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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 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 NOVEMBER 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; and

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, as reflected in Exhibit A, 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; 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; and

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 1, 2018, and posted on the City Colleges of Chicago website.

November 1, 2018 – Office of Academic and Student Affairs

Exhibit A
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.

Key Policy Changes

- **Section 3.17** - To allow an opportunity for grade forgiveness for students who had previously failed a course that is no longer offered; i.e. – Allowing the grade for ENGLISH 096 to replace the grade for ENGLISH 100.

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS
PROPOSED REVISIONS TO
ACADEMIC & STUDENT POLICIES NOVEMBER 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 April 2018

POLICY CHANGES, INCLUDING NEW POLICY LANGUAGE INTEGRATED INTO EXISTING POLICY SECTIONS

Current Policy	Proposed Policy	Source & Rationale
<p>Section 3.17 Repeating & Retaking Courses Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) or (b) to improve a grade, as covered below. Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (c) and (d) of this policy. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated or retaken and be eligible for financial aid and federal veterans educational benefits.</p> <ul style="list-style-type: none"> For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student’s Satisfactory Academic Progress (SAP). For the purpose of federal veterans educational benefits (see Veterans Education Benefits), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking a class more than twice may lead to a revision of the student’s enrollment certification in a previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated or retaken courses with the School Certifying Official (in the Financial Aid Office) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30)). 	<p>Section 3.17 Repeating & Retaking Courses Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) , (b) to improve a grade, as covered below. Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (d) and (e) of this policy. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated or retaken and be eligible for financial aid and federal veterans educational benefits.</p> <ul style="list-style-type: none"> For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student’s Satisfactory Academic Progress (SAP). For the purpose of federal veterans educational benefits (see Veterans Education Benefits), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking a class more than twice may lead to a revision of the student’s enrollment certification in a previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated or retaken courses with the School Certifying Official (in the Financial Aid Office) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill® - (Chapter 33) and Montgomery GI Bill (Chapter 30)). 	<p>Academic and Student Affairs & Registrars:</p> <p>To allow an opportunity for grade forgiveness for students who had previously failed a course that is no longer offered; ie- Allowing the grade for ENGLISH 096 to replace the grade for ENGLISH 100.</p>

Current Policy	Proposed Policy	Source & Rationale
<p>a) Allowed Repeatable Courses (ARC) Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an "F" grade on an ARC course may repeat the course to improve the "F" grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the "F" grade).</p> <p>b) Retaking Courses Students may retake a course to improve a grade as long as they meet the enrollment requirements for the course: students who earn a "D" or "F" grade in a course may repeat the course; students who earn a grade of "C" or better may repeat the course only once. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.</p>	<p>a) Allowed Repeatable Courses (ARC) Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an "F" grade on an ARC course may repeat the course to improve the "F" grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the "F" grade).</p> <p>b) Retaking Courses Students may retake a course to improve a grade as long as they meet the enrollment requirements for the course: students who earn a "D" or "F" grade in a course may repeat the course; students who earn a grade of "C" or better may repeat the course only once. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.</p> <p>c) Repeating Courses that are no longer offered. Students who earn a grade of "D" or "F" in a course that is no longer offered by any of the City Colleges of Chicago, can enroll in an appropriate replacement course, as long as they meet the enrollment requirements for that course, to replace the GPA calculation for the previous course. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.</p>	

Current Policy	Proposed Policy	Source & Rationale
<ul style="list-style-type: none"> c) Retaking a Course – Adult Education A student may take an Adult Education course up to four times if required. d) Retaking a Course – Continuing Education - Professional & Personal Development Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times. 	<ul style="list-style-type: none"> d) Retaking a Course – Adult Education A student may take an Adult Education course up to four times if required. e) Retaking a Course – Continuing Education - Professional & Personal Development Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times. 	