarity, and updates policy for Formal Disciplinary Hearings.
- **Section 8.22 Appeal of Discipline:** provides for conditions of appeal, appeal process and outcome, and petition for readmission following student conduct complaint.
- **Compliance – State of Illinois**
 - **Section 2.10 Credit by Standardized Examination/Testing:** provides that, beginning Fall 2017 term, International Baccalaureate (IB) college credit will be issued for students who score 4 or higher on individual subject exams, per Illinois State law. Current policy remains in effect for the Summer 2017 term and prior.
 - **Section 3.07 Class Attendance – Adult Education:** provides that Adult Educators must enter attendance within 3 days of each class meeting date via the faculty portal.
 - **Section 4.01 Guidelines for Degree Programs and Certificate Programs:** updated the effective date to Spring 2018 for the following AAS degrees to meet the Human Diversity (HD) requirement: Communications Technology, Electrical Construction Technology, Mortuary Science, and Surgical Technology.
 - **Section 8.30 Infectious Diseases:** provides that CCC will not discriminate against nor disclose those with a communicable disease in accordance with federal and state laws.
- **Clarify and update existing content**
 - **Section 2.06 Assessment & Placement – Adult Education Students:** minor updates to student requirements to complete an outcome plan upon registration.
 - **Section 2.07 Transfer Credit:** defines an official transcript.
 - **Section 3.08 Grade Designations, Section 3.13 Non-Grade Designations, and Section 7.05 Early College Program:** added a definition of Statistical (STAT) Date in the Glossary of Terms with cross references from the listed policies.
 - **Section 3.14 Adult Education Program Enrollment Exclusions:** minor updates to clarify that Adult Education students who are unable to complete a course or coursework must officially withdraw from class.
 - **Section 3.18 Scholastic Honors, paragraph (e) National Adult Education Honor Society:** clarified and updated “Constitution” (exam) to “Illinois Constitution.”
 - **Section 5.09 Adult Education Graduation Requirements:** clarifies that Adult Education students must earn a high school equivalency degree and pass the Illinois (not U.S.) Constitution examination to graduate.
 - **Section 6.03 Non-Refundable Other Charges:** added loaner laptop computer, scientific calculators, and audio-visual (A/V) equipment to the list of other charges.
 - **Section 6.05 Tuition Chargeback:** provides that students may only receive tuition chargeback assistance for courses approved for the term. No chargeback assistance for course substitutions not approved by CCC.

- **Section 8.16 Right to Assemble or Organize:** renamed (formerly Right to Organize). Provides that CCC students are free to exercise their constitutional right to assemble on CCC property, but may not infringe on the rights of others or disrupt the educational process or CCC operations.
- **Section 8.18 Standards of Conduct:** Defines a “student” and “visitor.” Minor updates to misconduct to include social media.
- **Section 8.35 Student Misconduct Sanctions:** renamed (formerly Student Misconduct). Provides for districtwide suspensions.
- **Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses:** provides that full-time faculty may teach 1 course or up to 3 credit hours of College Success per term, whichever is greater. Also, provides that courses taught for stipend will be prorated if fewer than 3 credit hours are taught.
- **Section 10.21 Guidelines for Non-Instructional Employees to Teach:** Provides that full-time non-bargained for employees may teach 1 course or up to 3 credit hours of College Success per term, whichever is greater.

Policy Deletions

- *Duplicative policy removed*
 - **Section 8.20 Mediation:** the existing policy is no longer needed since mediation is included in Administrative Review procedures.

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