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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 2, 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
NOVEMBER 2017
OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

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 Provost and Chief Academic Officer;

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 November 2, 2017, and posted on the City Colleges of Chicago website.

City Colleges of Chicago

Board Approved Academic & Student Policy

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 2.11 Academic Amnesty:** Provides a one-time, non-reversible amnesty for eligible students; removes F grades from GPA calculations; students must apply.
- **Section 10.35 Off Site Clinical Courses:** Provides that faculty teaching CCC clinicals may not also be compensated as an employee of the clinical site for the same time worked (i.e., no “double dipping”).

Key Policy Changes

- **Remove barriers and enhance student success**
 - **Section 2.01 Admissions – Credit Students:** Provides that Discontinued students and Completed students with no enrollment/final grade for 3 consecutive terms must reapply for readmission. Cross reference with 5.01 and 6.01.
 - **Section 3.13 Non-Grade Designations:** For Incomplete (“I”) grades, requires instructors to enter a provisional final grade (FG); FG lapses to provisional FG if coursework is not completed. Remove “Student Initiated” from Withdrawal.
 - **Section 5.01 Governing Academic Catalog & Requirement Term:** Provides that students who have been in the same program/plan for 4 years will be moved to most recent requirement term; currently 3 years in same program/plan. Discontinue after 3 consecutive terms of no enrollment and no final grades (see 2.01 and 6.01).
 - **Section 6.01 Residency:** Provides that returning students with a Discontinued status or with a Completed status if no enrollment/final grades for 3 consecutive terms must verify residency (see 2.01 and 5.01).
 - **Section 10.30 Instructor Processes:** Updates to Incomplete “I” grading (must enter a provisional FG when assigning an “I” grade). Provisional grade can be F if applicable.
- **Compliance – State of Illinois**
 - **Section 3.07 Class Attendance – Adult Education:** ADW period changed from 5 to 6 days to align with ICCB rules and CCC practice.
 - **Section 9.01 Application of Rationale for Awarding Student Semester Credit:** “Clinical Lab” change to “Clinical Practicum” to align with ICCB Administrative Rules language – no change to policy or formula.

- **Section 10.32 Adult Educator Compliance with Professional Development Hours:** Updated required annual professional development hours from 8 to 12 to comply with ICCB requirements.
- **Clarify and update existing content**
 - **Section 3.08 Grade Designations:** Drop “student initiated” from Withdrawal (WTH) language.
 - **Section 3.16 Appeal Instructional Grading, Academic Dishonesty or Enrollment Status:** Name change. Broaden policy to cover appeal of any class enrollment outcome (final grade or non-grade designation). Effective Spring 2018 term.
 - **Section 6.04 Financial Obligation:** Clarify the student’s financial obligation. New: students have 30 days following the end of term to appeal any charges to their student account or financial aid record. Effective Spring 2018 term.
 - **Section 6.05 Tuition Assistance – Chargebacks & Cooperative Agreements:** Update to conform with new CAREER agreements (cooperative agreements).
 - **Section 6.11 Class Withdrawals & Refunds:** Name change. Clarifies class withdrawals & refunds, regardless if initiated by student or college.
 - **Section 7.04 Students Called to Active Military Service:** Moved procedures content (in policy) to procedures.
 - **Section 8.18 Standards of Conduct:** Clarifies the types of student misconduct.

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