

# 33403

ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MARCH 1, 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 MARCH 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* document be adopted by the Board of Trustees effective March 1, 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.

#### **New Policies**

- **Section 8.41 - Student Complaints and Compliments** - Proposed policy to align with already established college operations in support of HLC assumed practices.
- **Section 10.36 - Faculty and Employee Student Relationship** - Proposed policy supports CCC's commitment to ensure that its learning and working environments are free of discrimination and harassment for students, staff, faculty, and administrators. Proposed policy supports the procedures outlined by the CCC EEO, inclusive of Title IX and was reviewed by CCC's legal department.

#### **Key Policy Changes**

- **Section 2.07 Transfer Credit** - To clarify the need for official transcripts and regional accreditation.
- **Section 2.11- Academic Amnesty** - Faculty feedback suggested that 9 credits is prohibitive for students seeking basic certificates which is often a first step for students returning to college. Clarifying statement about the calculation of GPAs.
- **Section 3.13 - Non-Grade Designations** - While preparing for their upcoming HLC reaccreditation, the HW team realized the current policy does not align with the federal definition of 'active pursuit'. The proposed policy is aligned with best practices for online instruction.
- **Section 4.01- Guidelines for Degree Programs and Certificate Programs** - CCC needed to create an official policy regarding General Education requirements, specifically around the AAS degrees to comply with an ICCB request to define CTE General Education requirements.
- **Section 9.04 - Program Inactivation** - Updates to the Program Inactivation policy are being made to ensure that the inactivation process at CCC is transparent and collaborative.
- **Section 10.10 - Summer Term Assignments** - Current 1600 contract address summer advisement hours because summer is overtime. 1600 CBA specifically addresses advisement related to overtime courses.

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS  
PROPOSED REVISIONS TO  
ACADEMIC & STUDENT POLICIES  
March 2018 – DETAIL**

The following document details the revisions to the Academic and Student Policies. Revisions include the following types:

1. Policy changes, including new policy language integrated into existing policy sections
2. Deletions of policies no longer needed
3. New sections of policy
4. **Highlights** = policy changes / **Highlights** = procedures related to new policy changes

**POLICY SOURCE**

The proposed policy text that appears in the *CCC Academic & Student Policy* document has been sourced from one or more of the following:

- CCC Academic & Student Policy, approved November 2017, procedures updated November 2017
- New – new policy text drafted as part of this work

## 1. POLICY CHANGES, INCLUDING NEW POLICY LANGUAGE INTEGRATED INTO EXISTING POLICY SECTIONS

Current Policy	Proposed Policy	Source & Rationale
<p><b>Section 2.07 Transfer Credit</b> College transcripts are required as part of the admissions process for credential seeking students. Only official transcripts will be accepted, and a transcript is required from each institution, regardless of accreditation, the student has attended over the course of their academic career. An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified electronic copy) that is properly signed/authenticated. College transcripts that are more than one (1) year past the print date are not accepted.</p> <p>Credits from other regionally accredited institutions (ope.ed.gov/accreditation/Index.aspx) previously attended where a final grade of “C” (including grades of “C-”) or higher was earned will be evaluated. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see Graduation Requirements for Degrees).</p> <p><b>Transfer Credit Procedures</b> Students should request their official transcripts be sent to the <a href="#">Office of the Registrar</a> at their college. Approved transfer credits will be posted to degree seeking students’ academic records by the <a href="#">Office of the Registrar</a>.</p> <ol style="list-style-type: none"> <li>The same course (including articulated transfer course) will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs)</li> <li>If transfer courses are packaged differently (for example lecture is one course, lab is another), from a transfer institution, but is equivalent to one course at CCC, CCC will articulate both against our one course.</li> </ol> <p>Note: unofficial transcripts may be submitted to complete the admission process, but they will not be evaluated for transfer credits and official transcripts will still be required for future enrollment and transfer credit evaluation. Posting transfer credit is important and will improve accuracy in <a href="#">advising</a> and course selection, and may reduce the time to graduate.</p> <p>Note: eligible transfer credits (including college credits earned at foreign institutions) will be awarded based upon the number of credits earned at</p>	<p><b>Section 2.07 Transfer Credit</b> <b>Official</b> college transcripts are required as part of the admissions process for credential seeking students. <b>CCC will only accept official undergraduate transcripts from all regionally accredited institutions.</b> An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified electronic copy) that is properly signed/authenticated. College transcripts that are more than one (1) year past the print date are not accepted.</p> <p>Credits from other regionally accredited institutions (ope.ed.gov/accreditation/Index.aspx) previously attended where a final grade of “C” (including grades of “C-”) or higher was earned will be evaluated. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see Graduation Requirements for Degrees).</p> <p><b>Transfer Credit Procedures</b> Students should request their official transcripts be sent to the <a href="#">Office of the Registrar</a> at their college. Approved transfer credits will be posted to degree seeking students’ academic records by the <a href="#">Office of the Registrar</a>.</p> <ol style="list-style-type: none"> <li>The same course (including articulated transfer course) will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs)</li> <li>If transfer courses are packaged differently (for example lecture is one course, lab is another), from a transfer institution, but is equivalent to one course at CCC, CCC will articulate both against our one course.</li> </ol> <p>Note: <b>if</b> unofficial transcripts <b>are</b> submitted <b>as part of</b> the admission process-they will not be evaluated for transfer credits and official transcripts will still be required for transfer credit evaluation. Posting transfer credit is important and will improve accuracy in <a href="#">advising</a> and course selection, and may reduce the time to graduate.</p> <p>Note: eligible transfer credits (including college credits earned at foreign institutions) will be awarded based upon the number of credits earned at the transfer institution. Transfer credit hours earned at a quarter system</p>	<p><b>Academic and Student Affairs:</b> To clarify the need for official transcripts and regional accreditation.</p>

the transfer institution. Transfer credit hours earned at a quarter system institution will be converted to a CCC semester hour equivalent, as follows: one (1) credit hour earned on the quarter system is equivalent to 0.67 semester hours (see table below).

Quarter System Course Credits	CCC Transfer Equivalency Credit Hours
3	2.01
4	2.68
5	3.35
6	4.02

College credits earned at foreign institutions must be evaluated by an [approved transcript evaluation service](#).

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Quarter System Course Credits	CCC Transfer Equivalency Credit Hours
3	2.01
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College credits earned at foreign institutions must be evaluated by an [approved transcript evaluation service](#).

**Section 2.11 Academic Amnesty**

Effective January 1, 2018, academic amnesty provides a “second chance” for eligible students who earned “F” grade(s) earlier in their academic careers, but now wish to return to CCC to earn a degree or certificate.

(a) Eligibility

- Students who have not enrolled and received a final grade in credit bearing coursework at CCC for five (5) or more consecutive calendar years (minimum 15 academic terms) may apply for academic amnesty.
- Upon their return, students must complete at least one (1) term of credit bearing coursework (minimum 9 credit hours, excluding any development education coursework) and earn a term grade point average (GPA) of 2.0 or higher. Academic amnesty will not be applied until this requirement is met. See Cumulative Grade Point Average for more information.

(b) Effect of Academic Amnesty If academic amnesty is granted, all college credit coursework (including development education coursework) with a final grade of “F” earned during the Amnesty Period (period prior to the five year break) will be removed from the student’s grade point average (GPA) calculations.

(c) Academic Amnesty Approval The Registrar at the college where the application is submitted will process, approve, and retain applications and update the academic records of approved applicants.

(d) Important Notes

Effective January 1, 2018, academic amnesty provides a “second chance” for eligible students who earned “F” grade(s) earlier in their academic careers, but now wish to return to CCC to earn a degree or certificate.

(a) Eligibility

- Students who have not enrolled and received a final grade in credit bearing coursework at CCC for five (5) or more consecutive calendar years (minimum 15 academic terms) may apply for academic amnesty.
- Upon their return, students must complete at least one (1) term of credit bearing coursework a minimum 6 credit hours, excluding any development education coursework and earn a term grade point average (GPA) of 2.0 or higher calculated from their return to City Colleges. Academic amnesty will not be applied until this requirement is met. See Cumulative Grade Point Average for more information.

(b) Effect of Academic Amnesty If academic amnesty is granted, all college credit coursework (including development education coursework) with a final grade of “F” earned during the Amnesty Period (period prior to the five year break) will be removed from the student’s grade point average (GPA) calculations.

(c) Academic Amnesty Approval The Registrar at the college where the application is submitted will process, approve, and retain applications and update the academic records of approved applicants.

(d) Important Notes

**FC4:**  
Faculty feedback suggested that 9 credits is prohibitive for students seeking basic certificates which is often a first step for students returning to college

**Registrars:**  
Clarifying statement about the

<ul style="list-style-type: none"> <li>• Academic amnesty applies only to courses completed at the City Colleges of Chicago.</li> <li>• Courses for which academic amnesty is granted: – Remain a part of the student’s academic record; courses are NOT removed from the student’s record – Are marked with an academic amnesty indicator – Appear on the student’s official transcript along with an academic amnesty indicator – May not be applied to satisfy requirements of a CCC degree or certificate</li> <li>• The academic amnesty effective date will be recorded in the student’s academic record.</li> <li>• While academic amnesty benefits a student’s GPA, it has no effect on SAP Pace or Timeframe measures. See Satisfactory Academic Progress for more information.</li> <li>• Academic amnesty applies only to the City Colleges of Chicago. Students granted academic amnesty at CCC will be subject to the admissions policies of other institutions to which they may transfer after attending CCC.</li> <li>• Once submitted, an academic amnesty application may not be withdrawn or cancelled by the student. However, applications not approved in one (1) year from the submission date will be cancelled by the college. Students may reapply.</li> <li>• Academic amnesty may be granted to an applicant only once in his/her lifetime, regardless of the institutions attended, and is irreversible.</li> </ul> <p><b>Academic Amnesty Procedures</b></p> <p><i>(a) Returning Students</i>  <i>Students who wish to apply for academic amnesty will work with their college advisor to discuss academic amnesty and submit an application.</i></p> <p><i>The application will be reviewed by the Registrar (“Approving Registrar”) to ensure that the student meets the eligibility requirements; if not, the application will be returned to the student with no further action taken. The Approving Registrar will retain the application in the student’s academic record, approve the student’s application, and apply academic amnesty only after the student fulfills all eligibility requirements, including successfully completing at least one (1) term upon his/her return. See Eligibility for more information.</i></p> <p><i>(b) Current Students</i>  <i>Current CCC students who meet all eligibility requirements may apply for academic amnesty.</i></p> <ul style="list-style-type: none"> <li>• The student had a previous period of five (5) or more consecutive calendar years (minimum 15 academic terms) where the student</li> </ul>	<ul style="list-style-type: none"> <li>• Academic amnesty applies only to courses completed at the City Colleges of Chicago.</li> <li>• Courses for which academic amnesty is granted: – Remain a part of the student’s academic record; courses are NOT removed from the student’s record – Are marked with an academic amnesty indicator – Appear on the student’s official transcript along with an academic amnesty indicator – May not be applied to satisfy requirements of a CCC degree or certificate</li> <li>• The academic amnesty effective date will be recorded in the student’s academic record.</li> <li>• While academic amnesty benefits a student’s GPA, it has no effect on SAP <b>GPA</b>, Pace or Timeframe measures. See Satisfactory Academic Progress for more information.</li> <li>• Academic amnesty applies only to the City Colleges of Chicago. Students granted academic amnesty at CCC will be subject to the admissions policies of other institutions to which they may transfer after attending CCC.</li> <li>• Once submitted, an academic amnesty application may not be withdrawn or cancelled by the student. However, applications not approved in one (1) year from the submission date will be cancelled by the college. Students may reapply.</li> <li>• Academic amnesty may be granted to an applicant only once in his/her lifetime, regardless of the institutions attended, and is irreversible.</li> </ul> <p><b>Academic Amnesty Procedures</b></p> <p><i>(a) Returning Students</i>  <i>Students who wish to apply for academic amnesty are highly recommended to work with a college advisor to discuss academic amnesty. Students must submit an application to the Office of the Registrar.</i></p> <p><i>The application will be reviewed by the Registrar (“Approving Registrar”) to ensure that the student meets the eligibility requirements; if not, the application will be returned to the student with no further action taken. The Approving Registrar will retain the application in the student’s academic record, approve the student’s application, and apply academic amnesty only after the student fulfills all eligibility requirements, including successfully completing at least one (1) term upon his/her return. See Eligibility for more information.</i></p> <p><i>(b) Current Students</i>  <i>Current CCC students who meet all eligibility requirements may apply for academic amnesty.</i></p> <ul style="list-style-type: none"> <li>• The student had a previous period of five (5) or more consecutive calendar years (minimum 15 academic terms) where the student</li> </ul>	<p>calculation of GPAs.</p>
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<p>did enroll or earn a final grade in credit bearing coursework at CCC.</p> <ul style="list-style-type: none"> <li>• Upon their return after the break in enrollment (initial term(s) of enrollment), the student completed a minimum 9 credit hours, excluding any development education coursework) and earned a term grade point average (GPA) of 2.0 or higher. See <a href="#">Cumulative Grade Point Average</a> for more information.</li> </ul> <p><i>If academic amnesty is granted, only courses where “F” grades were earned during the Amnesty Period will be granted amnesty.</i></p> <p><b>(c) Student Applies for Academic Amnesty at a Different CCC College</b>  <i>If a student applies for academic amnesty from a different CCC college than where previously enrolled during the Amnesty Period, upon approval (prior to updating the student’s record), the Approving Registrar will notify the Registrar at any college where an “F” grade was earned (i.e., for courses that will be granted academic amnesty).</i></p>	<p>did enroll or earn a final grade in credit bearing coursework at CCC.</p> <ul style="list-style-type: none"> <li>• Upon their return after the break in enrollment (initial term(s) of enrollment), the student completed a minimum 9 credit hours, excluding any development education coursework) and earned a term grade point average (GPA) of 2.0 or higher. See <a href="#">Cumulative Grade Point Average</a> for more information.</li> </ul> <p><i>If academic amnesty is granted, only courses where “F” grades were earned during the Amnesty Period will be granted amnesty.</i></p> <p><b>(c) Student Applies for Academic Amnesty at a Different CCC College</b>  <i>If a student applies for academic amnesty from a different CCC college than where previously enrolled during the Amnesty Period, upon approval (prior to updating the student’s record), the Approving Registrar will notify the Registrar at any college where an “F” grade was earned (i.e., for courses that will be granted academic amnesty).</i></p>	
<p><b>Section 3.13 - Non-Grade Designations</b>  Non-grade designations are recorded on a student’s permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.</p> <p>(a) ADH – Academic Dishonesty Withdrawal A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty. CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(b) ADR – Administrative Removal from College In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College.</p> <p>Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of</p>	<p><b>Section 3.13 - Non-Grade Designations</b>  Non-grade designations are recorded on a student’s permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.</p> <p>(a) ADH – Academic Dishonesty Withdrawal A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty. CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(b) ADR – Administrative Removal from College In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College.</p> <p>Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of</p>	<p><b>HW Vice President and Online Learning Team.</b></p> <p>While preparing for their upcoming HLC reaccreditation, the HW team realized the current policy does not align with the federal definition of ‘active pursuit’. The proposed policy is aligned</p>

<p>Student Services for SIT review. See Supportive Intervention Team (SIT) for more information.</p> <p>An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(c) ADW – Administrative Withdrawal Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.</p> <p>A student in an ONLINE class may be awarded an administrative withdrawal (ADW) between midterm and the last day for student initiated withdrawal if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system (LMS, see Learning Management System) or another e-learning platform and engages in no other academic activities is NOT actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.</p> <p>Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.</p> <p>If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory Academic Progress and Academic Standing status. ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation. See Graduation Grade Point Average for more information.</p>	<p>Student Services for SIT review. See Supportive Intervention Team (SIT) for more information.</p> <p>An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(c) ADW – Administrative Withdrawal Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.</p> <p>A student in an ONLINE class may be awarded an administrative withdrawal (ADW) between midterm and the last day for student initiated withdrawal if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system (LMS, see Learning Management System) or another e-learning platform and engages in no other academic activities is NOT actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.</p> <p>Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.</p> <p>If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory Academic Progress and Academic Standing status. ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation. See Graduation Grade Point Average for more information.</p>	<p>with best practices for online instruction</p>
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<p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(d) AUD – Audit Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Students are required to attend and pursue the completion of all required assignments while attending the audited class. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student’s Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(e) I – Incomplete Incomplete “I” designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades (and a provisional final grade; see Final Grading, Grading after End of Term (for Incomplete “I” Grades), and GLOSSARY OF TERMS for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> <li>• Have completed at least eighty percent (80%) of the course</li> <li>• Be able to complete all remaining course requirements without further classroom instruction</li> </ul> <p>All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the “I” grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.</p> <p>(f) NSW – No-Show Withdrawal Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following</p>	<p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(d) AUD – Audit Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Students are required to attend and pursue the completion of all required assignments while attending the audited class. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student’s Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(e) I – Incomplete Incomplete “I” designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades (and a provisional final grade; see Final Grading, Grading after End of Term (for Incomplete “I” Grades), and GLOSSARY OF TERMS for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> <li>• Have completed at least eighty percent (80%) of the course</li> <li>• Be able to complete all remaining course requirements without further classroom instruction</li> </ul> <p>All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the “I” grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.</p> <p>(f) NSW – No-Show Withdrawal Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following</p>	
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- circumstances (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy):
- Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.
  - Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.

(g) NSW – No-Show Withdrawal from Online Courses Students registered in online classes will be issued a no-show withdrawal (NSW) if they fail to log on to the learning management system (LMS, see Learning Management System) and enter into the course content areas (in each course in which they are registered) at least once on two different days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.

- (h) RNS – Reinstatement (in a Class)
- Students may not be reinstated after the last date (available on my.ccc.edu) for student initiated withdrawals (WTH). A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.
  - A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.
  - A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).

(i) VMW – Voluntary Medical Withdrawal A student who is experiencing a physical or mental health issue that significantly interferes with the

- circumstances (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy):
- Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.
  - Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.

(g) NSW – No-Show Withdrawal from Online Courses  
Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.

Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes, or participation in online discussions. Academic activities do not include merely logging onto the course site, (or learning management system - LMS, see Learning Management System), or acknowledging that you have read the syllabus.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.

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  - A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.

<p>student's wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes.</p> <p>The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student's request.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(j) WTH – Class Drop or Withdrawal It is the student's responsibility to officially drop or withdraw from classes. A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see Class Withdrawals &amp; Refunds).</p> <p>A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on my.ccc.edu). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.</p> <p>A student may drop or withdraw from a class (WTH) by visiting my.ccc.edu. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar for more information. See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</p>	<ul style="list-style-type: none"> <li>• A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).</li> </ul> <p>(i) VMW – Voluntary Medical Withdrawal A student who is experiencing a physical or mental health issue that significantly interferes with the student's wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes.</p> <p>The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student's request.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals &amp; Refunds for more information).</p> <p>(j) WTH – Class Drop or Withdrawal It is the student's responsibility to officially drop or withdraw from classes. A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see Class Withdrawals &amp; Refunds).</p> <p>A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on my.ccc.edu). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.</p> <p>A student may drop or withdraw from a class (WTH) by visiting my.ccc.edu. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar for more information. See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</p>	
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**Section 4.01- Guidelines for Degree Programs and Certificate Programs**

The City Colleges of Chicago offer six Associate degree programs:

- Associate in Arts (A.A.)
- Associate in Applied Science (A.A.S.)
- Associate in Engineering Science (A.E.S.)
- Associate in Fine Arts (A.F.A.)
- Associate in General Studies (A.G.S.)
- Associate in Science (A.S.)

The A.A., A.E.S., A.F.A., A.G.S., and A.S. degrees are highly flexible, allowing students to customize their electives in a variety of concentrations to meet their academic and career goals.

For each degree:

- Degree requirements must be completed with a Graduation Grade Point Average (GPA) of 2.0 or higher.
- A student must earn a grade of C or higher for all courses used to complete the general education core requirements. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.
- All courses submitted for graduation must be numbered 101 or higher, have a PCS code of 1.1 and/or 1.2, and must be part of the approved program of study. Applicable coursework with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago (CCC).

(a) Human Diversity Requirement (HD) Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive terms, seeking a degree are required to take at least one course to fulfill the State of Illinois Human Diversity (HD) requirement for an Associate degree. The HD requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either an HD course that is approved by the Illinois Articulation Initiative (IAI) or a course designated as an HD course by CCC. IAI approved courses have an IAI number that ends with either the letter 'D' (diversity within the USA) or 'N' (diversity from a non-western perspective, which are designed specifically to examine aspects of human

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**Academic and Student Affairs:**

CCC needed to create an official policy regarding General Education requirements, specifically around the AAS degrees to comply with an ICCB request to define CTE General Education requirements.

<p>diversity from a non-European perspective). Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses, including a course that fulfills the HD requirement.</p> <p>Effective requirement term Spring 2017, students seeking an AAS degree in the following programs are no longer exempt from fulfilling the HD requirement:</p> <ul style="list-style-type: none"> <li>• Nursing</li> <li>• Nursing (RN Completion Program)</li> <li>• Occupational Therapy</li> <li>• Paralegal Studies</li> <li>• Physician Assistant</li> <li>• Radiography</li> </ul> <p>Effective requirement term Spring 2018, students seeking an AAS degree in the following programs are no longer exempt from fulfilling the HD requirement:</p> <ul style="list-style-type: none"> <li>• Communications Technology</li> <li>• Electrical Construction Technology</li> <li>• Mortuary Science</li> <li>• Surgical Technology</li> </ul> <p>(b) Certificate Programs Career Program Certificates are awarded for satisfactory completion of a series of credit courses (PCS 1.2, 1.1) or curriculum of 50 semester credit hours or less. Career Programs certificates comprise prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with employability skills (i.e., “soft skills”).</p> <p>City Colleges of Chicago awards Basic and Advanced Career Programs certificates.</p> <ul style="list-style-type: none"> <li>• Basic Certificates range from 0.5 to 29 credit hours</li> <li>• Advanced Certificates range from 30 to 50 credit hours</li> </ul>	<p>diversity from a non-European perspective). Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses, including a course that fulfills the HD requirement.</p> <p>Effective requirement term Spring 2017, students seeking an AAS degree in the following programs are no longer exempt from fulfilling the HD requirement:</p> <ul style="list-style-type: none"> <li>• Nursing</li> <li>• Nursing (RN Completion Program)</li> <li>• Occupational Therapy</li> <li>• Paralegal Studies</li> <li>• Physician Assistant</li> <li>• Radiography</li> </ul> <p>Effective requirement term Spring 2018, students seeking an AAS degree in the following programs are no longer exempt from fulfilling the HD requirement:</p> <ul style="list-style-type: none"> <li>• Communications Technology</li> <li>• Electrical Construction Technology</li> <li>• Mortuary Science</li> <li>• Surgical Technology</li> </ul> <p>(b) Certificate Programs Career Program Certificates are awarded for satisfactory completion of a series of credit courses (PCS 1.2, 1.1) or curriculum of 50 semester credit hours or less. Career Programs certificates comprise prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with employability skills (i.e., “soft skills”).</p> <p>City Colleges of Chicago awards Basic and Advanced Career Programs certificates.</p> <ul style="list-style-type: none"> <li>• Basic Certificates range from 0.5 to 29 credit hours</li> <li>• Advanced Certificates range from 30 to 50 credit hours</li> </ul> <p>General education courses are defined by type as: Transfer Degrees (AA, AS, AES, AFA)</p> <p>For the AA, AS, AES, and the AFA degrees, courses that can fulfill the general education requirements for the program must either:</p>	
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- Be approved by the Illinois Articulation Initiative (IAI) as an IAI GECC Course at any CCC College, or
- Articulate to at least three Illinois public universities as a general education course in that distribution.

For transfer credit using the General Education Core Curriculum (GECC) package to meet their Illinois transfer institution lower level general education requirements, all courses must be IAI approved or articulated as a general education transfer course at the college where the courses were taken.

**Associate in Applied Science (AAS)**

General education courses to fulfill the educational plan may be met with any course that meets general education transfer requirements as indicated in the current Academic Catalog, for the particular program. Program requirements supersede general education requirements described in the transfer degree requirements. Additionally, courses that can fulfill the general education requirements for the program must minimally align with the CCC general education learning outcomes and be identified with an ICCB defined general education category [see procedures for CCC general education learning outcomes].

If a course that does not meet the general education standards is approved as fulfilling the general education requirement for an AAS, that course only meets the general education requirements for the approved program. It cannot be used to fulfill general education requirements for a different program that does not designate the course as meeting the program's general education requirements.

Under this option, courses transfer to receiving institutions on a case-by-case basis.

**Associate in General Studies (AGS)**

The general education component required will represent no less than 20 semester credit hours for completion (per ICCB Rule Section 1501.302.3.B.v) The courses that can be used to satisfy these requirements must be approved in the same way of general education courses for the Transfer Degrees within each distribution.

**Section 9.04 - Program Inactivation**

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**FC4:**

<p>CCC periodically reviews its academic programs and services to ensure:</p> <ul style="list-style-type: none"> <li>• Relevance</li> <li>• Fit with CCC capabilities</li> <li>• Excellence in the delivery of instruction and services</li> <li>• Pathways to careers or transfer</li> </ul> <p>Such reviews may result in the discontinuation of certain academic programs. In such cases, CCC works to provide a pathway to completion for students currently pursuing such programs.</p> <p>Procedure - CCC works to ensure a fair and consistent process for inactivating or withdrawing programs across the District and a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB).</p> <p>Such programs slated for discontinuation must adhere to the following procedures to ensure proper completion of the program for currently enrolled students.</p> <p>When a college discontinues offering an approved program to new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules of the ICCB, Section 1501.302, f, p. 27.)</p>	<p>CCC periodically reviews its academic programs, courses, and services to ensure:</p> <ul style="list-style-type: none"> <li>• Relevance (labor market, transfer, community need, CCC mission)</li> <li>• Fit with CCC capabilities (feasibility, cost, enrollment, facilities and equipment, staffing)</li> <li>• Excellence in the delivery of instruction and services (curriculum quality, accreditation)</li> <li>• Student Outcomes - pathways to careers or transfer to 4-year institutions</li> </ul> <p>Such reviews, which may be off-cycle from ICCB Program Reviews but which nonetheless should be structured similarly, shall be collaboratively implemented and conducted by faculty, district and college administrators, and external stakeholders in order to provide a clearly defined recommendation regarding continuation or discontinuation. Shared governance for determining discontinuation will additionally utilize the Proposed Academic Curriculum Change (PACC) process to ensure transparency and rigor of review. In such cases where discontinuation, either inactivation or withdrawal, is the final determination, CCC will work with external governmental and accrediting agencies to discontinue the program and to provide a pathway to completion for students currently pursuing such programs.</p>	<p>Updates to the Program Inactivation policy are being made to ensure that the inactivation process at CCC is transparent and collaborative.</p>
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## 2. DELETIONS OF SECTIONS OF POLICIES NO LONGER NEEDED

Current Policy	Proposed Policy	Source & Rationale
<p><b>Section 10.10 – Summer Term Assignments</b> Pursuant to the Local 1600 collective bargaining agreement, Article VI.A.4, full-time faculty members shall be permitted to teach up to eight (8) contact hours during the Summer term. In no instance shall the total load for a faculty member be in excess of eight (8) contact hours.</p> <p>The rate of pay for Summer term assignment for a faculty member shall be 75% of a pro-rata portion of his/her base rate of pay.</p>	<p><b>Section 10.10 – Summer Term Assignments</b> Pursuant to the Local 1600 collective bargaining agreement, Article VI.A.4, full-time faculty members shall be permitted to teach up to eight (8) contact hours during the Summer term. In no instance shall the total load for a faculty member be in excess of eight (8) contact hours.</p> <p>The rate of pay for Summer term assignment for a faculty member shall be 75% of a pro-rata portion of his/her base rate of pay.</p>	<p><b>1600 Union Leadership:</b> Current 1600 contract address summer advisement hours because</p>

<ul style="list-style-type: none"> <li>• Summer term faculty members are to hold two (2) conference hours and two (2) advisement hours per week if teaching six (6) contact hours and one (1) additional conference/advisement hour for seven (7) and/or eight (8) contact hours. Faculty members teaching fewer than 6 contact hours in the summer shall hold conference hours on a prorated basis. (We are proposing removing this language)</li> <li>• Faculty can be assigned up to thirty (30) hours of professional duties when granted a full-time summer assignment. Such hours are to be prorated where faculty members are assigned less than a full-time summer assignment.</li> </ul> <p>Bumping will be permitted until the first day of class, if course cancellations have occurred. A faculty member with a greater number of rotation points shall not be permitted to eliminate the teaching program of a less senior faculty member on the basis of seniority. All claims based on seniority are subject to review of qualifications, which shall be controlling.</p> <ul style="list-style-type: none"> <li>• Where a faculty member is replaced after a textbook selection has been made and opportunity offered for purchase, such textbook shall be utilized by the replacing faculty member.</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty can be assigned up to thirty (30) hours of professional duties when granted a full-time summer assignment. Such hours are to be prorated where faculty members are assigned less than a full-time summer assignment.</li> </ul> <p>Bumping will be permitted until the first day of class, if course cancellations have occurred. A faculty member with a greater number of rotation points shall not be permitted to eliminate the teaching program of a less senior faculty member on the basis of seniority. All claims based on seniority are subject to review of qualifications, which shall be controlling.</p> <ul style="list-style-type: none"> <li>• Where a faculty member is replaced after a textbook selection has been made and opportunity offered for purchase, such textbook shall be utilized by the replacing faculty member.</li> </ul>	<p>summer is overtime. 1600 CBA specifically addresses advisement related to overtime courses.</p>
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### 3. NEW POLICY SECTIONS

Proposed New Policy Section	Source & Rationale
<p><b>Section 8.41 - Student Complaints and Compliments</b>            The Complaints/Compliments Management System is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted <a href="#">here</a>. Complaints that are appeals for Instructional Grading, Academic Dishonesty, or Enrollment Status or other identified policies must follow the separate policy and procedure.</p> <p><b>Procedure for Filing a Formal Non- Academic Complaint</b>            Students, faculty, staff, and community member, once into the system must first select to file a complaint and select the appropriate CCC college location associated with the compliment or complaint. Next, the individual is required to select the appropriate category and select to provide supporting documents. Once the complaint is submitted, a notification is sent to the arbiter and a copy of the complaint and confirmation of the receipt is sent to the filer.</p> <p>Each college department with a complaint category assigned to them, has a department lead (arbiter) designated to process the complaint and resolve issues in a timely manner. Per the CCC policy for grievances [or complaints] outside of the grade appeal process, students receive a response within five business days. A response may include, but is not limited to: a request for further information, a suggested resolution, or a final disposition. In the event a student wants to appeal a decision or is dissatisfied with the outcome, an appeal can be filed.</p> <p><b>Oversight of Complaint Management System</b>            All complaints are tracked from initial submission to final disposition and archived within Complaints/Compliments System. The Complaints/Compliments System is monitored by each college’s designated personnel. Oversight of timely resolution of complaints through the system, in accordance with the CCC Non-Academic Student Complaint Policy is managed by a designated administrator at each college.</p> <p><b>Other Appeals</b>            The CRM system is separate from the process for filing an appeal of instructional grading, academic dishonesty, or enrollment status. See Section 3.16 Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status.</p>	<p><b>MXC:</b>            Proposed policy to align with already established college operations in support of HLC assumed practices.</p>
<p><b>Section 10.36 – Faculty and Employee Student Relationship</b>            No Faculty, Staff or Employee shall request or accept sexual favors from or engage in a romantic, sexual or intimate relationship with any City Colleges of Chicago student, unless the relationship existed prior to enrollment. Pre-existing relationships should be reported to the appropriate dean, vice president, or the Office of the Provost (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member). In addition, no instructor shall exercise academic responsibility over a student with whom the instructor has or has had a romantic or sexual relationship, regardless of whether the relationship is or was consensual. It is the person in a position of greater authority who will be held responsible for adhering to this policy.</p>	<p><b>WRC:</b>            Proposed policy supports CCC’s commitment to ensure that its learning and working environments are free of</p>

	discrimination and harassment for students, staff, faculty, and administrators. Proposed policy supports the procedures outlined by the CCC EEO, inclusive of Title IX and was reviewed by CCC's legal department.
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