

33884

**ADOPTED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 5, 2019**

**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
DECEMBER 2019
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”; and

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”; and

WHEREAS, *City Colleges of Chicago Academic & Student Policies* have been revised and updated to: 1) update and clarify existing policy content and align with CCC strategies; and 2) 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 *City Colleges of Chicago Academic & Student Policies* document that is being recommended by Provost and Chief Academic Officer.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, hereby adopts the revisions to policy and updated *City Colleges of Chicago Academic & Student Policies* document effective December 5, 2019, which shall be posted on the City Colleges of Chicago website.

December 5, 2019 – Office of Academic and Student Affairs

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.

Clarify and Updated Existing Content

- **Section 3.08 Grade Designations** - Prohibit the exchange of non-academic contribution for grades
- **Section 6.16 Satisfactory Academic Progress** - Clarify that SAP resets are for credit programs
- **Section 7.01 Veterans Education Benefit** - Addition of language that is required by the Veterans Benefits and Transition Act of 2018
- **Section 8.21 Disciplinary Hearings** - Addition of language to align with current practice & change title of 'Administrative Review' to 'Due Process Hearing'
- **Section 8.26 Drug and Alcohol Free Campus** - Provide clarity to ensure CCC remains a drug and alcohol free institution
- **Section 10.35 Off Site Clinical Classes** - Prohibit compensation if no instruction or oversight is provided

Policy Deletion

- **Section 8.27 Headcovering Policy** - Delete as recommended by the U.S. Department of Education, Office of Civil Rights

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS
PROPOSED REVISIONS TO
ACADEMIC & STUDENT POLICIES DECEMBER 2019 – 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. **Highlights** = policy changes / **Highlights** = procedures related to new policy changes

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale																														
<p>Section 3.08 <u>Grade Designations</u></p> <p>Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC’s student information system.</p> <p>Grades issued for college coursework are recorded on a student’s permanent academic record and transcript, are used to calculate a student’s Grade Point Average (GPA), serve as the basis for a student’s Academic Standing, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student’s GPA calculation.</p> <p>(a) Grading Basis for Remedial, Credit and Skills Courses</p> <p>The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p> <ul style="list-style-type: none"> • A, B, C, D, and F; and • Satisfactory (S) / Unsatisfactory (U) <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> • Students who enroll in A-F courses are graded using the A-F grading basis. • Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis. <table border="1" data-bbox="226 1209 745 1477"> <thead> <tr> <th colspan="3">A-F Grading Basis</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>4</td> </tr> <tr> <td>B</td> <td>Good</td> <td>3</td> </tr> <tr> <td>C</td> <td>Average</td> <td>2</td> </tr> <tr> <td>D</td> <td>Below average</td> <td>1</td> </tr> </tbody> </table>	A-F Grading Basis			Grade	Description	Grade Points	A	Excellent	4	B	Good	3	C	Average	2	D	Below average	1	<p>Section 3.08 <u>Grade Designations</u></p> <p>Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC’s student information system. Extra Credit or consideration for grading based on any student-provided monetary or non-academic contribution is prohibited.</p> <p>Grades issued for college coursework are recorded on a student’s permanent academic record and transcript, are used to calculate a student’s Grade Point Average (GPA), serve as the basis for a student’s Academic Standing, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student’s GPA calculation.</p> <p>(a) Grading Basis for Remedial, Credit and Skills Courses</p> <p>The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p> <ul style="list-style-type: none"> • A, B, C, D, and F; and • Satisfactory (S) / Unsatisfactory (U) <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> • Students who enroll in A-F courses are graded using the A-F grading basis. • Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis. <table border="1" data-bbox="1102 1287 1621 1477"> <thead> <tr> <th colspan="3">A-F Grading Basis</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>4</td> </tr> <tr> <td>B</td> <td>Good</td> <td>3</td> </tr> </tbody> </table>	A-F Grading Basis			Grade	Description	Grade Points	A	Excellent	4	B	Good	3	<p>Academic & Student Affairs</p> <p>Prohibiting the exchange of non-academic contribution for grades</p>
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<p>All academic transactions are recorded in a student's permanent academic record. All Credit courses and final grades earned appear on the student's transcript along with the following additional course statuses:</p> <ul style="list-style-type: none"> • ADH – courses from which the student was withdrawn due to a finding of academic dishonesty • ADR – courses from which the student was withdrawn as a result administrative removal from college, if the withdrawal occurred after the Statistical Date • ADW – courses from which the student was administratively withdrawn • AUD – courses that the student audited • VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date • WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date <p>See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</p>			<p>All academic transactions are recorded in a student's permanent academic record. All Credit courses and final grades earned appear on the student's transcript along with the following additional course statuses:</p> <ul style="list-style-type: none"> • ADH – courses from which the student was withdrawn due to a finding of academic dishonesty • ADR – courses from which the student was withdrawn as a result administrative removal from college, if the withdrawal occurred after the Statistical Date • ADW – courses from which the student was administratively withdrawn • AUD – courses that the student audited • VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date • WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date <p>See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</p>			
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<p>that govern federal student aid programs. SAP is cumulative in nature and takes into account all degree and certificate eligible classes attempted at any CCC college, as well as any transfer hours and military credit accepted by CCC.</p> <p>Effective end of term processing for the Spring 2019 term, to retain financial aid eligibility, a student must maintain satisfactory academic progress in his/her program of study in three ways:</p> <ol style="list-style-type: none"> Grade Point Average (CUM GPA): a student must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher (see Cumulative Grade Point Average), AND Pace: a student must complete (grade “D” or “S” or higher) 67% of the cumulative credit hours attempted, AND Maximum Timeframe: a student must stay on track to complete his/her program of study within 150% of the program’s credit-hour length, or timeframe. <p>The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student’s academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student’s transcript), repeated courses, and classes for which an incomplete (“I”) grade was earned. Remedial courses are excluded from the Pace and Maximum Timeframe measure. Foundational Studies,</p>	<p>that govern federal student aid programs. SAP is cumulative in nature and takes into account all degree and certificate eligible classes attempted at any CCC college, as well as any transfer hours and military credit accepted by CCC.</p> <p>Effective end of term processing for the Spring 2019 term, to retain financial aid eligibility, a student must maintain satisfactory academic progress in his/her program of study in three ways:</p> <ol style="list-style-type: none"> Grade Point Average (CUM GPA): a student must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher (see Cumulative Grade Point Average), AND Pace: a student must complete (grade “D” or “S” or higher) 67% of the cumulative credit hours attempted, AND Maximum Timeframe: a student must stay on track to complete his/her program of study within 150% of the program’s credit-hour length, or timeframe. <p>The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student’s academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student’s transcript), repeated courses, and classes for which an incomplete (“I”) grade was earned. Remedial courses are excluded from the Pace and Maximum Timeframe measure. Foundational Studies,</p>	<p>To clarify that SAP resets are for credit programs</p>

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<p>audited, or cancelled courses do not count in SAP measures.</p> <p>A student who earns a final grade of “D” or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program.</p> <p>A student who fails to maintain satisfactory academic progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.</p>	<p>audited, or cancelled courses do not count in SAP measures.</p> <p>A student who earns a final grade of “D” or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program.</p> <p>A student who fails to maintain satisfactory academic progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.</p>	
<p>PROCEDURES Section 6.16 <u>Satisfactory Academic Progress</u></p> <p><i>(a) On an Ongoing Basis, as a Student</i> <i>Students have access to informative materials, portal updates, and other campus resource information – regardless of their Satisfactory Academic Progress (SAP) status.</i></p> <p><i>Financial aid and student advising are both trained to understand and speak with students in- depth about the complexities of SAP for anyone who asks. In addition, there will be per- campus SAP campaigns to advise students, by segment – warning, hold, probation for GPA, Pace, and/or Maximum Timeframe. Advising and financial aid will meet regularly to close the information gap.</i></p>	<p>PROCEDURES Section 6.16 <u>Satisfactory Academic Progress</u></p> <p><i>(a) On an Ongoing Basis, as a Student</i> <i>Students have access to informative materials, portal updates, and other campus resource information – regardless of their Satisfactory Academic Progress (SAP) status.</i></p> <p><i>Financial aid and student advising are both trained to understand and speak with students in- depth about the complexities of SAP for anyone who asks. In addition, there will be per- campus SAP campaigns to advise students, by segment – warning, hold, probation for GPA, Pace, and/or Maximum Timeframe. Advising and financial aid will meet regularly to close the information gap.</i></p>	<p>Student Financials</p> <p>Adding language to procedures to align with current Academic Improvement Plans</p>

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<p>(b) New Students</p> <p><i>During new student orientation, we limit discussion of academic standing and satisfactory academic progress because we make the presumption of success, not failure. There will be a brief explanation on what it takes to be successful, emphasizing good grades, completing all classes successfully, and a brief overview of SAP policy that is still focused on the positives.</i></p> <p><i>Students who take College Success, will hear expanded explanations of SAP warnings and holds, but the focus will still very much be on what it takes to earn credentials of economic value and to remain in college and thrive.</i></p> <p><i>SAP assessments are performed at the end of each term of enrollment for students in degree or certificate programs in the Credit Career. For students in clock-hour programs (Skills Career), SAP assessments are performed when the student successfully completes the scheduled clock-hours and weeks for each payment period. Students must meet SAP standards to maintain eligibility for financial aid.</i></p> <p>(c) Impact of Enrollment Actions and Types of Courses on SAP</p> <p><i>Different grades, enrollment actions, and types of courses have varying effects on the CUM- GPA, Pace percentage, and Maximum Timeframe calculations.</i></p> <ul style="list-style-type: none"> <i>Academic Dishonesty Withdrawal (ADH): Classes attempted during a term when an academic Dishonesty Withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum</i> 	<p>(b) New Students</p> <p><i>During new student orientation, we limit discussion of academic standing and satisfactory academic progress because we make the presumption of success, not failure. There will be a brief explanation on what it takes to be successful, emphasizing good grades, completing all classes successfully, and a brief overview of SAP policy that is still focused on the positives.</i></p> <p><i>Students who take College Success, will hear expanded explanations of SAP warnings and holds, but the focus will still very much be on what it takes to earn credentials of economic value and to remain in college and thrive.</i></p> <p><i>SAP assessments are performed at the end of each term of enrollment for students in degree or certificate programs in the Credit Career. For students in clock-hour programs (Skills Career), SAP assessments are performed when the student successfully completes the scheduled clock-hours and weeks for each payment period. Students must meet SAP standards to maintain eligibility for financial aid.</i></p> <p>(c) Impact of Enrollment Actions and Types of Courses on SAP</p> <p><i>Different grades, enrollment actions, and types of courses have varying effects on the CUM- GPA, Pace percentage, and Maximum Timeframe calculations.</i></p> <ul style="list-style-type: none"> <i>Academic Dishonesty Withdrawal (ADH): Classes attempted during a term when an academic Dishonesty Withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum</i> 	

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<p><i>SAP calculations.</i></p> <ul style="list-style-type: none"> • <u>Deleted Courses:</u> <i>If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.</i> • <u>Earned Letter Grades:</u> <i>Earned letter grades of A, B, C, D positively impact a student’s Pace percentage and bring the student closer to completing his or her program within the Maximum Timeframe of the program if the earned grade is the student’s first graded attempt. Although a D letter grade may not negatively impact a student’s Pace percentage, it contributes to lowering the student’s GPA to below the required 2.0 CUM-GPA standard. Earning an F letter grade negatively impacts the student’s GPA, Pace percentage and Maximum Timeframe determination.</i> • <u>Foundational Studies Courses:</u> <i>Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.</i> • <u>Incomplete grades:</u> <i>Incompletes (“I” grades) are not included in the cumulative GPA calculation unless they are later converted to an F grade due to the student’s failure to satisfy course requirements within the mandatory timeline. However, incompletes do lower the student’s Pace percentage until they are changed to an earned letter grade of D or higher. Incompletes are included in the Maximum Timeframe calculation.</i> 	<p><i>SAP calculations.</i></p> <ul style="list-style-type: none"> • <u>Deleted Courses:</u> <i>If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.</i> • <u>Earned Letter Grades:</u> <i>Earned letter grades of A, B, C, D positively impact a student’s Pace percentage and bring the student closer to completing his or her program within the Maximum Timeframe of the program if the earned grade is the student’s first graded attempt. Although a D letter grade may not negatively impact a student’s Pace percentage, it contributes to lowering the student’s GPA to below the required 2.0 CUM-GPA standard. Earning an F letter grade negatively impacts the student’s GPA, Pace percentage and Maximum Timeframe determination.</i> • <u>Foundational Studies Courses:</u> <i>Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.</i> • <u>Incomplete grades:</u> <i>Incompletes (“I” grades) are not included in the cumulative GPA calculation unless they are later converted to an F grade due to the student’s failure to satisfy course requirements within the mandatory timeline. However, incompletes do lower the student’s Pace percentage until they are changed to an earned letter grade of D or higher. Incompletes are included in the Maximum Timeframe calculation.</i> 	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • <u>No Show Withdrawals</u>: No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations • <u>Reinstate in a class (RNS)</u>: Reinstated classes are included in all SAP evaluations. • <u>Remedial Courses</u>: Remedial (developmental) courses are included in the GPA calculation, but not Pace or Timeframe. However, staff may choose to include remedial courses in the Pace calculation for SAP appeal purposes, if warranted. • <u>Repeated Courses</u>: When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation. • <u>Satisfactory/Unsatisfactory Grades</u>. An earned grade of S (Satisfactory) positively impacts a student's Pace percentage and brings the student closer to completing his or her program within the Maximum Timeframe of the program. Earning a U (Unsatisfactory) grade negatively impacts the student's Pace percentage and Maximum Timeframe determination. These grades are not factored into the GPA qualitative measure. • <u>Subsequent Degree</u>: Students who complete a certificate or degree may request a SAP reset for a subsequent degree. Only courses from the prior program(s) that apply to the current program will be included in SAP calculations. • <u>Transfer Credit</u>: Although transferring credit hours to CCC will not impact the student's GPA, any credit 	<ul style="list-style-type: none"> • <u>No Show Withdrawals</u>: No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations • <u>Reinstate in a class (RNS)</u>: Reinstated classes are included in all SAP evaluations. • <u>Remedial Courses</u>: Remedial (developmental) courses are included in the GPA calculation, but not Pace or Timeframe. However, staff may choose to include remedial courses in the Pace calculation for SAP appeal purposes, if warranted. • <u>Repeated Courses</u>: When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation. • <u>Satisfactory/Unsatisfactory Grades</u>. An earned grade of S (Satisfactory) positively impacts a student's Pace percentage and brings the student closer to completing his or her program within the Maximum Timeframe of the program. Earning a U (Unsatisfactory) grade negatively impacts the student's Pace percentage and Maximum Timeframe determination. These grades are not factored into the GPA qualitative measure. • <u>Subsequent Degree</u>: Students who complete a certificate or degree may request a SAP reset for a subsequent degree. Only courses from the prior program(s) that apply to the current program will be included in SAP calculations. • <u>Transfer Credit</u>: Although transferring credit hours to CCC will not impact the student's GPA, any credit 	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>hours accepted for transfer and applied to the student’s academic program will be included in the Pace percentage and Maximum Timeframe calculations. Transfer hours will be included in both “hours attempted” and “hours completed” in the Pace percentage calculation.</i></p> <ul style="list-style-type: none"> <i><u>Voluntary Medical Withdrawal (VMW):</u> Classes attempted during a term when a Voluntary Medical Withdrawal is approved and posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student’s Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student’s transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</i> <i><u>Withdrawals:</u> Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student’s Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student’s transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</i> <p>(d) Pace <i>CCC will use standard rounding rules when calculating PACE measure, rounding to the nearest whole percentage point.</i></p> <p>(e) Maximum Timeframe</p>	<p><i>hours accepted for transfer and applied to the student’s academic program will be included in the Pace percentage and Maximum Timeframe calculations. Transfer hours will be included in both “hours attempted” and “hours completed” in the Pace percentage calculation.</i></p> <ul style="list-style-type: none"> <i><u>Voluntary Medical Withdrawal (VMW):</u> Classes attempted during a term when a Voluntary Medical Withdrawal is approved and posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student’s Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student’s transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</i> <i><u>Withdrawals:</u> Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student’s Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student’s transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</i> <p>(d) Pace <i>CCC will use standard rounding rules when calculating PACE measure, rounding to the nearest whole percentage point.</i></p> <p>(e) Maximum Timeframe</p>	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>Maximum Timeframe is based on total credit hours attempted in a student’s academic career, even if financial aid was not received while enrolled in those credit hours. We calculate your maximum timeframe by multiplying the length of a student’s academic program in credit hours by 150%. For example, the maximum time frame for a 60 credit hour degree program would be 90 credit hours (60 credit hours x 150% = 90 credit hour timeframe). When it becomes mathematically impossible to complete within 150%, the student will receive a timeframe hold.</i></p> <p>(f) Students with a SAP Warning <i>Students will receive a Satisfactory Academic Progress (SAP) warning if they have one term during which they have received a CUM-GPA of 2.0 or less, or if their cumulative pace is under 67%. This notification will occur after end-of-term processing.</i></p> <p><i>Warning is also displayed in the student’s portal, showing exactly which issues the student has and resources to guide the student’s academic success.</i></p> <p><i>Students will receive a Satisfactory Academic Progress warning at 100% of degree completion time. The warning will describe the importance of keeping good Pace – not dropping or failing courses – as students take exactly the</i></p>	<p><i>Maximum Timeframe is based on total credit hours attempted in a student’s academic career, even if financial aid was not received while enrolled in those credit hours. We calculate your maximum timeframe by multiplying the length of a student’s academic program in credit hours by 150%. For example, the maximum time frame for a 60 credit hour degree program would be 90 credit hours (60 credit hours x 150% = 90 credit hour timeframe). When it becomes mathematically impossible to complete within 150%, the student will receive a timeframe hold.</i></p> <p>(f) Students with a SAP Warning <i>Students will receive a Satisfactory Academic Progress (SAP) warning if they have one term during which they have received a CUM-GPA of 2.0 or less, or if their cumulative pace is under 67%. This notification will occur after end-of-term processing.</i></p> <p><i>Warning is also displayed in the student’s portal, showing exactly which issues the student has and resources to guide the student’s academic success.</i></p> <p><i>Students will receive a Satisfactory Academic Progress warning at 100% of degree completion time. The warning will describe the importance of keeping good Pace – not dropping or failing courses – as students take exactly the</i></p>	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>courses they need, as described in My Planner, to meet their completion deadlines.</i></p> <p><i>Students on financial aid warning for CUM-GPA or Pace, may receive aid during their warning semester, but must improve academic performance at the conclusion of the warning term so that they are again meeting the SAP standards. They will be placed back in good standing and may continue to receive financial aid if otherwise eligible.</i></p> <p>(g) Student Notification <i>Students who are meeting all SAP standards will not receive a communication regarding their standing. Students placed on warning or who have an SAP hold will receive a notification through their CCC student email account. Students who submit an SAP appeal will be notified of the outcome of that appeal through their CCC student email account.</i></p> <p>(h) SAP Hold <i>Students will receive a Satisfactory Academic Progress (SAP) hold after two consecutive terms of not meeting standards, whether it be 1) a CUM-GPA of 2.0 or less, or 2) a cumulative Pace less than 67%, or 3) when it becomes mathematically impossible to complete within 150% of their stated program length. A notification of this hold will be sent after end-of-term processing.</i></p>	<p><i>courses they need, as described in My Planner, to meet their completion deadlines.</i></p> <p><i>Students on financial aid warning for CUM-GPA or Pace, may receive aid during their warning semester, but must improve academic performance at the conclusion of the warning term so that they are again meeting the SAP standards. They will be placed back in good standing and may continue to receive financial aid if otherwise eligible.</i></p> <p>(g) Student Notification <i>Students who are meeting all SAP standards will not receive a communication regarding their standing. Students placed on warning or who have an SAP hold will receive a notification through their CCC student email account. Students who submit an SAP appeal will be notified of the outcome of that appeal through their CCC student email account.</i></p> <p>(h) SAP Hold <i>Students will receive a Satisfactory Academic Progress (SAP) hold after two consecutive terms of not meeting standards, whether it be 1) a CUM-GPA of 2.0 or less, or 2) a cumulative Pace less than 67%, or 3) when it becomes mathematically impossible to complete within 150% of their stated program length. A notification of this hold will be sent after end-of-term processing.</i></p>	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>Hold is also displayed in the student’s portal (my.ccc.edu), showing exactly which issues the student has and resources to guide the student’s academic success. Such hold information will display in addition and separate from Academic Standing status.</i></p> <p><i>A SAP hold emphasizes the importance of keeping good Pace – not dropping or failing courses</i></p> <p><i>– as students take exactly the courses they need, as described in My Planner, to meet their completion deadlines.</i></p> <p><i>Students who do not achieve the required SAP standards and have a SAP hold may continue to attend classes. While in a hold status, students may not receive financial aid and are</i></p> <p><i>responsible for paying tuition from personal resources. If the student subsequently brings their academic record into compliance with SAP standards, assuming all other eligibility requirements are met, then financial aid eligibility is restored. Students with a SAP hold may also appeal their SAP status online via the CCC SAP Appeal form for the term in which they seek financial aid.</i></p> <p><i>Each City Colleges of Chicago campus has a SAP appeal review process. Appeals within ten (10) business days of submission.</i></p>	<p><i>Hold is also displayed in the student’s portal (my.ccc.edu), showing exactly which issues the student has and resources to guide the student’s academic success. Such hold information will display in addition and separate from Academic Standing status.</i></p> <p><i>A SAP hold emphasizes the importance of keeping good Pace – not dropping or failing courses</i></p> <p><i>– as students take exactly the courses they need, as described in My Planner, to meet their completion deadlines.</i></p> <p><i>Students who do not achieve the required SAP standards and have a SAP hold may continue to attend classes. While in a hold status, students may not receive financial aid and are</i></p> <p><i>responsible for paying tuition from personal resources. If the student subsequently brings their academic record into compliance with SAP standards, assuming all other eligibility requirements are met, then financial aid eligibility is restored. Students with a SAP hold may also appeal their SAP status online via the CCC SAP Appeal form for the term in which they seek financial aid.</i></p> <p><i>Each City Colleges of Chicago campus has a SAP appeal review process. Appeals within ten (10) business days of submission.</i></p>	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>The Committee reviews appeals against certain factors, any one or combination of which may result in approval of appeal:</i></p> <ul style="list-style-type: none"> <i>Is there a mitigating circumstance outside of the student’s control? If so, the student must document and submit mitigating circumstance(s) for any term in which the student did not meet SAP standards (2.0 GPA, 67% Pace). Documentation is required to support the basis of the appeal. The student must also document what changes have occurred to remedy the mitigating circumstance that led to inadequate academic progress. The student must demonstrate that the mitigating circumstance directly contributed to poor academic progress in the term that he or she did not meet standards. Mitigating circumstances are defined as unforeseen events that are outside of the student’s control that interfere with his or her academic progress and could not have been remedied by the student at the time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation of that circumstance in multiple appeals.</i> <i>Can the student receive a SAP reset, which would clear Timeframe, Pace, and/or GPA issues? If a SAP reset is warranted, the student is approved for the entire 150% of the program requirements, minus any applicable courses.</i> <i>Can the student demonstrate recent academic progress? A dramatic improvement here may result in an appeal acceptance, though, again, all appeals are evaluated case-by-case. Academic</i> 	<p><i>The Committee reviews appeals against certain factors, any one or combination of which may result in approval of appeal:</i></p> <ul style="list-style-type: none"> <i>Is there a mitigating circumstance outside of the student’s control? If so, the student must document and submit mitigating circumstance(s) for any term in which the student did not meet SAP standards (2.0 GPA, 67% Pace). Documentation is required to support the basis of the appeal. The student must also document what changes have occurred to remedy the mitigating circumstance that led to inadequate academic progress. The student must demonstrate that the mitigating circumstance directly contributed to poor academic progress in the term that he or she did not meet standards. Mitigating circumstances are defined as unforeseen events that are outside of the student’s control that interfere with his or her academic progress and could not have been remedied by the student at the time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation of that circumstance in multiple appeals.</i> <i>Can the student receive a SAP reset, which would clear Timeframe, Pace, and/or GPA issues? If a SAP reset is warranted, the student is approved for the entire 150% of the program requirements, minus any applicable courses.</i> <i>Can the student demonstrate recent academic progress? A dramatic improvement here may result in an appeal acceptance, though, again, all appeals are evaluated case-by-case. Academic</i> 	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>progress is typically defined as passing all courses with a grade of C or better.</i></p> <p><i>If an appeal is not approved, the student may choose to provide additional information and/or documentation regarding his/her circumstance(s), which could lead to an approval. However, if an approval is not likely, the student should meet with a financial aid or college advisor to discuss his/her options moving forward.</i></p> <p><i>Students may re-establish Title IV eligibility by successfully appealing their SAP hold, or by improving academic performance sufficiently enough to meet all cumulative SAP standards.</i></p> <p><i>Per federal financial aid regulations, appeals are not automatically approved and may be denied based on the student's failure to maintain Satisfactory Academic Progress standards, academic and financial.</i></p> <p><i>When an appeal is approved, the student is expected to make adequate academic progress while on probation, defined as the following:</i></p> <ul style="list-style-type: none"> <i>• Taking only courses that apply toward the student's degree or certificate.</i> <i>• Earning credit in all courses (no F's or W's) while also earning a term GPA of 2.0 or higher.</i> <i>• Adhering to the commitments made in the appeal to making academic progress and resolving the issues</i> 	<p><i>progress is typically defined as passing all courses with a grade of C or better.</i></p> <p><i>If an appeal is not approved, the student may choose to provide additional information and/or documentation regarding his/her circumstance(s), which could lead to an approval. However, if an approval is not likely, the student should meet with a financial aid or college advisor to discuss his/her options moving forward.</i></p> <p><i>Students may re-establish Title IV eligibility by successfully appealing their SAP hold, or by improving academic performance sufficiently enough to meet all cumulative SAP standards.</i></p> <p><i>Per federal financial aid regulations, appeals are not automatically approved and may be denied based on the student's failure to maintain Satisfactory Academic Progress standards, academic and financial.</i></p> <p><i>When an appeal is approved, the student is expected to make adequate academic progress while on probation, defined as the following:</i></p> <ul style="list-style-type: none"> <i>• Taking only courses that apply toward the student's degree or certificate. the program requirements.</i> <i>• Earning credit in all courses, (no F's or W's) while also earning a term GPA of 2.0 or higher. completing each term at 2.0 or above, while ensuring the cumulative GPA will be at least 2.0 by</i> 	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>that led to poor academic performance.</i></p> <p><i>Students who fail to meet SAP standards following the probationary period are ineligible for financial aid, and must follow the school's policy for re-establishing eligibility.</i></p>	<p><i>the time the program is completed.</i></p> <ul style="list-style-type: none"> <i>Adhering to the commitments made in the SAP appeal to making academic progress and resolving the issues that led to poor academic performance and Academic Improvement Plan, and resolving any issues that lead to the hold.</i> <p><i>Students who fail to meet SAP standards following the probationary period are ineligible for financial aid, and must follow the school's policy for re-establishing eligibility.</i></p>	
<p>Section 7.01 <u>Veterans Education Benefits</u> CCC participates in a variety of veteran educational benefit programs.</p>	<p>Section 7.01 <u>Veterans Education Benefits</u> CCC participates in a variety of veteran educational benefit programs and will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:</p> <ul style="list-style-type: none"> · Prevent their enrollment; · Assess a late penalty fee to; · Require they secure alternative or additional funding; · Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. 	<p>Student Financials</p> <p>Adding language that is required by the Veterans Benefits and Transition Act of 2018</p>

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 8.21 <u>Disciplinary Hearings</u> (a) Due Process Pre-Hearing Meeting The respondent(s) will be contacted by the Dean of Student Services or designee from the Dean of Student Services Office to advise them of the alleged violations of the Code. The Dean of Student Services or designee will officially explain and review with the respondent student their Due Process Rights. The student must sign the Due Process Rights form verifying receipt of the notice of “student rights” contained within. The Dean of Student Services or designee will inform the respondent in writing of the scheduled date of their forthcoming hearing within two (2) academic days following this meeting.</p> <p>See GLOSSARY OF TERMS for the definition of “academic days.”</p> <p>(b) Interim Suspension The Dean of Student Services or designee is authorized to suspend the student against whom a complaint is made for up to five (5) academic days, pending the Formal Disciplinary Hearing in instances in which the Due Process Hearing Meeting indicates a substantial threat to the good order, safety, or well-being of the college community. In instances where the student is non-responsive to the Due Process Pre-Hearing notice or extraordinary safety concerns, the Dean of Student Services is</p>	<p>Section 8.21 <u>Disciplinary Hearings</u> (a) Due Process Pre-Hearing Meeting The respondent(s) will be contacted by the Dean of Student Services or designee from the Dean of Student Services Office to advise them of the alleged violations of the Code. The Dean of Student Services or designee will officially explain and review with the respondent student their Due Process Rights. The student must sign the Due Process Rights form verifying receipt of the notice of “student rights” contained within. The Dean of Student Services or designee will inform the respondent in writing of the scheduled date of their forthcoming hearing within two (2) academic days following this meeting.</p> <p>See GLOSSARY OF TERMS for the definition of “academic days.”</p> <p>(b) Interim Suspension The Dean of Student Services or designee is authorized to suspend the student against whom a complaint is made for up to five (5) academic days, pending the Formal Disciplinary Hearing in instances in which the Due Process Hearing Meeting indicates a substantial threat to the good order, safety, or well-being of the college community. In instances where the student is non-responsive to the Due Process Pre-Hearing notice or extraordinary safety concerns, the Dean of Student Services is</p>	<p>Academic and Student Affairs</p> <p>Adding language to align with current practice</p>

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>authorized to suspend the student for up to five (5) academic days.</p> <p>(c) Informal Hearing</p> <p>The Informal Hearing Agreement provides students with minor violations, as determined by the Code, with an option for resolving matters in an informal manner. After conducting an investigation of the facts of the conduct case, the Dean of Student Services or designee or designee (at his or her discretion) determines whether or not the violations committed may be resolved through the Informal Resolution Agreement. This procedure may be exercised in lieu of referring the case to the Disciplinary Committee for a formal conduct hearing. The Informal Resolution Agreement may be conducted by the Dean of Student Services or designee. The Information Resolution Agreement procedure consists of four steps and the student must agree to all four conditions if he or she wishes to resolve the case informally:</p> <ol style="list-style-type: none"> 1. The student must agree that he or she has violated the Student Code of Conduct. 2. The student must agree with the sanction(s) proposed by the Conduct Dean of Student Services or designee or the Dean of Students. 3. The student must agree to waive his or her right to a formal hearing before the Conduct Board. 4. The student must agree to waive his or her right to an appeal. If the student agrees to all four conditions, he/she will be required to sign the Informal Resolution Agreement. The student will be provided with a copy and a disciplinary file and record will be created and maintained. 	<p>authorized to suspend the student for up to five (5) academic days. The student will remain on suspension until the outcome of the hearing is rendered, up to fifteen (15) academic days.</p> <p>(c) Informal Hearing</p> <p>The Informal Hearing Agreement provides students with minor violations, as determined by the Code, with an option for resolving matters in an informal manner. After conducting an investigation of the facts of the conduct case, the Dean of Student Services or designee or designee (at his or her discretion) determines whether or not the violations committed may be resolved through the Informal Resolution Agreement. This procedure may be exercised in lieu of referring the case to the Disciplinary Committee for a formal conduct hearing. The Informal Resolution Agreement may be conducted by the Dean of Student Services or designee. The Information Resolution Agreement procedure consists of four steps and the student must agree to all four conditions if he or she wishes to resolve the case informally:</p> <ol style="list-style-type: none"> 5. The student must agree that he or she has violated the Student Code of Conduct. 6. The student must agree with the sanction(s) proposed by the Conduct Dean of Student Services or designee or the Dean of Students. 7. The student must agree to waive his or her right to a formal hearing before the Conduct Board. - 8. The student must agree to waive his or her right to an appeal. If the student agrees to all four conditions, he/she will be required to sign the Informal Resolution Agreement. The student will be provided with a copy and a disciplinary file and record will be created and maintained. 	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>(d) Formal Disciplinary Hearing</p> <p>A college’s Disciplinary Committee affords the student against whom a complaint has been made. When the student has been interim suspended pending the Formal Disciplinary Hearing, the student shall have the right to a Formal Disciplinary Hearing within five (5) seven (7) academic days of the start of the suspension. The student shall be allowed to bring no more than one (1) observer; which includes, but is not limited to: family members, faculty, staff, and or students. These individuals are not allowed to speak in the actual hearing.</p> <p>(e) Disciplinary Hearings Involving Allegations of Sexual Harassment</p> <p>Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where: (1) submission to such conduct is made a condition of employment or education; (2) submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or (3) such conduct interferes with the individual’s academic or work performance or creates an intimidating, hostile or offensive learning or work environment. Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault.</p> <p>(f) Remote Hearing Participation</p> <p>In situations where the accused student’s presence at the College constitutes a substantial threat of harm to members of the College community, the President in consultation with</p>	<p>(d) Formal Disciplinary Hearing</p> <p>A college’s Disciplinary Committee affords the student against whom a complaint has been made provides students, against whom a complaint has been made, the opportunity to communicate their position on the allegations brought forward. When the student has been interim suspended pending the Formal Disciplinary Hearing, the student shall have the right to a Formal Disciplinary Hearing within five (5) seven (7) academic days of the start of the suspension. The student shall be allowed to bring no more than one (1) observer; which includes, but is not limited to: family members, faculty, staff, and or students. These individuals are not allowed to speak in the actual hearing. If a student fails to appear when the case is called for a hearing, without just cause, the hearing may proceed in the student’s absence and the student will forfeit the right to appeal all final determinations. If there are any questions as to what constitutes just cause, the District Office Judicial Affairs team will be consulted.</p> <p>(e) Disciplinary Hearings Involving Allegations of Sexual Harassment</p> <p>Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where: (1) submission to such conduct is made a condition of employment or education; (2) submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or (3) such conduct interferes with the individual’s academic or work performance or creates an intimidating, hostile or offensive learning or work environment. Examples of sexual harassment include, but are</p>	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<p>the College’s Supportive Intervention Team, can order that the student participate in the disciplinary hearing remotely via telephone, videophone, video-conference, or by other means determined by the College.</p> <p>(g) Accommodations and Assistance</p> <ol style="list-style-type: none"> As per Section 504 of the Americans with Disabilities Act (ADA), students with documented disabilities may request reasonable accommodations at their conduct hearing, appeal, or any part of the conduct process, including communication regarding the process. It is the student's responsibility to determine if accommodations are needed. The Dean of Student Services or designee will not make that determination. These accommodations include, but are not limited to: a sign language interpreter, the presence of a service animal, the presence of a reader or other trained, professional assistant, etc. For more information, contact the college's Disability Access Centers (DAC). It is the student's responsibility to arrange for accommodations and notify the Dean of Student Services or designee within <u>three (3) academic days</u> of receiving the initial letter that accommodations are being sought. The Dean of Student Services or designee is not responsible for arranging accommodations, but will work with the college's DAC to make all reasonable accommodations. A professional from the DAC must arrange and/or handle the accommodations. As per 	<p>not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault.</p> <p>(f) Remote Hearing Participation</p> <p>In situations where the accused student’s presence at the College constitutes a substantial threat of harm to members of the College community, the President in consultation with the College’s Supportive Intervention Team, can order that the student participate in the disciplinary hearing remotely via telephone, videophone, video-conference, or by other means determined by the College.</p> <p>(g) Accommodations and Assistance</p> <ol style="list-style-type: none"> As per Section 504 of the Americans with Disabilities Act (ADA), students with documented disabilities may request reasonable accommodations at their conduct hearing, appeal, or any part of the conduct process, including communication regarding the process. It is the student's responsibility to determine if accommodations are needed. The Dean of Student Services or designee will not make that determination. These accommodations include, but are not limited to: a sign language interpreter, the presence of a service animal, the presence of a reader or other trained, professional assistant, etc. For more information, contact the college's Disability Access Centers (DAC). It is the student's responsibility to arrange for accommodations and notify the Dean of Student Services or designee within <u>three (3) academic days</u> of 	

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<p>ADA, students with disabilities are expected to adhere to the conduct policies applicable to all students.</p> <p>As is the case with all students in the process, the complainant and/or the alleged student is responsible for presenting their own case. Any person(s) providing approved accommodations in the hearing will not be guiding the student in what to say, points to bring up, or otherwise involve themselves in the hearing. This expectations will be communicated by Dean of Student Services or designee to DAC as well.</p> <p>2. Students may request to have a translator present at their hearing and any meetings related to their case. It is the student's responsibility to determine if a translator is needed. The Dean of Student Services or designee will not make that determination.</p> <p>a. The request to have a translator present must be made in writing within three (3) academic days prior to any hearing. The Dean of Student Services or designee will attempt to locate a translator connected to the College. The translator cannot be a friend or family member and cannot be another student at the College.</p> <p>As is the case with all students in the conduct process, it is the student's responsibility to ensure that they are able to understand communication from the Code of Conduct Office and ask for clarification when necessary.</p>	<p>receiving the initial letter that accommodations are being sought. The Dean of Student Services or designee is not responsible for arranging accommodations, but will work with the college's DAC to make all reasonable accommodations. A professional from the DAC must arrange and/or handle the accommodations. As per ADA, students with disabilities are expected to adhere to the conduct policies applicable to all students.</p> <p>As is the case with all students in the process, the complainant and/or the alleged student is responsible for presenting their own case. Any person(s) providing approved accommodations in the hearing will not be guiding the student in what to say, points to bring up, or otherwise involve themselves in the hearing. This expectations will be communicated by Dean of Student Services or designee to DAC as well.</p> <p>2. Students may request to have a translator present at their hearing and any meetings related to their case. It is the student's responsibility to determine if a translator is needed. The Dean of Student Services or designee will not make that determination.</p> <p>a. The request to have a translator present must be made in writing within three (3) academic days prior to any hearing. The Dean of Student Services or designee will attempt to locate a translator connected to the College. The translator cannot be a friend or family member and cannot be another student at the College.</p> <p>As is the case with all students in the conduct process, it is</p>	

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	<p>the student's responsibility to ensure that they are able to understand communication from the Code of Conduct Office and ask for clarification when necessary.</p>	
<p>PROCEDURES Section 8.21 <u>Disciplinary Hearings</u> (a) Administrative Review <i>Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions:</i></p> <ul style="list-style-type: none"> • <i>Dismissal of the complaint if it does not constitute a violation of student conduct policy.</i> • <i>Non-judicial intervention if the matter is deemed to be of a minor nature.</i> • <i>Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above.</i> • <i>Mediation involving the affected parties.</i> • <i>Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.</i> • <i>Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.</i> 	<p>PROCEDURES Section 8.21 <u>Disciplinary Hearings</u> (a) Due Process Hearing <i>Based upon the information gathered from the Due Process Hearing, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions:</i></p> <ul style="list-style-type: none"> • <i>Dismissal of the complaint if it does not constitute a violation of student conduct policy.</i> • <i>Non-judicial intervention if the matter is deemed to be of a minor nature.</i> • <i>Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above.</i> • <i>Mediation involving the affected parties.</i> • <i>Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.</i> • <i>Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.</i> <p><i>When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is</i></p>	<p>Academic & Student Affairs</p> <p>Change title of 'Administrative Review' to 'Due Process Hearing' to align with current practice</p>

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review.</i></p> <p>(b) Interim Suspension <i>A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing</i></p> <p>(c) Formal Disciplinary Hearing</p> <ul style="list-style-type: none"> <i>The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members.</i> <i>The College President will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges.</i> 	<p><i>immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review.</i></p> <p>(b) Interim Suspension <i>A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing</i></p> <p>(c) Formal Disciplinary Hearing</p> <ul style="list-style-type: none"> <i>The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members.</i> <i>The College President will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges.</i> <i>The hearing will be scheduled to reasonably accommodate the student’s schedule within the designated time frame for due process to occur.</i> 	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<ul style="list-style-type: none"> • <i>The hearing will be scheduled to reasonably accommodate the student’s schedule within the designated time frame for due process to occur.</i> • <i>The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.</i> • <i>If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student’s participation.</i> • <i>The hearing committee’s written recommendation to the College President will be based solely upon evidence submitted at the hearing.</i> • <i>After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence upon which that recommendation was made. See GLOSSARY OF TERMS for the definition of “academic days.”</i> • <i>The College President may accept or reject the committee’s recommendation or lessen sanctions or conditions. The College President may not increase the level of sanctions or conditions. The College</i> 	<ul style="list-style-type: none"> • <i>The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.</i> • <i>If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student’s participation.</i> • <i>The hearing committee’s written recommendation to the College President will be based solely upon evidence submitted at the hearing.</i> • <i>After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence upon which that recommendation was made. See GLOSSARY OF TERMS for the definition of “academic days.”</i> • <i>The College President may accept or reject the committee’s recommendation or lessen sanctions or conditions. The College President may not increase the level of sanctions or conditions. The College President will advise the student, in writing, via CCC official email and/or certified U.S. mail, of his/her decision within five (5) academic days of the receipt of the written recommendation of the committee.</i> • <i>Any written decision by a College President to suspend for more than five (days), dismiss, or expel the student</i> 	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<p><i>President will advise the student, in writing, via CCC official email and/or certified U.S. mail, of his/her decision within five (5) academic days of the receipt of the written recommendation of the committee.</i></p> <ul style="list-style-type: none"> Any written decision by a College President to suspend for more than five (days), dismiss, or expel the student shall be forwarded to the Provost & Chief Academic Officer for approval and shall contain a summary of the evidence on which the decision is based. The College notifies the student of the President’s decision using official CCC email and/or certified U.S. mail. <p>(d) Disciplinary Hearings Involving Allegations of Sexual Harassment</p> <ul style="list-style-type: none"> In cases where a student is alleged to have engaged in sexual harassment, CCC’s EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures (“Equal Opportunity Policy”). The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity Policy and more information about the EEO Office can be found at www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx and at Equal Opportunity in Employment, Programs, Services and 	<p><i>shall be forwarded to the Provost & Chief Academic Officer for approval and shall contain a summary of the evidence on which the decision is based.</i></p> <ul style="list-style-type: none"> The College notifies the student of the President’s decision using official CCC email and/or certified U.S. mail. <p>(d) Disciplinary Hearings Involving Allegations of Sexual Harassment</p> <ul style="list-style-type: none"> In cases where a student is alleged to have engaged in sexual harassment, CCC’s EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures (“Equal Opportunity Policy”). The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity Policy and more information about the EEO Office can be found at www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx and at Equal Opportunity in Employment, Programs, Services and Activities The preponderance of the evidence standard will be used by the EEO Office in reviewing evidence to reach its finding. Preponderance of the evidence means that there is more credible information supporting the position of one party, in comparison to the other, so that the facts in question were more likely than not to have occurred. Both the accused student and the 	

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<p><u>Activities</u></p> <ul style="list-style-type: none"> The preponderance of the evidence standard will be used by the EEO Office in reviewing evidence to reach its finding. Preponderance of the evidence means that there is more credible information supporting the position of one party, in comparison to the other, so that the facts in question were more likely than not to have occurred. Both the accused student and the complaining party shall be notified in writing of the final outcome. If the EEO Office makes a finding that the EEO Policy has been violated, it will provide its findings and recommendation of discipline to the Dean of Student Services to provide to the President of the College. Upon request, CCC will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of the crime of violence or non-forcible sex offense to the alleged victim or the next of kin, if the victim is deceased. 	<p><i>complaining party shall be notified in writing of the final outcome.</i></p> <ul style="list-style-type: none"> <i>If the EEO Office makes a finding that the EEO Policy has been violated, it will provide its findings and recommendation of discipline to the Dean of Student Services to provide to the President of the College.</i> <i>Upon request, CCC will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of the crime of violence or non-forcible sex offense to the alleged victim or the next of kin, if the victim is deceased.</i> 	
<p>Section 8.26 <u>Drug and Alcohol Free Campus</u></p> <p>Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action:</p> <ul style="list-style-type: none"> Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance 	<p>Section 8.26 <u>Drug and Alcohol Free Campus</u></p> <p>Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action:</p> <ul style="list-style-type: none"> Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance 	<p>Academic & Student Affairs</p> <p>Provide clarity to ensure CCC remains a drug and alcohol free institution</p>

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.</p> <ul style="list-style-type: none"> Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law. <p>More information is available on our Consumer Information webpages.</p>	<p>meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.</p> <ul style="list-style-type: none"> Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by state or federal law. <p>More information is available on our Consumer Information webpages.</p>	
<p>Section 8.27 <u>Headcovering Policy</u> Students entering City Colleges of Chicago buildings are required to remove all head coverings unless such coverings are associated with religious beliefs or documented medical conditions.</p>	<p>Section 8.27 <u>Headcovering Policy</u> Students entering City Colleges of Chicago buildings are required to remove all head coverings unless such coverings are associated with religious beliefs or documented medical conditions.</p>	<p>Academic & Student Affairs</p> <p>Removing policy as recommended by the Office of Civil Rights</p>
<p>Section 10.35 <u>Off Site Clinical Classes</u> Faculty may not be compensated by CCC and an off-site institution (or any other employer) for the same time worked, i.e., no “double dipping” compensation is allowed.</p> <p>If a faculty member is scheduled to teach an off-campus clinical and/or skills class at an institution where he/she is also employed, the faculty member must provide documentation of both work schedules to his/her Dean or appropriate supervisor and the Human Resources Office to ensure there is no time overlap between the two professional obligations. Updated documentation must be provided any time either schedule</p>	<p>Section 10.35 <u>Off Site Clinical Classes</u> Faculty may not be compensated by CCC and an off-site institution (or any other employer) for the same time worked, i.e., no “double dipping” compensation is allowed. CCC faculty and/or staff may not receive compensation for off-site classes if no instruction or oversight is provided.</p> <p>If a faculty member is scheduled to teach an off-campus clinical and/or skills class at an institution where he/she is also employed, the faculty member must provide documentation of both work schedules to his/her Dean or appropriate supervisor</p>	<p>Academic & Student Affairs</p> <p>Prohibiting compensation if no instruction or oversight is provided</p>

DECEMBER 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
changes.	and the Human Resources Office to ensure there is no time overlap between the two professional obligations. Updated documentation must be provided any time either schedule changes.	

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