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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 7, 2019**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**RESOLUTION
ADOPT REVISIONS TO ACADEMIC AND STUDENT POLICIES
OF THE CITY COLLEGES OF CHICAGO
MARCH 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 and 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, *CCC Academic and Student Policies* have been revised and updated to: 1) update and clarify existing policy content and align with City Colleges’ 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 and 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 7, 2019, and posted on the City Colleges of Chicago website.

March 7, 2019 – Office of Academic and Student Affairs

Exhibit A
City Colleges of Chicago
Board Approved Academic and Student Policy

March 2019 Policy Update Executive Summary

Policy Revision Goals

- Streamline, simplify, clarify and condense policies.
- Update/create new policies and delete policies that are no longer needed or redundant - focus on correcting policies with errors, that are out of compliance and/or create barriers to student success.
- Separate procedures from policy.

Key Policy Changes

- **Section 2.06 Assessment and Placement – Adult Education Students** - Aligning to meet requirements for ICCB Adult Education and Literacy Policy Manual.
- **Section 2.10 Credit by Standardized Examination/Testing** - To align with state legislation.
- **Section 6.16 Satisfactory Academic Progress** - Updated for clarity and consistency; removing remedial coursework from Pace without appeal.
- **Section 8.18 Standards of Conduct** - It is the goal to enhance the conduct policies so they are more defined and provide clearer explanation to students of the violations committee.

Clarify and Update Existing Content

- **Section 2.07 Transfer Credit** - To clarify that courses that are transferable will be added to a student's academic record.
- **Section 4.01 Guidelines for Degree Programs and Certificate Programs** - Adding headers and bullet points for ease of understanding.
- **Section 4.02 Illinois Articulation Initiative** - Clarifying language.
- **Section 6.05 Tuition Assistance – Chargebacks & Cooperative Agreements** - Simplifies policy and moves transactional information to Procedures.
- **Section 6.14 Federal Financial Aid Eligibility** - Clarifying language for ease of understanding.
- **Section 8.21 Disciplinary Hearings** - Provide clarity on the disciplinary hearing process and protocols.
- **Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses** - Removing language regarding required materials for College Success to align with current practice.

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

MARCH 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 2.06 <u>Assessment & Placement – Adult Education Students</u></p> <p>Prior to registering in Adult Education classes, students are required to take necessary placement examinations, which include CASAS and/or TABE. All students are also required to complete an outcome plan upon registration each year.</p>	<p>Section 2.06 <u>Assessment & Placement – Adult Education Students</u></p> <p>Prior to registering in Adult Education classes, students are required to take necessary placement examinations, which include CASAS and/or TABE. When Adult Education students complete a minimum of 40 instructional hours, students are required to take a post-test examination, CASAS and/or TABE. All students are also required to complete an outcome plan upon registration each year.</p>	<p>Adult Education</p> <p>Aligning to meet requirements for ICCB Adult Education and Literacy Policy Manual.</p>
<p>Section 2.07 <u>Transfer Credit</u></p> <p>Official college transcripts are required as part of the admissions process for credential seeking students. CCC will only accept official undergraduate transcripts from regionally accredited institutions. 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>Section 2.07 <u>Transfer Credit</u></p> <p>Official college transcripts are required as part of the admissions process for credential seeking students. CCC will only accept official undergraduate transcripts from regionally accredited institutions. 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>All courses 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 for transferability and reflected on the student's academic record when the credit is accepted. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see Graduation Requirements for Degrees).</p>	<p>Academic Systems & Student Records</p> <p>To clarify that courses that are transferable will be added to a student's academic record.</p>
<p><i>Transfer Credit – Procedures</i></p> <p><i>Policy: Transfer Credit.</i></p> <p><i>Students should request their official transcripts be sent to the Office of the Registrar at their college. Approved transfer credits will be</i></p>	<p><i>Transfer Credit – Procedures</i></p> <p><i>Policy: Transfer Credit.</i></p> <p><i>Students should request their official transcripts be sent to the Office of the Registrar at their college. Approved transfer credits will be</i></p>	<p>Academic Systems & Student Records</p> <p>To clarify that remedial courses do not transfer.</p>

MARCH 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<p>posted to degree seeking students' academic records by the Office of the Registrar.</p> <ol style="list-style-type: none"> 1. The same course (including articulated transfer course) will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs) 2. 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. <p>Note: If unofficial transcripts are submitted as part of the admission process, they will not be evaluated for transfer credits and official transcripts will still be required for future enrollment and transfer credit evaluation.</p> <p>Posting transfer credit is important and will improve accuracy in advising 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 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).</p> <table border="1" data-bbox="155 1300 728 1481"> <thead> <tr> <th>Quarter System Course Credits</th> <th>CCC Transfer Equivalency Credit Hours</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2.01</td> </tr> <tr> <td>4</td> <td>2.68</td> </tr> <tr> <td>5</td> <td>3.35</td> </tr> </tbody> </table>	Quarter System Course Credits	CCC Transfer Equivalency Credit Hours	3	2.01	4	2.68	5	3.35	<p>posted to degree seeking students' academic records by the Office of the Registrar.</p> <ol style="list-style-type: none"> 1. The same course (including articulated transfer course) will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs) 2. 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. 3. Pre-College level (remedial) coursework is not accepted as transfer credit. <p>Note: If unofficial transcripts are submitted as part of the admission process, they will not be evaluated for transfer credits and official transcripts will still be required for future enrollment and transfer credit evaluation.</p> <p>Posting transfer credit is important and will improve accuracy in advising 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 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).</p> <table border="1" data-bbox="1033 1377 1606 1481"> <thead> <tr> <th>Quarter System Course Credits</th> <th>CCC Transfer Equivalency Credit Hours</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2.01</td> </tr> </tbody> </table>	Quarter System Course Credits	CCC Transfer Equivalency Credit Hours	3	2.01	
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<p>Section 2.10 <u>Credit by Standardized Examination/Testing</u></p> <p>College credit may be granted for college-level knowledge and skills acquired in certain high school courses and/or programs or acquired outside the classroom through evaluation by standardized tests. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations. Testing fees may apply. Neither financial aid nor veterans education benefits is available for any credit awarded by evaluation/testing.</p> <p>(a) College Credit for Certain High School Courses and/or Programs</p> <p>College credit may be granted through standardized examinations/tests for study completed in high school.</p> <ul style="list-style-type: none"> • Advanced Placement Courses – high school students completing Advanced Placement (AP) courses and earning scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations will be awarded transfer credit for the equivalent college credit course. For more information about the Advanced Placement Program, please contact the Office of the Registrar. • International Baccalaureate Program <ul style="list-style-type: none"> – Effective March 8, 2017 and prior, high school students who have successfully completed the entire International Baccalaureate® (IB) Diploma Programme (DP) and earned an IB Diploma will be awarded college-level credit if they receive a score of 4 or higher on their subject examinations. Students who do not hold an IB Diploma but have successfully completed an individual subject 	<p>Section 2.10 <u>Credit by Standardized Examination/Testing</u></p> <p>College credit may be granted for college-level knowledge and skills acquired in certain high school courses and/or programs or acquired outside the classroom through evaluation by standardized tests. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations. Testing fees may apply. Neither financial aid nor veterans education benefits is available for any credit awarded by evaluation/testing.</p> <p>(a) College Credit for Certain High School Courses and/or Programs</p> <p>College credit may be granted through standardized examinations/tests for study completed in high school.</p> <ul style="list-style-type: none"> • Advanced Placement Courses – high school students completing Advanced Placement (AP) courses and earning scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations will be awarded transfer credit for the equivalent college credit course. For more information about the Advanced Placement Program, please contact the Office of the Registrar. • International Baccalaureate Program <ul style="list-style-type: none"> – Effective March 8, 2017 and prior, high school students who have successfully completed the entire International Baccalaureate® (IB) Diploma Programme (DP) and earned an IB Diploma will be awarded college-level credit if they receive a score of 4 or higher on their subject examinations. Students who do not hold an IB Diploma but have successfully completed an individual subject 	<p>Academic Systems & Student Records</p> <p>To align with state legislation.</p>								

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<p>examination will be awarded college level credit for that subject if they achieve a score of 5 or higher.</p> <ul style="list-style-type: none"> - Effective March 9, 2017, high school students who have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 4 or higher. - See International Baccalaureate (IB) Credit for courses equivalencies and other information. <p>(b) College Credit by Standardized Examination</p> <p>A student may earn college credit by successfully completing one or more of the following examinations:</p> <ul style="list-style-type: none"> • College-Level Examination Program (CLEP) General Examinations • CLEP Foreign Language Examinations (French or Spanish) • American Council on the Teaching of Foreign Languages (ACTFL) Foreign Language Examinations (Italian, Arabic, Polish, Chinese or Japanese) 	<p>examination will be awarded college level credit for that subject if they achieve a score of 5 or higher.</p> <ul style="list-style-type: none"> - Effective March 9, 2017, high school students who have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 4 or higher. - See International Baccalaureate (IB) Credit for courses equivalencies and other information. <ul style="list-style-type: none"> • Illinois State Seal of Biliteracy- As required by Illinois State Law, CCC recognizes the State Seal of Biliteracy and awards college credit to recipients of the Seal from Illinois High Schools that have been recognized as approved to award the State Seal by the Illinois State Board of Education (ISBE). <p>(b) College Credit by Standardized Examination</p> <p>A student may earn college credit by successfully completing one or more of the following examinations:</p> <ul style="list-style-type: none"> • College-Level Examination Program (CLEP) General Examinations • CLEP Foreign Language Examinations (French or Spanish) <p>American Council on the Teaching of Foreign Languages (ACTFL) Foreign Language Examinations (Italian, Arabic, Polish, Chinese or Japanese)</p>	
<p>Section 4.01 <u>Guidelines for Degree Programs and Certificate Programs</u></p> <p><i>Policy history: Guidelines for Degree Programs and Certificate Programs.</i></p> <p>The City Colleges of Chicago offer six Associate degree programs:</p> <ul style="list-style-type: none"> • 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.) 	<p>Section 4.01 <u>Guidelines for Degree Programs and Certificate Programs</u></p> <p><i>Policy history: Guidelines for Degree Programs and Certificate Programs.</i></p> <p>The City Colleges of Chicago offer six Associate degree programs:</p> <ul style="list-style-type: none"> • 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.) 	<p>Curriculum & Workforce</p> <p>Adding headers and bullet points for ease of understanding.</p>

MARCH 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> Associate in General Studies (A.G.S.) Associate in Science (A.S.) <p>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.</p> <p>For each degree:</p> <ul style="list-style-type: none"> 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). <p>(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</p>	<ul style="list-style-type: none"> Associate in General Studies (A.G.S.) Associate in Science (A.S.) <p>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.</p> <p>For each degree:</p> <ul style="list-style-type: none"> 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). <p>(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</p>	

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<p>number of credits needed for degree completion.</p> <p>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 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"> • Nursing • Nursing (RN Completion Program) • Occupational Therapy • Paralegal Studies • Physician Assistant • Radiography <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"> • Communications Technology • Electrical Construction Technology • Mortuary Science • Surgical Technology <p>(b) Certificate Programs</p>	<p>number of credits needed for degree completion.</p> <p>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 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"> • Nursing • Nursing (RN Completion Program) • Occupational Therapy • Paralegal Studies • Physician Assistant • Radiography <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"> • - Communications Technology • Electrical Construction Technology • Mortuary Science • Surgical Technology <p>(b) Certificate Programs</p>	

MARCH 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>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"> • Basic Certificates range from 0.5 to 29 credit hours • Advanced Certificates range from 30 to 50 credit hours <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> <ul style="list-style-type: none"> • 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. <p>For transfer credit using the General Education Course Curriculum (GECC) package to meet their</p> <p>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.</p> <p>Associate in Applied Science (AAS)</p>	<p>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"> • Basic Certificates range from 0.5 to 29 credit hours • Advanced Certificates range from 30 to 50 credit hours <p>(c) General Education Courses</p> <p>General education courses are defined by type as:</p> <p>i. 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> <ul style="list-style-type: none"> ○ 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. <p>For transfer credit using the General Education Course Curriculum (GECC) package to meet their</p> <p>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.</p>	

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<p>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].</p> <p>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.</p> <p>Under this option, courses transfer to receiving institutions on a case-by case basis.</p> <p>Associate in General Studies (AGS)</p> <p>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.</p>	<p>ii. Associate in Applied Science (AAS)</p> <p>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].</p> <p>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.</p> <p>Under this option, courses transfer to receiving institutions on a case-by case basis.</p> <p>iii. Associate in General Studies (AGS)</p> <p>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.</p>	

MARCH 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 4.02 <u>Illinois Articulation Initiative</u></p> <p>City Colleges of Chicago is a participant in the Illinois Articulation Initiative (IAI) which is a comprehensive statewide effort among more than 100 colleges and universities in Illinois to ease the transfer of students. IAI became effective for students entering a participating college or university as first-time freshmen during the summer of 1998.</p> <p>(a) Benefits for Students</p> <p>Students who complete the IAI General Education Core Curriculum (GECC) at City Colleges of Chicago fulfilling all of the GECC requirements with IAI approved General Education courses and transfer to participating institutions have the assurance that lower-division general education requirements for an associate or baccalaureate degree have been satisfied and the GECC will transfer. A participating receiving institution may require transfer students to complete an institution- wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum (GECC).</p> <p>For each degree program, taking IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions. However, students may fulfill CCC general education requirements and graduation requirements with courses that are not IAI approved.</p> <p>Each of the City Colleges incorporated the GECC in the awarding of A.A. and the A.S. degrees after 1998. Students of City Colleges must earn a grade of “C” or better in all of their general education courses (see Graduation Requirements for Degrees).</p> <p>The GECC does not include a Human Diversity (HD) requirement but students may fulfill the Human Diversity (HD) requirement (see</p>	<p>Section 4.02 <u>Illinois Articulation Initiative</u></p> <p>City Colleges of Chicago is a participant in the Illinois Articulation Initiative (IAI) which is a comprehensive statewide effort among more than 100 colleges and universities in Illinois to ease the transfer of students. IAI became effective for students entering a participating college or university as first-time freshmen during the summer of 1998.</p> <p>(a) Benefits for Students</p> <p>Students who complete the IAI General Education Core Curriculum (GECC) at City Colleges of Chicago fulfilling all of the GECC requirements with IAI approved General Education courses and transfer to participating institutions have the assurance that lower-division general education requirements for an associate or baccalaureate degree have been satisfied and the GECC will transfer. A participating receiving institution may require transfer students to complete an institution- wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum (GECC).</p> <p>For each degree program, taking IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions. However, students may fulfill CCC general education requirements and graduation requirements with courses that are not IAI approved.</p> <p>CCC courses receive IAI approval by college. In order for a student's course credit to benefit from IAI approval, the course must be IAI approved at the college where it was taken.</p> <p>Each of the City Colleges incorporated the GECC in the awarding of A.A. and the A.S. degrees after 1998. Students of City Colleges must earn a grade of “C” or better in all of their general education courses (see Graduation Requirements for Degrees).</p>	<p>Curriculum & Workforce</p> <p>Clarifying language.</p>

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<p>Guidelines for Degree Programs and Certificate Programs) with a course that is IAI approved or a course designated as an HD course by CCC. IAI approved courses that also fulfill the HD requirement have an IAI Number that ends with either the letter ‘N’ or ‘D’. 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 general education course that fulfills the Human Diversity requirement when possible.</p>	<p>The GECC does not include a Human Diversity (HD) requirement but students may fulfill the Human Diversity (HD) requirement (see Guidelines for Degree Programs and Certificate Programs) with a course that is IAI approved or a course designated as an HD course by CCC. IAI approved courses that also fulfill the HD requirement have an IAI Number that ends with either the letter ‘N’ or ‘D’. 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 general education course that fulfills the Human Diversity requirement when possible.</p>	
<p>Section 6.05 <u>Tuition Assistance – Chargebacks & Cooperative Agreements</u> <i>Renamed: formerly Tuition Chargeback.</i></p> <p>CCC students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered.</p> <p>Applications for tuition assistance via chargebacks or cooperative agreements are due no later than thirty (30) days prior to the first day of class at the college the student plans to attend. Application forms and further information, including program rules and requirements which are subject to change without notification, are available by visiting www.ccc.edu/chargeback.</p> <p>If CCC has a cooperative or joint agreement with another Illinois community college for the desired program, CCC will not offer tuition chargeback assistance for that program at any other college.</p>	<p>Section 6.05 <u>Tuition Assistance – Chargebacks & Cooperative Agreements</u> <i>Renamed: formerly Tuition Chargeback.</i></p> <p>City Colleges of Chicago has cooperative agreements with other Illinois public community college districts that enable CCC District 508 residents to enroll in occupational programs not currently offered by CCC at in-district rates for that college. Students must apply for approval by CCC to receive this benefit.</p> <p>Applications for a cooperative agreement or chargeback will only be approved if submitted according to CCC procedures and guidelines posted on the website. Students must be in good standing with CCC to receive approval.</p> <p>The determination if an occupational program is not currently offered at CCC is made at CCC’s sole discretion.</p> <p>Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community</p>	<p>Curriculum & Workforce</p> <p>Simplifies policy and moves transactional information to Procedures.</p>

MARCH 2019 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>CCC does not provide chargeback or cooperative agreement approval for comparable programs or courses as determined by CCC's sole discretion. CCC will not approve chargebacks for general education, developmental education, and/or program prerequisite courses.</p> <p>Students must apply for chargebacks each term requested. Under a cooperative agreement, CCC can approve a student's application for up to three (3) terms. Chargeback or cooperative agreement applications will only be approved for those students with no debt owed to CCC. CCC does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.</p> <p>Students may only receive tuition chargeback assistance for courses that have been approved for that student for a given term. Students may not receive tuition chargeback assistance for any course substitutions that are not approved by CCC.</p> <p>Authorization of a chargeback shall not exceed two (2) consecutive calendar years [maximum six (6) consecutive terms including summer terms] of study for any individual, regardless of program length. Additionally, chargeback authorization is limited to one (1) program per applicant in their lifetime.</p> <p>If CCC has authorized chargeback for the first year of a program in another district, and subsequently CCC develops a comparable program, the student is not required to transfer back to CCC for the balance of the program. In general, once a program has been approved for chargeback, CCC continues that approval, upon reapplication each term, until the program is completed. However if chargeback is authorized and the student permanently moves out of the CCC district, authorization is valid only for the remaining unexpired term or semester.</p>	<p>college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board.</p> <p>CCC students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered.</p> <p>Applications for tuition assistance via chargebacks or cooperative agreements are due no later than thirty (30) days prior to the first day of class at the college the student plans to attend. Application forms and further information, including program rules and requirements which are subject to change without notification, are available by visiting www.ccc.edu/chargeback.</p> <p>If CCC has a cooperative or joint agreement with another Illinois community college for the desired program, CCC will not offer tuition chargeback assistance for that program at any other college.</p> <p>CCC does not provide chargeback or cooperative agreement approval for comparable programs or courses as determined by CCC's sole discretion. CCC will not approve chargebacks for general education, developmental education, and/or program prerequisite courses.</p> <p>-</p> <p>Students must apply for chargebacks each term requested. Under a cooperative agreement, CCC can approve a student's application for up to three (3) terms. Chargeback or cooperative agreement applications will only be approved for those students with no debt owed to CCC. CCC does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.</p>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her chargeback or cooperative agreement letter to the Business Office of the CCC college with which he/she enrolls at the time of registration.</p>	<p>Students may only receive tuition chargeback assistance for courses that have been approved for that student for a given term. Students may not receive tuition chargeback assistance for any course substitutions that are not approved by CCC.</p> <p>Authorization of a chargeback shall not exceed two (2) consecutive calendar years [maximum six (6) consecutive terms including summer terms] of study for any individual, regardless of program length. Additionally, chargeback authorization is limited to one (1) program per applicant in their lifetime.</p> <p>If CCC has authorized chargeback for the first year of a program in another district, and subsequently CCC develops a comparable program, the student is not required to transfer back to CCC for the balance of the program. In general, once a program has been approved for chargeback, CCC continues that approval, upon reapplication each term, until the program is completed. However if chargeback is authorized and the student permanently moves out of the CCC district, authorization is valid only for the remaining unexpired term or semester.</p> <p>Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her chargeback or cooperative agreement letter to the Business Office of the CCC college with which he/she enrolls at the time of registration.</p>	
<p><i>Tuition Assistance – Chargebacks & Cooperative Agreements – Procedures</i></p>	<p><i>Tuition Assistance – Chargebacks & Cooperative Agreements – Procedures</i></p>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Policy: Tuition Assistance – Chargebacks & Cooperative Agreements.</p> <p>The Tuition Chargeback & Cooperative Agreements application will only be available during the application period and will be posted at www.ccc.edu/chargeback for approximately one month, closing no later than three (3) weeks prior to the start of the application term.</p> <p>Chargeback and cooperative agreement decisions and notifications will be made on a rolling basis and applicants will be notified of the decision via email.</p>	<p>Policy: Tuition Assistance – Chargebacks & Cooperative Agreements.</p> <p>As of Summer 2017, CCC is a participant in the statewide Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement). Under this agreement, CCC students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply to CCC for approval to attend another public Illinois Community College where the desired program is offered and pay that college's in-district tuition rates.</p> <p>Applications for approval under the CAREER Agreement are due no later than thirty (30) days prior to the first day of class at the college the student plans to attend. Application forms and further information, including program rules and requirements which are subject to change without notification, are available by visiting www.ccc.edu/chargeback.</p> <p>CAREER Agreement approval is granted at the program level. If CCC offers a comparable program, approval will not be granted under the cooperative agreement, even if the receiving college offers the program in a different format from CCC. The determination of eligible programs is made at CCC's sole discretion.</p> <p>Students may receive CAREER Agreement approval for up to three (3) terms at a time. Students must reapply under the CAREER Agreement each academic year. CAREER Applications will only be approved for students with no debt owed to CCC.</p> <p>If CCC has authorized a student for the first year of a program in another district under the CAREER Agreement, and subsequently CCC develops a comparable program, the student is not required to transfer back to CCC for the balance of the program. In general, once a program has been approved for a student under the CAREER Agreement, CCC continues that approval, upon reapplication each year, until the program is completed. However if CAREER Agreement approval is granted and the student permanently moves out of the CCC district,</p>	

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	<p>authorization is valid only for the remaining unexpired term or semester.</p> <p>In the case that the desired program is offered by an Illinois public community college that is not participating in the CAREER Agreement, CCC may authorize a tuition assistance via a tuition chargeback. If CCC has a cooperative or joint agreement with another Illinois community college for the desired program, CCC will not offer tuition chargeback assistance for that program at any other college.</p> <p>CCC does not provide chargeback approval for comparable programs or courses as determined by CCC's sole discretion. CCC will not approve chargebacks for general education, developmental education, and/or program prerequisite courses.</p> <p>Students must apply for chargebacks each term requested. Chargeback applications will only be approved for those students with no debt owed to CCC. CCC does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.</p> <p>Students may only receive tuition chargeback assistance for courses that have been approved for that student for a given term. Students may not receive tuition chargeback assistance for any course substitutions that are not approved by CCC.</p> <p>Authorization of a chargeback shall not exceed two (2) consecutive calendar years [maximum six (6) consecutive terms including summer terms] of study for any individual, regardless of program length. Additionally, chargeback authorization is limited to one (1) program per applicant in their lifetime.</p> <p>Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her chargeback or cooperative agreement letter to the Business Office of</p>	

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	<p><i>the CCC college with which he/she enrolls at the time of registration.</i></p> <p><i>The Tuition Chargeback & Cooperative Agreements application will only be available during the application period and will be posted at www.ccc.edu/chargeback for approximately one month, closing no later than three (3) weeks prior to the start of the application term.</i></p> <p><i>Chargeback and cooperative agreement decisions and notifications will be made on a rolling basis and applicants will be notified of the decision via email.</i></p>	
<p>Section 6.14 <u>Federal Financial Aid Eligibility</u></p> <p>The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress. As it is impossible to list all financial aid policies and procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs:</p> <ul style="list-style-type: none"> • Federal Pell Grant • Federal Supplemental Educational Opportunity Grant • Federal Work Study • Federal Direct Student Loans • Federal Parent Loan for Undergraduate Students (PLUS Loan) • Monetary Award Program Grant (MAP Grant) <p>Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs.</p> <p>For most programs, students are required to have earned a high</p>	<p>Section 6.14 <u>Federal Financial Aid Eligibility</u></p> <p>The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress. As it is impossible to list all financial aid policies and procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs:</p> <ul style="list-style-type: none"> • Federal Pell Grant • Federal Supplemental Educational Opportunity Grant • Federal Work Study • Federal Direct Student Loans • Federal Parent Loan for Undergraduate Students (PLUS Loan) • Monetary Award Program Grant (MAP Grant) <p>Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs.</p> <p>For most programs, students are required to have earned a high</p>	<p>Student Financials</p> <p>Clarifying language for ease of understanding.</p>

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<p>school diploma (foreign or domestic), high school equivalency, or have completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule.</p> <p>Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by:</p> <ul style="list-style-type: none"> • Passing an independently administered Department of Education approved ATB test; or • Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution. <p>Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District.</p> <p>Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must:</p> <ul style="list-style-type: none"> • Complete all requested forms accurately • Use all financial aid received solely for educational expenses related to attending CCC 	<p>school diploma (foreign or domestic), high school equivalency, or have completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule.</p> <p>Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by:</p> <ul style="list-style-type: none"> • Passing an independently administered Department of Education approved Ability to Benefit (ATB) test; or • Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution. <p>Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District.</p> <p>-</p> <p>Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must:</p> <ul style="list-style-type: none"> • Complete all requested forms accurately • Use all financial aid received solely for educational expenses related to attending CCC 	

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<ul style="list-style-type: none"> • Submit in a timely manner all additional documentation requested by the Financial Aid Office • Meet all Satisfactory Academic Progress (SAP) policies <p>Students have the right to:</p> <ul style="list-style-type: none"> • Know how financial need was determined • Know how financial aid will be distributed • Request an explanation of programs in the financial aid package • Refuse any aid offered • Request an explanation of CCC's refund policy • Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures • Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted. <p>CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress.</p> <p>Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review</p>	<ul style="list-style-type: none"> • Submit in a timely manner all additional documentation requested by the Financial Aid Office • Meet all Satisfactory Academic Progress (SAP) policies <p>Students have the right to:</p> <ul style="list-style-type: none"> • Know how financial need was determined • Know how financial aid will be distributed • Request an explanation of programs in the financial aid package • Refuse any aid offered • Request an explanation of CCC's refund policy • Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures • Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted. <p>CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress.</p> <p>Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review</p>	

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<p>the enrollment status and progress of students at the end of each semester/term.</p> <p>Per federal regulations, if a student is found to have provided fraudulent information to any entity in the school for the purpose of receiving federal financial aid, the U.S. Office of the Inspector General will be notified.</p>	<p>the enrollment status and progress of students at the end of each semester/term.</p> <p>If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year.</p> <p>Per federal regulations, if a student is found to have provided fraudulent information to any entity in the school for the purpose of receiving federal financial aid, the U.S. Office of the Inspector General will be notified.</p>	
<p><u>Federal Financial Aid Eligibility – Procedures</u> Policy: Federal Financial Aid Eligibility.</p> <p><i>The first step in the financial aid process is to complete the FAFSA (www.fafsa.gov) and to list the college code for CCC at which the student plans to complete his/her degree or certificate. If the student is unsure as to which City College of Chicago he/she plans to attend, then the student should list multiple school codes on the FAFSA. Once the college receives the FAFSA, the Financial Aid Office will follow-up with the student by sending a detailed email to his/her CCC student email account. The email will either list additional requirements that are part of the financial aid process, or it will be a notification of the student’s financial aid awards. The financial aid process should be completed prior to registration as a financial aid deferment will not be granted unless a student has completed all outstanding financial aid requirements.</i></p>	<p><u>Federal Financial Aid Eligibility – Procedures</u> Policy: Federal Financial Aid Eligibility.</p> <p><i>The first step in the financial aid process is to complete the FAFSA (www.fafsa.gov) and to list the college code for CCC at which the student plans to complete his/her degree or certificate. If the student is unsure as to which City College of Chicago he/she plans to attend, then the student should list multiple school codes on the FAFSA. Once the college receives the FAFSA, the Financial Aid Office will follow-up with the student by sending a detailed email to his/her CCC student email account. The email will either list additional requirements that are part of the financial aid process, or it will be a notification of the student’s financial aid awards. The financial aid process should be completed prior to registration. as a A financial aid tuition deferment will not be</i></p>	<p>Student Financials</p> <p>Clarifying language for ease of understanding.</p>

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<p><i>A student’s estimated financial aid award is determined based on a number of factors, including but not limited to, his/her enrollment status in eligible courses at the financial aid census date for the term, Expected Family Contribution as derived from the FAFSA, academic program duration, and federal and state eligibility limits by program. The Financial Aid Office can provide detailed information on each of these requirements.</i></p> <p><i>Book Vouchers are typically available one week before classes begin for the term. A financial aid book voucher is available when a student has a Pell Grant and/or a Federal Direct Loan that exceeds his/her tuition charges charges for the term. The dates and times for book vouchers will be posted in the Financial Aid Office. To receive a book voucher, a student must log into my.ccc.edu, navigate to their current year financial aid information, and select “yes” in the book voucher authorization section of the portal. The book voucher authorization will remain for the duration of the student’s enrollment at CCC unless he/she logs into my.ccc.edu and updates the book voucher authorization to “no”. Please visit the Financial Aid Office for additional information on book vouchers.</i></p> <p><i>Financial aid is disbursed at different times throughout the academic year. Unless Federal regulations require otherwise, a single disbursement of financial aid dollars will occur 4 - 6 weeks after the term begins. For the Summer term, 100% of the disbursement will be scheduled 2 weeks after mid-term. A student can expect his/her financial aid refund approximately 14 days after he/she has a credit balance on his/her student account due to a financial aid disbursement. Some academic programs will qualify for a different financial aid disbursement schedule. Disbursement date information can be obtained in the Financial Aid Office.</i></p>	<p><i>granted unless a student has completed all outstanding financial aid requirements.</i></p> <p><i>A student’s estimated financial aid award is determined based on a number of factors, including but not limited to, his/her enrollment status in eligible courses at the financial aid census date for the term, Expected Family Contribution as derived from the FAFSA, academic program duration, and federal and state eligibility limits by program. The Financial Aid Office can provide detailed information on each of these requirements.</i></p> <p><i>Book Vouchers are typically available one week before classes begin for the term. A financial aid book voucher is available when a student has a Pell Grant and/or a Federal Direct Loan that exceeds his/her tuition charges charges for the term. The dates and times for book vouchers will be posted in the Financial Aid Office. To receive a book voucher, a student must have provided all requested financial aid documents, and then logs log into my.ccc.edu, navigate to their current year financial aid information, and select selects “yes” in the book voucher authorization section of the portal. The book voucher authorization will remain for the duration of the student’s enrollment at CCC unless he/she logs into my.ccc.edu and updates the book voucher authorization to “no”. Please visit the Financial Aid Office for additional information on book vouchers.</i></p> <p><i>Financial aid is disbursed at different times throughout the academic year. Unless Federal regulations require otherwise, a single disbursement of financial aid dollars will occur 4 - 6 weeks after the term begins. For the Summer term, 100% of the disbursement will be scheduled 2 weeks after mid-term. A student can expect his/her financial aid refund approximately 14 days after he/she has a credit balance on his/her student account due to a financial aid disbursement. Some academic programs will qualify for a different financial aid disbursement schedule.</i></p>	

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<p><i>Financial aid will pay for up to 30 credit hours of remedial/developmental course work specified as prerequisites to classes required for the completion of the student's financial-aid-eligible academic program.</i></p> <p><i>Note: financial aid is not available for Foundational Studies courses.</i></p>	<p><i>Disbursement date information can be obtained in the Financial Aid Office.</i></p> <p><i>Financial aid will pay for up to 30 credit hours of remedial/developmental course work specified as prerequisites to classes required for the completion of the student's financial-aid-eligible academic program.</i></p> <p><i>Note: financial aid is not available for Foundational Studies courses.</i></p>	
<p>Section 6.16 <u>Satisfactory Academic Progress</u></p> <p>CCC's Satisfactory Academic Progress (SAP) policy, procedures, and practices ensure full compliance with federal regulations 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 2016 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 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 Cumulative Grade Point Average (CUM GPA) measure includes</p>	<p>Section 6.16 <u>Satisfactory Academic Progress</u></p> <p>CCC's Satisfactory Academic Progress (SAP) policy, procedures, and practices ensure full compliance with federal regulations 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 2016-2019 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 Cumulative Grade Point Average (CUM GPA) measure includes</p>	<p>Student Financials</p> <p>Updated for clarity and consistency; removing remedial coursework from Pace without appeal.</p>

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<p>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 included in the GPA and Pace measures; however, staff may exclude remedial courses from Pace in an appeal review, if warranted. Remedial courses are excluded from the Maximum Timeframe measure. Foundational Studies, 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 certificate or degree and starts a new 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>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 included in the GPA and Pace measures; however, staff may exclude remedial courses from Pace in an appeal review, if warranted. Remedial courses are excluded from the Pace and Maximum Timeframe measure. Foundational Studies, 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><u>Satisfactory Academic Progress – Procedures</u> <i>Policy: Satisfactory Academic Progress.</i></p> <p>(a) On an Ongoing Basis, as a Student <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</i></p>	<p><u>Satisfactory Academic Progress – Procedures</u> <i>Policy: Satisfactory Academic Progress.</i></p> <p>(a) On an Ongoing Basis, as a Student <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</i></p>	<p>Student Financials</p> <p>Clarifying language for ease of understanding.</p>

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<p><i>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>(b) New Students <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 <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 Timeframe calculation unless the</i> 	<p><i>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>(b) New Students <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 <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 Timeframe calculation unless the</i> 	

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<p><i>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> <ul style="list-style-type: none"> • <i><u>Administrative Removal from College (ADR)</u>: Classes attempted during a term when a student is removed from college and an ADR 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 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>Administrative Withdrawals</u>: Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation.</i> • <i><u>Audited Courses</u>: Audited courses (AUD) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.</i> • <i><u>Cancelled Courses</u>: If a course is cancelled, it is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.</i> • <i><u>Change of Academic Program</u>: A student may change their academic program one time with a SAP reset. Only courses from the prior program that apply to current program will be included in SAP calculations.</i> • <i><u>Deleted Courses</u>: 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> • <i><u>Earned Letter Grades</u>: Earned letter grades of A, B, C, D positively impact a student's Pace percentage and bring</i> 	<p><i>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> <ul style="list-style-type: none"> • <i><u>Administrative Removal from College (ADR)</u>: Classes attempted during a term when a student is removed from college and an ADR 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 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>Administrative Withdrawals</u>: Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation.</i> • <i><u>Audited Courses</u>: Audited courses (AUD) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.</i> • <i><u>Cancelled Courses</u>: If a course is cancelled, it is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.</i> • <i><u>Change of Academic Program</u>: A student may change their academic program one time with a SAP reset. Only courses from the prior program that apply to current program will be included in SAP calculations.</i> • <i><u>Deleted Courses</u>: 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> • <i><u>Earned Letter Grades</u>: Earned letter grades of A, B, C, D positively impact a student's Pace percentage and bring</i> 	

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<p><i>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></p> <ul style="list-style-type: none"> • <i>Foundational Studies Courses: Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.</i> • <i>Incomplete grades: 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> • <i>No Show Withdrawals: No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations.</i> • <i>Reinstate in a class (RNS): Reinstated classes are included in all SAP evaluations.</i> • <i>Remedial Courses: Remedial (developmental) courses are included in the GPA calculation and Pace percentage; however, staff may exclude remedial courses from Pace in an appeal review, if warranted. Remedial courses are excluded from the Maximum Timeframe calculation.</i> • <i>Repeated Courses: 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</i> 	<p><i>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></p> <ul style="list-style-type: none"> • <i>Foundational Studies Courses: Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.</i> • <i>Incomplete grades: 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> • <i>No Show Withdrawals: No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations.</i> • <i>Reinstate in a class (RNS): Reinstated classes are included in all SAP evaluations.</i> • <i>Remedial Courses: Remedial (developmental) courses are included in the GPA calculation and Pace percentage; however, staff may exclude remedial courses from Pace in an appeal review, if warranted. Remedial courses are excluded from the Maximum Timeframe calculation.</i> • <i>Repeated Courses: 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</i> 	

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<p><i>with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation.</i></p> <ul style="list-style-type: none"> • <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 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. • <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. • <u>Withdrawals</u>: Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. 	<p><i>with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation.</i></p> <ul style="list-style-type: none"> • <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 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. • <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. • <u>Withdrawals</u>: Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. 	

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<p>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.</p> <p>(d) Pace CCC will use standard rounding rules when calculating PACE measure, rounding to the nearest whole percentage point.</p> <p>(e) Maximum Timeframe 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.</p> <p>(f) Students with a SAP Warning 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.</p> <p>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.</p> <p>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</p>	<p>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.</p> <p>(d) Pace CCC will use standard rounding rules when calculating PACE measure, rounding to the nearest whole percentage point.</p> <p>(e) Maximum Timeframe 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.</p> <p>(f) Students with a SAP Warning 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.</p> <p>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.</p> <p>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</p>	

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<p><i>courses – as students take exactly the 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, who improve performance at the conclusion of the next term of enrollment and are again meeting the SAP standards 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>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>The hold will describe the importance of keeping good Pace – not dropping or failing courses as students take exactly the courses they</i></p>	<p><i>courses – as students take exactly the 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 who improve academic performance at the conclusion of the next warning term of enrollment and are again 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>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>The A SAP hold will describe emphasizes the importance of keeping good Pace – not dropping or failing courses as students take exactly</i></p>	

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<p><i>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 responsible for paying tuition from personal resources. If the student subsequently brings their academic record into compliance with SAP standards, 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>The SAP Committee reviews student appeals within ten (10) business days of submission. The submission process and technology will remain open to students who submit their appeals later, and their appeals will likely be reviewed prior to the start of classes; however, the Committee cannot guarantee it.</i></p> <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</i> 	<p><i>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 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. The SAP Committee reviews student Appeals are reviewed within ten (10) business days of submission. The submission process and technology will remain open to students who submit their appeals later, and their appeals will likely be reviewed prior to the start of classes; however, the Committee cannot guarantee it.</i></p> <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</i> 	

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<p><i>time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation of that circumstance in multiple appeals.</i></p> <ul style="list-style-type: none"> <i>Can the student receive a SAP reset, which would clear Timeframe, Pace, and/or GPA issues? If a reset of SAP is warranted, the student will only be approved for up to 150% of the number of credit hours for the courses required to complete the new program minus any applicable credits from the previous program(s).</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 progress is typically defined as passing all courses with a grade of C or better.</i> <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>As a general rule of thumb, 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</i> 	<p><i>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></p> <ul style="list-style-type: none"> <i>Can the student receive a SAP reset, which would clear Timeframe, Pace, and/or GPA issues? If a reset of SAP is warranted, the student is approved for the entire 150% of the program requirements, minus any applicable courses. will only be approved for up to 150% of the number of credit hours for the courses required to complete the new program minus any applicable credits from the previous program(s).</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 progress is typically defined as passing all courses with a grade of C or better.</i> <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>As a general rule of thumb, 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</i></p>	

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<p><i>certificate.</i></p> <ul style="list-style-type: none"> • <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 that led to poor academic performance.</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><i>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 that led to poor academic performance.</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 8.18 <u>Standards of Conduct</u></p> <p>(a) Definition of "Student"</p> <p>For the purposes of this policy, a "student" means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a "student." Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a continuing relationship with CCC is considered a "student." Any person who withdraws after allegedly violating the student code of conduct is considered a "student" for purposes of this policy.</p> <p>(b) Definition of "Visitor" and Visitor Standards of Conduct</p> <p>A visitor is defined as an individual who is not a member of the CCC</p>	<p>Section 8.18 <u>Standards of Conduct</u></p> <p>(a) Definition of "Student"</p> <p>For the purposes of this policy, a "student" means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a "student." Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a continuing relationship with CCC is considered a "student." Any person who withdraws after allegedly violating the student code of conduct is considered a "student" for purposes of this policy.</p> <p>(b) Definition of "Visitor" and Visitor Standards of Conduct</p> <p>A visitor is defined as an individual who is not a member of the CCC</p>	<p>Advising and Student Success & College Office of Judicial Affairs</p> <p>It is the goal to enhance the conduct policies so they are more defined and provide clearer explanation to students of the violations committed.</p>

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<p>community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.</p> <p>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a Notice of No Trespass and wish to enroll in a credit or non-credit course or program must meet with the Associate Vice Chancellor of Student Affairs in order to obtain permission to seek admission.</p> <p>(c) Student Misconduct CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See Student Conduct Complaint.</p> <p><i>“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”</i></p>	<p>community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.</p> <p>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a Notice of No Trespass and wish to enroll in a credit or non-credit course or program must meet with the Associate Vice Chancellor of Student Affairs in order to obtain permission to seek admission. Visitors and guests who have been issued a “Notice of No Trespass” and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the “Notice of No Trespass” was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all colleges, and the Associate Vice Chancellor of Advising and Student Success</p> <p>(c) Student Misconduct CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume</p>	

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<p>(d) Types of Misconduct Misconduct for which students are subject to college discipline falls into the following categories:</p> <ul style="list-style-type: none"> • Academic dishonesty – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See Academic Integrity and Dishonesty. • Dishonesty involving college documents, records or identification cards – stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college. • Obstruction or disruption of learning environment or other college activities – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment. • Conduct that threatens health or safety – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one’s own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication, such as: 	<p>an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See Student Conduct Complaint.</p> <p><i>“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”</i></p> <p>(d) Types of Misconduct Misconduct for which students are subject to college discipline falls into the following categories:</p> <ol style="list-style-type: none"> 1. Academic dishonesty – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See Academic Integrity and Dishonesty. 2. Dishonesty involving college documents, records or identification cards – including but not limited to stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and/or knowingly furnishing false information to the college. <ul style="list-style-type: none"> 2.1a: Forgery of an administrative staff person, faculty member, or student’s name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another. 	

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<ul style="list-style-type: none"> - Physical abuse - Verbal abuse - Threats to harm a person or property - Intimidation - Harassment - Stalking - Hazing - Coercion - Carrying or possession of unauthorized weapons, ammunition or other explosives - Creating a clear and present danger to persons or property by the misuse of combustible or biological materials - Carrying or possession of unauthorized replica weapons or explosives - Sexual harassment, including sexual violence, domestic violence, and sexual assault. See Disciplinary Hearings Involving Allegations of Sexual Harassment • Theft or vandalism <ul style="list-style-type: none"> - Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen. - Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises. • Failure to comply – failure to comply with college officials acting in the performance of their duties. • Unauthorized or inappropriate use of CCC facilities or 	<p>2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials.</p> <p>2.1c: Use of the College’s name, image, or logo without proper authorization or with intent to misrepresent or defraud.</p> <p>2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID.</p> <p>Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college.</p> <p>Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized access to an existing college record is not permitted</p> <p>3. Obstruction or disruption of learning environment or other college activities – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.</p> <p>3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud or otherwise disorderly conduct under any circumstance including, but not limited to, intoxication due to the consumption of</p>	

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<p>resources.</p> <ul style="list-style-type: none"> • Retaliation – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters. • Alcohol and controlled substances <ul style="list-style-type: none"> – Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages. – Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law. – See Drug and Alcohol Free Campus • Violations of CCC policies <ul style="list-style-type: none"> – Equal Opportunity in Employment, Programs, Services and Activities policy – College Rules – Drug and Alcohol Free Campus policy – Headcovering Policy – Tobacco-Free Campus policy – Responsible Computer Use policy 	<p>alcohol, in which the conduct tends to cause or provoke a disturbance or disrupts the normal operations of the college.</p> <p>3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property</p> <p>3.1c: Any conduct or behavior that disrupts a faculty member while teaching is a violation. This includes, but is not limited to, talking in class, talking, texting, playing music, or listening to headphones.</p> <p>4. Conduct that threatens health or safety – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one’s own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication. , such as:</p> <ul style="list-style-type: none"> — Physical abuse — Verbal abuse — Threats to harm a person or property — Intimidation — Harassment — Stalking — Hazing — Coercion — Carrying or possession of unauthorized weapons, ammunition or other explosives 	

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	<p> Creating a clear and present danger to persons or property by the misuse of combustible or biological materials Carrying or possession of unauthorized replica weapons or explosives Sexual harassment, including sexual violence, domestic violence, and sexual assault. </p> <p> Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3) will follow the CCC Equal Opportunity Policy and Complaint Procedures. </p> <p> (4.4) Hazing City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services. </p> <p> 4.4a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited. </p> <p> 4.4b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited. </p> <p> 4.4c: the forced participation in any kind of </p>	

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	<p>sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.</p> <p>4.4d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.</p> <p>4.4e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.</p> <p>4.4f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings.</p> <p>(4.5) Physical Altercation/Violent/Threatening Behavior The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact.</p> <p>(4.6) Weapons/Firearms/Explosives The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises or during college activities are prohibited. The penalty for possession weapons may be subject to expulsion. If a student is found responsible, automatic expulsion will be rendered.</p> <p>Specific violations of this policy include, but are not</p>	

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	<p>limited to, the possession, use or threat of use of any of the following items:</p> <ul style="list-style-type: none"> • Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded); • Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm; • Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury; • Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon; • Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or • Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals. <p>Note: Students who hold a conceal carry permit are not allowed to be in possession of their firearm within any CCC building.</p> <p style="text-align: center;">See Disciplinary Hearings Involving Allegations of Sexual Harassment</p> <p>5. Theft or vandalism 5.1a: Theft of property, including taking without express</p>	

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	<p>permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen.</p> <p>5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises.</p> <p>6. Failure to comply – failure to comply with college officials acting in the performance of their duties.</p> <p>7. Unauthorized or inappropriate use of CCC facilities or resources. Breaching Campus Safety or Security</p> <p>7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior security doors.</p> <p>7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment</p> <p>7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions.</p> <p>8. Retaliation – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in</p>	

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	<p>the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.</p> <p>9. Alcohol and controlled substances</p> <p>9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.</p> <p>9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law.</p> <ul style="list-style-type: none"> - See Drug and Alcohol Free Campus <p>10. Clinical/Practicum Misconduct</p> <p>Any violation of behavior guidelines as determined and outlined by the academic program. This includes, but not limited to, behavior, which causes the students' temporary suspension or removal from an external placement site, violation of "work rules", etc.</p> <p>11. Violations of CCC policies</p> <ul style="list-style-type: none"> - Equal Opportunity in Employment, Programs, Services and Activities (See Section 8.24) - Equal Opportunity Policy and Complaint Procedures (See EEO Policy) - Academic program handbooks - College Rules (See Section 8.25) 	

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	<ul style="list-style-type: none"> - Drug and Alcohol Free Campus (See Section 8.26) - Headcovering Policy - Tobacco-Free Campus (see Section 8.31) - Safety & Security Policy (see Section 8.32) - Responsible Computer Use (see Section 8.34) - Other approved CCC Policies and Procedures 	
<p>Section 8.21 <u>Disciplinary Hearings</u> <i>Procedures: Disciplinary Hearings – Procedures.</i></p> <p>(a) Administrative Review The Dean of Student Services or designated student conduct administrator is authorized to conduct an Administrative Review and preliminary investigation to address a complaint of a student conduct policy violation. The student shall have the right to be notified of the outcome of the Administrative Review within five (5) academic days of the decision having been made. See GLOSSARY OF TERMS for the definition of “academic days.”</p> <p>(b) Interim Suspension The President or designated student conduct administrator 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 Administrative Review indicates a substantial threat to the good order, safety, or well-being of the college community.</p> <p>(c) Formal Disciplinary Hearing A college’s Disciplinary Committee affords the student against whom a complaint has been made the right to a Formal Disciplinary Hearing for matters not resolved during the Administrative Review or in instances in which the Administrative Review finds evidence and circumstances suggesting that a suspension of six (6) or more academic days, dismissal, or expulsion may be appropriate. When</p>	<p>Section 8.21 <u>Disciplinary Hearings</u> <i>Procedures: Disciplinary Hearings – Procedures.</i></p> <p>(a) Administrative Review The Dean of Student Services or designated student conduct administrator is authorized to conduct an Administrative Review and preliminary investigation to address a complaint of a student conduct policy violation. The student shall have the right to be notified of the outcome of the Administrative Review within five (5) academic days of the decision having been made.</p> <p>(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. See GLOSSARY OF TERMS for the definition of “academic days.”</p> <p>(b) Interim Suspension The President or designated student conduct administrator 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 Administrative Review</p>	<p>Advising and Student Success & College Office of Judicial Affairs</p> <p>Provide clarity on the disciplinary hearing process and protocols.</p>

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<p>the student has been suspended pending the Formal Disciplinary Hearing, the student shall have the right to a Formal Disciplinary Hearing within five (5) academic days of the start of the suspension. The student is entitled to notification in writing of the charges against him or her within twenty-four (24) hours of the scheduled hearing. The student shall have the right to be assisted by an individual of his or her choosing to advise the student at the hearing. A representative of student government, and other such persons as the College President designates, is entitled to attend the hearing.</p> <p>(d) 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>(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:</p> <p>(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>indicates a substantial threat to the good order, safety, or well-being of the college community. 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 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 Informal 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. <p>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</p>	

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	<p>maintained.</p> <p>(d) Formal Disciplinary Hearing A college’s Disciplinary Committee affords the student against whom a complaint has been made. the right to a Formal Disciplinary Hearing for matters not resolved during the Administrative Review or in instances in which the Administrative Review finds evidence and circumstances suggesting that a suspension of six (6) or more academic days, dismissal, or expulsion may be appropriate. 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 is entitled to notification in writing of the charges against him or her at within twenty four (24) hours. The student shall have the right to be assisted by an individual of his or her choosing to advise the student at the hearing. A representative of student government, and other such persons as the College President designates, is entitled to attend the hearing. 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 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>	

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	<p>(f) Remote Hearing Participation 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 or designee 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> <p>1. 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 three (3) academic days 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 ADA, students with disabilities are expected to adhere to the conduct policies applicable to all students.</p>	

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	<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>b. 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>Section 10.20 <u>Full-time Faculty Teaching Online Learning and College Success Courses</u></p> <p><i>(a) Online Courses Taught for Load</i> In accordance with the Memorandum of Understanding and supported by Article IX.Q of the collective bargaining agreement regarding online learning courses, college credit full-time faculty members may teach one (1) online course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board- Union Agreement (Local 1600) and the faculty member has successfully completed the</p>	<p>Section 10.20 <u>Full-time Faculty Teaching Online Learning and College Success Courses</u></p> <p><i>(a) Online Courses Taught for Load</i> In accordance with the Memorandum of Understanding and supported by Article IX.Q of the collective bargaining agreement regarding online learning courses, college credit full-time faculty members may teach one (1) online course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board- Union Agreement (Local</p>	<p>Academic Affairs</p> <p>Removing language regarding required materials for College Success to align with current practice.</p>

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<p>required training.</p> <p>(b) College Success Courses Taught for Load College Credit full-time faculty members may teach up to three (3) credit hours of College Success as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each term.</p> <p>(c) Online or College Success Courses Taught for Load and Stipend Full-time faculty may teach:</p> <ul style="list-style-type: none"> • One online learning course for load and one online learning course for stipend, or • Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or • Either one (1) online learning course or up to three (3) credit hours of College Success for load, and either one (1) online learning course or up to three (3) credit hours of College Success for stipend. • If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly. <p>(d) Training Requirements for Teaching Online and College Success Courses Faculty teaching hybrid, online or College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses.</p>	<p>1600) and the faculty member has successfully completed the required training.</p> <p>(b) College Success Courses Taught for Load College Credit full-time faculty members may teach up to three (3) credit hours of College Success as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each term.</p> <p>(c) Online or College Success Courses Taught for Load and Stipend Full-time faculty may teach:</p> <ul style="list-style-type: none"> • One online learning course for load and one online learning course for stipend, or • Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or • Either one (1) online learning course or up to three (3) credit hours of College Success for load, and either one (1) online learning course or up to three (3) credit hours of College Success for stipend. • If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly. <p>-</p> <p>(d) Training Requirements for Teaching Online and College Success Courses Faculty teaching hybrid, online or College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses.</p>	

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<p>NOTES:</p> <ul style="list-style-type: none"> • College credit full-time faculty cannot teach both online learning courses and College Success courses concurrently in the same term for load. If the online course taught by the faculty member is the college success seminar, then the faculty member may not teach an additional on line course for load. • All online learning and College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic departments take precedence over faculty load requests for either College Success or online learning. • Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses and College Success courses acknowledge that the textbook, online course shell (available via the learning management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. Therefore, online course and College Success course instructors must agree to use them as a condition of teaching the course. • Payment for online learning and College Success courses is based on established payment for full-time load or stipends as stated in the Local 160) contract. 	<p>NOTES:</p> <ul style="list-style-type: none"> • College credit full-time faculty cannot teach both online learning courses and College Success courses concurrently in the same term for load. If the online course taught by the faculty member is the college success seminar, then the faculty member may not teach an additional on line course for load. • All online learning and College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic departments take precedence over faculty load requests for either College Success or online learning. • Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses and College Success courses acknowledge that the textbook, online course shell (available via the learning management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. Therefore, online course and College Success course instructors must agree to use them as a condition of teaching the course. • Payment for online learning and College Success courses is based on established payment for full-time load or stipends as stated in the Local 1600 contract. 	