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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 5, 2018**

**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
APRIL 2018
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* in the attached document be adopted by the Board of Trustees effective April 5, 2018, 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.

Key Policy Changes

- **Section 6.02 Flat-Price Tuition – Credit & Skills Classes** – Add new tuition structure approved at April 2018 Board which is effective for terms Summer 2018 and after.
- **Section 6.11 Class Withdrawals & Refunds** – Remove explanation of typical refund date and simply refer to information recorded in the student information system (e.g., student portal). Remove mention of tuition tier and change to “lower tuition charge” to reflect new structure but still account for FT flat rate.
- **Section 6.13 No Show Withdrawals & Refunds** – Remove statement that students will be charged full tuition for NSW classes and replace with statement that a financial penalty may be applied. Remove statements that no refund of said charges will be issued and that financial aid may not be applied to cover the cost of NSW classes.

Section	Current Policy	Proposed Policy	Source & Rationale																									
Section 6.02 Flat-Price Tuition – Credit & Skills Classes	<p>Section 6.02 Flat-Price Tuition – Credit & Skills Classes</p> <p>Flat-price tuition is assessed based upon the following credit hour tiers and ranges:</p> <table border="1" data-bbox="409 444 856 743"> <thead> <tr> <th>Credit Hour Tier</th> <th>Credit Hour Range</th> </tr> </thead> <tbody> <tr> <td>Tier 3</td> <td>12 or more credit hours</td> </tr> <tr> <td>Tier 2</td> <td>5 – 11 credit hours</td> </tr> <tr> <td>Tier 1</td> <td>One course only</td> </tr> </tbody> </table> <p>Certain academic programs may be charged a separate flat-price tuition rate. Additional charges may apply (see Non-Refundable Other Charges).</p>	Credit Hour Tier	Credit Hour Range	Tier 3	12 or more credit hours	Tier 2	5 – 11 credit hours	Tier 1	One course only	<p>Section 6.02 Tuition – Credit & Skills Classes</p> <p>Effective Summer 2018, tuition is assessed based upon the following credit hour tiers and ranges:</p> <table border="1" data-bbox="1052 407 1621 686"> <thead> <tr> <th>Credit Hour Tier</th> <th>Credit Hour Range</th> <th>Tuition Structure</th> </tr> </thead> <tbody> <tr> <td>Tier 2</td> <td>12 or more credit hours</td> <td>Flat-price</td> </tr> <tr> <td>Tier 1</td> <td>1 – 11 credit hours</td> <td>Charge per credit hour</td> </tr> </tbody> </table> <p>Pre-credit courses will be charged one-half the per credit hour rate. Certain academic programs may be charged a separate tuition rate. Additional charges may apply (see Non-Refundable Other Charges).</p> <p>For Spring 2018 and earlier:</p> <p>Flat-price tuition is assessed based upon the following credit hour tiers and ranges:</p> <table border="1" data-bbox="1052 976 1478 1312"> <thead> <tr> <th>Credit Hour Tier</th> <th>Credit Hour Range</th> </tr> </thead> <tbody> <tr> <td>Tier 3</td> <td>12 or more credit hours</td> </tr> <tr> <td>Tier 2</td> <td>5 – 11 credit hours</td> </tr> <tr> <td>Tier 1</td> <td>One course only</td> </tr> </tbody> </table> <p>Certain academic programs may be charged a separate flat-price tuition rate. Additional charges may apply (see Non-Refundable Other Charges).</p>	Credit Hour Tier	Credit Hour Range	Tuition Structure	Tier 2	12 or more credit hours	Flat-price	Tier 1	1 – 11 credit hours	Charge per credit hour	Credit Hour Tier	Credit Hour Range	Tier 3	12 or more credit hours	Tier 2	5 – 11 credit hours	Tier 1	One course only	<p>CCC Tuition Advisory Council</p> <p>Add the new tuition structure approved at April 2018 Board. This change is effective for terms Summer 2018 and after.</p>
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Section	Current Policy	Proposed Policy	Source & Rationale
<p>Section 6.11 Class Withdrawals & Refunds</p>	<p>It is the student's responsibility to officially withdraw from classes.</p> <p>This policy refers to refunds resulting from class drops or withdrawals, whether initiated by the student or by the college. Failure to drop or withdraw from a class by the Tuition Refund Date may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade. The Tuition Refund Date and other key dates may be found in the student portal (my.ccc.edu). Financial Aid will be adjusted as appropriate for students who withdraw or are withdrawn from classes.</p> <p>(a) Refunds – Credit or Skills Classes</p> <p><u>Refund Period</u> Refunds for class drops or withdrawals (see WTH – Class Drop or Withdrawal) may be available, subject to the Refund Amount paragraph below, only if processed and recorded in the student information system by the Tuition Refund Date for the class [typically seven (7) calendar days from the published start date for a regular 16-week class (or equitable time period for any other length of class)]. No refund will be allowed if the drop or withdrawal is recorded after the Tuition Refund Date. The Tuition Refund Date may be found in the student portal (my.ccc.edu). No refund is allowed for non-refundable charges (see Non-Refundable Other Charges).</p>	<p>It is the student's responsibility to officially withdraw from classes.</p> <p>This policy refers to refunds resulting from class drops or withdrawals, whether initiated by the student or by the college. Failure to drop or withdraw from a class by the Tuition Refund Date may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade. The Tuition Refund Date and other key dates may be found in the student portal (my.ccc.edu). Financial Aid will be adjusted as appropriate for students who withdraw or are withdrawn from classes.</p> <p>(a) Refunds – Credit or Skills Classes</p> <p><u>Refund Period</u> Refunds for class drops or withdrawals (see WTH – Class Drop or Withdrawal) may be available, subject to the Refund Amount paragraph below, only if processed and recorded in the student information system by the Tuition Refund Date for the class. No refund will be allowed if the drop or withdrawal is recorded after the Tuition Refund Date. The Tuition Refund Date may be found in the student portal (my.ccc.edu). No refund is allowed for non-refundable charges (see Non-Refundable Other Charges).</p>	<p>CCC Tuition Advisory Council</p> <p>Remove explanation of typical refund date and just refer to student portal</p> <p>Remove mention of tuition tier and change to “lower tuition charge” to reflect new structure but still account for FT flat rate.</p>

Section	Current Policy	Proposed Policy	Source & Rationale
	<p><u>Class Cancellation</u> If the college cancels a class, all applicable charges, subject to the Refund Amount paragraph below, will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p> <p><u>Refund Amount</u> Students may qualify for a tuition refund ONLY if BOTH of the following criteria are satisfied:</p> <ol style="list-style-type: none"> 1. The class drop or withdrawal must be recorded in the student information system by the specific deadlines noted in the Refund Period paragraph, above, or the class must have been cancelled by the college, AND 2. The class withdrawal or cancellation moves the student's enrolled hours to a lower Credit Hour Tier (see Flat-Price Tuition – Credit & Skills Classes) or results in the withdrawal and/or cancellation of all classes. <p>(b) Refunds – Continuing Education - Professional & Personal Development Refunds for class drops or withdrawals (WTH) are available at one hundred percent (100%) of tuition and charges if processed and recorded in the student information system before the published start date of class (less applicable</p>	<p><u>Class Cancellation</u> If the college cancels a class, all applicable charges, subject to the Refund Amount paragraph below, will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p> <p><u>Refund Amount</u> Students may qualify for a tuition refund ONLY if BOTH of the following criteria are satisfied:</p> <ol style="list-style-type: none"> 1. The class drop or withdrawal must be recorded in the student information system by the specific deadlines noted in the Refund Period paragraph, above, or the class must have been cancelled by the college, AND 2. The class withdrawal or cancellation would result in a lower tuition charge (see Tuition – Credit & Skills Classes) or results in the withdrawal and/or cancellation <p>(b) Refunds – Continuing Education - Professional & Personal Development Refunds for class drops or withdrawals (WTH) are available at one hundred percent (100%) of tuition and charges if processed and recorded in the student information system before the published start date of class (less applicable</p>	

Section	Current Policy	Proposed Policy	Source & Rationale
	<p>course withdrawal charges and non-refundable charges). No refunds are issued once classes have begun.</p> <p>If the college cancels a class, all applicable charges for that class will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p>	<p>course withdrawal charges and non-refundable charges). No refunds are issued once classes have begun.</p> <p>If the college cancels a class, all applicable charges for that class will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p>	
<p>Section 6.13 No-Show Withdrawals (NSW) & Refunds</p>	<p>No refunds (or adjustments) of tuition and/or charges will be issued for classes with no-show withdrawals (NSW). Students will be held accountable for the payment of tuition and charges for NSW courses. Financial aid may not be used to cover the cost of NSW classes. See NSW – No-Show Withdrawal more information about NSWs, specifically, under what circumstances an NSW will be applied.</p>	<p>Students may be subject to a financial penalty for classes with no-show withdrawals (NSW). See NSW – No-Show Withdrawal for more information about NSWs, specifically, under what circumstances an NSW will be applied.</p>	<p>DO Academic and Student Affairs and Finance</p> <p>Diminish punitive response to NSW classes.</p>