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**ADOPTED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 12, 2020**

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

RESOLUTION

**ADOPT REVISIONS TO ACADEMIC & STUDENT POLICIES OF THE CITY COLLEGES OF CHICAGO
MARCH 2020
OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board”; and

WHEREAS, the City Colleges of Chicago Academic & Student Policies have been developed to ensure that protocols for academic policies, admissions, tuition and financial aid, grading, students’ rights and responsibilities, and related elements are established, reviewed and publicly communicated; and

WHEREAS, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges”; and

WHEREAS, *City Colleges of Chicago Academic & Student Policies* have been revised and updated to: 1) update and clarify existing policy content and align with CCC strategies; and 2) add new policy or delete existing policy, as needed (an Executive Summary of revisions to Academic & Student Policies is attached as Exhibit A); and

WHEREAS, the Officers of the District support the policy revisions and updated *City Colleges of Chicago Academic & Student Policies* document that is being recommended by Provost and Chief Academic Officer.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, hereby adopts the revisions to policy and updated *City Colleges of Chicago Academic & Student Policies* document effective March 12, 2020, which shall be posted on the City Colleges of Chicago website.

March 12, 2020 – Office of Academic and Student Affairs

City Colleges of Chicago

Board Approved Academic & Student Policies

Policy Update Executive Summary

Policy Revision Goals

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

Key Policy Changes

- **Section 6.15 Return of Title IV Funds** – Change in policy to comply with US Department of Education requirements
- **Section 10.30 Instructor Processes** - Change in policy to comply with US Department of Education requirements

Clarify and Updated Existing Content

- **Section 2.01 Admissions – Credit Students** – Addition of language to clarify existing testing processes for various student populations
- **Section 3.18 Honors** – Addition of language to align with current honors processes
- **Section 5.03 Certificate Completion Requirements** – Language change to align with current practice of batch awarding
- **Section 6.01 Residency** – Changes to align with current practice & updated regulations for active duty military residence
- **Section 7.03 Academic Standards and Veterans – Procedures** – Addition of language to align with US Department of Veterans Affairs regulations
- **Section 8.09 Wellness Center Services** – Language changes to align with current practices in the CCC Wellness Centers
- **Section 8.22 Appeal of Discipline** – Addition of language to comply with the Clery Act
- **Section 9.01 Application of Rationale for Awarding Student Semester Credit** – Addition of language to clarify current practice

New Policy

- **Section 7.07 Library Circulation** – New policy to outline current library practices
- **Section 8.42 Emergency Closures** - New policy to outline current practice as requested by ICCB

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS
PROPOSED REVISIONS TO
ACADEMIC & STUDENT POLICIES MARCH 2020 – DETAIL**

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

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

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 2.01 <u>Admissions – Credit Students</u></p> <p>(a) Overview</p> <p>The City Colleges of Chicago are open admission colleges. Students may be required to take assessment and placement tests in order to register for classes. Transfer credit, ACT or SAT test scores (see Assessment & Placement) may be used for placement. Incoming students who have earned a grade of “C” or better in college level English or math courses from a regionally accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See <i>Testing & Placement Guidelines</i> for more information regarding testing.) Students who are admitted to college credit programs include:</p> <ul style="list-style-type: none"> • Graduates of accredited high schools or foreign equivalents • High school equivalency completers • Students who successfully completed high school through home-schooling • Transfer students from other colleges or universities (see Transfer Credit) • Students age 16-18, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam (see High School Students) • Students under age 16, recommended by their principal and approved by the College President or designated official to enroll in college credit courses (see High School Students) • Students age 18 or older who have not earned a high school diploma or a high school equivalency (a 	<p>Section 2.01 <u>Admissions – Credit Students</u></p> <p>(a) Overview</p> <p>The City Colleges of Chicago are open admission colleges. Students may be required to take assessment and placement tests in order to register for classes. Transfer credit, ACT or SAT test scores (see Assessment & Placement) may be used for placement. Incoming students who have earned a grade of “C” or better in college level English or math courses from a regionally accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See <i>Testing & Placement Guidelines</i> for more information regarding testing.) Students who are admitted to college credit programs include:</p> <ul style="list-style-type: none"> • Graduates of accredited high schools or foreign equivalents • High school equivalency completers • Students who successfully completed high school through home-schooling • Transfer students from other colleges or universities (see Transfer Credit) • High school students age 16-18, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam (see High School Students) • High school students under age 16, recommended by their principal and approved by the College President or designated official to enroll in college credit courses (see High School Students) • Students age 18 or older who have not earned a high school diploma or a high school equivalency (a 	<p>Enrollment Management -</p> <p>- Adding additional language to clarify existing policy & procedures</p>

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>placement exam will be used to determine course placement); these students are not eligible for financial aid (see Federal Financial Aid Eligibility)</p> <p>(b) Former Students Returning to the City Colleges of Chicago</p> <p>Returning students who are in good standing and have not attended another college or university since last attending CCC may not need to apply for readmission.</p> <ul style="list-style-type: none"> The following types of returning students must reapply for readmission (visit the Office of Admissions for further information): <ul style="list-style-type: none"> Students with a Discontinued status Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms. The following types of returning students need not reapply for readmission (visit the Office of the Registrar for further information): <ul style="list-style-type: none"> Students who are Active in their academic careers Students with a Completed status who have enrolled and earned a final grade in the career in which they completed their academic program during the previous two (2) terms. <p>See Discontinued Students and Residency Verification – Returning Students.</p> <p>(c) Academically Dismissed Students</p>	<p>placement exam will be used to determine course placement); these students are not eligible for financial aid (see Federal Financial Aid Eligibility)</p> <p>(b) Former Students Returning to the City Colleges of Chicago</p> <p>Returning students who are in good standing and have not attended another college or university since last attending CCC may not need to apply for readmission.</p> <ul style="list-style-type: none"> The following types of returning students must reapply for readmission (visit the Office of Admissions for further information): <ul style="list-style-type: none"> Students with a Discontinued status Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms. The following types of returning students need not reapply for readmission (visit the Office of the Registrar for further information): <ul style="list-style-type: none"> Students who are Active in their academic careers Students with a Completed status who have enrolled and earned a final grade in the career in which they completed their academic program during the previous two (2) terms. <p>See Discontinued Students and Residency Verification – Returning Students.</p> <p>(c) Academically Dismissed Students</p>	

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Students who have been academically dismissed from any of the City Colleges of Chicago must apply for readmission. See Academic Standing for more information.</p> <p>(d) International Students with F-1 Academic Student Visas International students (www.ccc.edu/internationalstudents) are expected to have successfully completed the equivalent of primary and secondary education prior to enrollment. F-1 academic students are required to enroll in at least twelve (12) credit hours per term. Additionally, F-1 academic students must purchase and maintain medical/health insurance for themselves and their dependents during their course of study and must present proof of such insurance upon every registration and/or upon request. Failure to obtain such insurance or willful violation of this insurance requirement will be considered a violation of status.</p> <p>The Primary Designated School Official (PDSO) & Designated School Official (DSO) are responsible for the authorization and issuance of I-20 Forms to International Students. The I-20 Form should be issued for three academic years. Students may file an Extension of Stay INS Form I-539 if they do not complete their program within the three-academic year period.</p> <p>(e) High School Students High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed.</p> <p>Students age 16 years or older enrolled in a high school in</p>	<p>Students who have been academically dismissed from any of the City Colleges of Chicago must apply for readmission. See Academic Standing for more information.</p> <p>(d) International Students with F-1 Academic Student Visas International students (www.ccc.edu/internationalstudents) are expected to have successfully completed the equivalent of primary and secondary education prior to enrollment. F-1 academic students are required to enroll in at least twelve (12) credit hours per term. Additionally, F-1 academic students must purchase and maintain medical/health insurance for themselves and their dependents during their course of study and must present proof of such insurance upon every registration and/or upon request. Failure to obtain such insurance or willful violation of this insurance requirement will be considered a violation of status.</p> <p>The Primary Designated School Official (PDSO) & Designated School Official (DSO) are responsible for the authorization and issuance of I-20 Forms to International Students. The I-20 Form should be issued for three academic years. Students may file an Extension of Stay INS Form I-539 if they do not complete their program within the three-academic year period.</p> <p>(e) High School Students High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed.</p> <p>Students age 16 years or older enrolled in a high school in</p>	

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>the City of Chicago may be considered for enrollment in credit courses at CCC. Students under age 16 enrolled in high school must also obtain the approval of the College President or designated official to enroll in college credit courses.</p> <p>All high school students must have the written consent of their parents or guardian. In addition, students must have the written consent of their high school principal or counselor and must qualify for college classes through placement testing or previous course completion.</p> <p>High school students – including those enrolled in CCC’s Early College Program – do not qualify for financial aid. Also see the Early College Program policy.</p>	<p>the City of Chicago may be considered for enrollment in credit courses at CCC. Students under age 16 enrolled in high school must also obtain the approval of the College President or designated official to enroll in college credit courses.</p> <p>All high school students must have the written consent of their parents or guardian. In addition, students must have the written consent of their high school principal or counselor and must qualify for college classes through placement testing or previous course completion.</p> <p>High school students – including those enrolled in CCC’s Early College Program – do not qualify for financial aid. Also see the Early College Program policy.</p>	
<p>Section 3.18 <u>Scholastic Honors</u> (a) CCC Scholastic Honors</p> <p>Full-time students (those completing at least 12 credit hours within a term) are awarded scholastic honors based upon their term grade point average, as follows:</p> <ul style="list-style-type: none"> • Honor’s List: 3.0 - 3.49 • Dean’s List: 3.5 - 3.99 • Presidential Scholars List: 4.0 <p>Graduates of Associate Degree programs are awarded scholastic honors based upon their Graduation GPA (prior to August 1, 2013, the requirement is based upon the higher of Graduation GPA or Cumulative GPA), as follows:</p> <ul style="list-style-type: none"> • High Honors: 3.5 or higher 	<p>Section 3.18 <u>Scholastic Honors</u> (a) CCC Scholastic Honors</p> <p>Full-time students (those completing at least 12 credit hours within a term) are awarded scholastic honors based upon their term grade point average, as follows:</p> <ul style="list-style-type: none"> • Honor’s List: 3.0 - 3.49 • Dean’s List: 3.5 - 3.99 • Presidential Scholars List: 4.0 <p>Graduates of Associate Degree programs are awarded scholastic honors based upon their Graduation GPA (prior to August 1, 2013, the requirement is based upon the higher of Graduation GPA or Cumulative GPA), as follows:</p> <ul style="list-style-type: none"> • High Honors: 3.5 or higher 	<p>Academic Systems & Student Records – Adding language to align with current practice</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> Honors: 3.0 - 3.49 <p>(b) Phi Theta Kappa International Honor Society Phi Theta Kappa (PTK) is a two-year international honor society that has as its hallmark scholarship, leadership, fellowship and service to the community. PTK is the two-year equivalent of, and is in international partnership with, Phi Beta Kappa. To join, students must:</p> <ul style="list-style-type: none"> Be invited to join by the chapter at the college where presently enrolled Have completed at least twelve (12) college credit hours of coursework that may be applied to an associate degree Have earned a Graduation Grade Point Average (GPA) of 3.5 or higher Adhere to the moral standards of the society <p>(c) Psi Beta Honor Society The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. To join, students must have completed:</p> <ul style="list-style-type: none"> A college psychology course with a grade of B or higher; and Twelve (12) credit hours of college level coursework with a Graduation GPA of 3.0 or higher on a 4.0 grading scale <p>(d) Sigma Kappa Delta</p>	<ul style="list-style-type: none"> Honors: 3.0 - 3.49 <p>(b) Additional Honors Phi Theta Kappa International Honor Society Phi Theta Kappa (PTK) is a two-year international honor society that has as its hallmark scholarship, leadership, fellowship and service to the community. PTK is the two-year equivalent of, and is in international partnership with, Phi Beta Kappa. To join, students must:</p> <ul style="list-style-type: none"> Be invited to join by the chapter at the college where presently enrolled Have completed at least twelve (12) college credit hours of coursework that may be applied to an associate degree Have earned a Graduation Grade Point Average (GPA) of 3.5 or higher Adhere to the moral standards of the society <p>Psi Beta Honor Society The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. To join, students must have completed:</p> <ul style="list-style-type: none"> A college psychology course with a grade of B or higher; and Twelve (12) credit hours of college level coursework with a Graduation GPA of 3.0 or higher on a 4.0 grading scale 	

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Sigma Kappa Delta is the English Honor Society for two-year colleges. Students who join this honor society earn the recognition and prestige of membership in a national honor society. Students must meet the following eligibility requirements:</p> <ul style="list-style-type: none"> • All English course grades must be a “B” or higher; and • Graduation GPA of 3.0 or higher on a 4.0 grading scale <p>(e) National Adult Education Honor Society To be eligible for the National Adult Education Honor Society, a student must obtain a qualifying score on the GED® or HiSET® examination and pass the Illinois Constitution examination. Eligible students should speak with the Dean of Adult Education of their college for more information.</p>	<p>Sigma Kappa Delta Sigma Kappa Delta is the English Honor Society for two-year colleges. Students who join this honor society earn the recognition and prestige of membership in a national honor society. Students must meet the following eligibility requirements:</p> <ul style="list-style-type: none"> • All English course grades must be a “B” or higher; and • Graduation GPA of 3.0 or higher on a 4.0 grading scale <p>Star Scholar Chicago based eligible high school students who graduate high school with a 3.0 GPA and who test completion ready in Math and English are able to pursue a degree or certificate at City Colleges of Chicago at no cost.</p> <p>For additional information, please visit the CCC Chicago Star Scholarship site.</p> <p>National Adult Education Honor Society To be eligible for the National Adult Education Honor Society, a student must obtain a qualifying score on the GED® or HiSET® examination and pass the Illinois Constitution examination. Eligible students should speak with the Dean of Adult Education of their college for more information.</p>	
<p>Section 5.03 <u>Certificate Completion Requirements</u></p> <p>To be eligible for a Certificate of Completion in any credit certificate program, students must successfully complete all certificate-specific courses which constitute a Basic Certificate or an Advanced Certificate with a final grade of "C" or better (for A-F grading basis courses) or a final grade of “S” (for Satisfactory/Unsatisfactory grading basis courses). See</p>	<p>Section 5.03 <u>Certificate Completion Requirements</u></p> <p>To be eligible for a Certificate of Completion in any credit certificate program, students must successfully complete all certificate-specific courses which constitute a Basic Certificate or an Advanced Certificate with a final grade of "C" or better (for A-F grading basis courses) or a final grade of “S” (for Satisfactory/Unsatisfactory grading basis courses). See</p>	<p>Academic Systems & Student Records – Language change to align with current practice</p>

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><u>Grading Basis for Remedial, Credit and Skills Courses.</u></p> <p>As college Chief Academic Officer of the college, the Vice President may authorize, upon student appeal, a course directive (substitution). For further information, see <u>Course Directives</u>.</p> <p>CCC reserves the right to auto-award certificates when a student completes all certificate requirements.</p> <p>Effective for the Fall 2015 term, all students must complete a minimum of twenty-five percent (25%) of the credit hours required for a certificate in residency (credit hours earned in CCC classes).</p>	<p><u>Grading Basis for Remedial, Credit and Skills Courses.</u></p> <p>As college Chief Academic Officer of the college, the Vice President may authorize, upon student appeal, a course directive (substitution). For further information, see <u>Course Directives</u>.</p> <p>CCC reserves the right to auto batch-award certificates when a student completes all certificate requirements.</p> <p>Effective for the Fall 2015 term, all students must complete a minimum of twenty-five percent (25%) of the credit hours required for a certificate in residency (credit hours earned in CCC classes).</p>	
<p>Section 6.01 <u>Residency</u></p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p> <p><i>(a) Definition of an Independent Student</i></p> <p>CCC uses <u>Federal Student Aid's definition</u> of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p>	<p>Section 6.01 <u>Residency</u></p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p> <p><i>(a) Definition of an Independent Student</i></p> <p>CCC uses <u>Federal Student Aid's definition</u> of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p>	<p>Academic Systems and Records & Specialized Student Services</p> <p>– Changes to align with current practice & updated regulations for active duty military residency</p>

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>(b) Residency Verification – New Students New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>(c) Residency Verification – Independent Students Independent students must verify their residency by presenting at least one of the preferred documents in the student’s name listed below:</p> <ul style="list-style-type: none"> • Valid driver’s license or State of Illinois identification card • Valid voter registration card • Copy of current lease or mortgage statement • Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) • Valid Foreign Consular ID card that includes a current address • Current orders or a letter from Command for military service persons • Signed letter on letterhead from a homeless shelter confirming residency in the shelter • Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> – CPS transcript must be official: <ul style="list-style-type: none"> ▪ Mailed from CPS in sealed envelope, or ▪ Sent from CPS electronically via secure vendor, or ▪ Hand delivered from student or other designee in sealed envelope from CPS – CPS transcript must show senior year semester 	<p>(b) Residency Verification – New Students New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>(c) Residency Verification – Independent Students Independent students must verify their residency by presenting at least one of the preferred documents in the student’s name listed below:</p> <ul style="list-style-type: none"> • Valid driver’s license or State of Illinois or City of Chicago identification card • Valid voter registration card • Copy of current lease or mortgage statement • Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) • Valid Foreign Consular ID card that includes a current address • Current orders or a letter from Command for military service persons • Signed letter on letterhead from a homeless shelter confirming residency in the shelter • Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> – CPS transcript must be official: <ul style="list-style-type: none"> ▪ Mailed from CPS in sealed envelope, or ▪ Sent from CPS electronically via secure vendor, or ▪ Hand delivered from student or other designee in sealed envelope from CPS 	

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<p>either in progress, completed, or graduation date</p> <ul style="list-style-type: none"> For Early College students only, semester in progress may be sophomore, junior, or senior year <ul style="list-style-type: none"> CPS transcript address must match CCC records from admission application CPS transcript can be used: <ul style="list-style-type: none"> While enrolled at CPS, or Up to nine (9) months after the graduation date from CPS, or If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcribed <p>(d) Residency Verification – Dependent Students</p> <p>Dependent students are those who do not meet the definition of an independent student, above. Dependent students must verify residency by presenting the above (Independent Students) documents and/or the following document(s) in the parent’s name at the student’s address:</p> <ul style="list-style-type: none"> Copy of current lease or mortgage statement Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification documents. For more information, see Early College Program. <p>(e) Residency Verification – Returning Students</p>	<ul style="list-style-type: none"> CPS transcript must show senior year semester either in progress, completed, or graduation date <ul style="list-style-type: none"> For Early College students only, semester in progress may be sophomore, junior, or senior year CPS transcript address must match CCC records from admission application CPS transcript can be used: <ul style="list-style-type: none"> While enrolled at CPS, or Up to nine (9) months after the graduation date from CPS, or If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcribed <p>(d) Residency Verification – Dependent Students</p> <p>Dependent students are those who do not meet the definition of an independent student, above. Dependent students must verify residency by presenting the above (Independent Students) documents and/or the following document(s) in the parent’s name at the student’s address:</p> <ul style="list-style-type: none"> Copy of current lease or mortgage statement Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification documents. For more information, see Early College Program. 	

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<p>The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> • Students with a Discontinued status • Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms. <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>(f) Student's Responsibility to Maintain Current Address Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct. Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>(g) In-District Students To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. Active duty military service members are exempt from the thirty (30) day timeframe if they submit a copy of their current orders or a letter from their Command as verification of their residency.</p> <p>(h) Out-of-District Students Students who reside in Illinois but outside of the City of</p>	<p>(e) Residency Verification – Returning Students The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> • Students with a Discontinued status • Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms. <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>(f) Student's Responsibility to Maintain Current Address Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct. Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>(g) In-District Students To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. Active duty military service members are exempt from the thirty (30) day timeframe if they submit a copy of their current orders or a letter from their Command as verification of their residency.</p> <p>Pursuant to IL Public Act 101-0424, any student on active military duty or who is receiving veteran's educational</p>	

March 2020 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p> <p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks & Cooperative Agreements.</p> <p>(i) Out-of-State Students Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>(j) International Students In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student's application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> • Copies of employment documents and visa • Proof of City of Chicago residency • Letter from employer authorizing college attendance • Proof of age for dependent visa holders <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder's application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their</p>	<p>benefits, is deemed "in district" for tuition purposes for any academic quarter, semester, or term, as applicable. Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran's educational benefits to the campus Veteran Student Services office to obtain verification.</p> <p>(h) Out-of-District Students Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p> <p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks & Cooperative Agreements.</p> <p>(i) Out-of-State Students Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>(j) International Students In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective</p>	

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<p>visa category.</p> <p>Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p> <p>(k) Online Learning Students</p> <p>For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>(l) Adult Education Students</p> <p>All Adult Education classes and instructional materials are provided free of charge to students. The following students are</p>	<p>international student's application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> • Copies of employment documents and visa • Proof of City of Chicago residency • Letter from employer authorizing college attendance • Proof of age for dependent visa holders <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder's application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category.</p> <p>Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>-</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p>	

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<p>ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> Students who reside outside of the State of Illinois, and Students holding an F-1 academic student or J-1 visa. 	<p>(k) Online Learning Students For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>(l) Adult Education Students All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> Students who reside outside of the State of Illinois, and Students holding an F-1 academic student or J-1 visa. <p>(m) Alternate Residency Certification If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.</p>	
<p>Section 6.15 <u>Return of Title IV Funds</u> Students who officially withdraw (WTH) before the sixty percent (60%) point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. CCC uses a federally mandated Return to Title IV calculation, "R2T4," to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.</p>	<p>Section 6.15 <u>Return of Title IV Funds</u> Students who withdraw (officially withdraw (WTH) or unofficially withdraw) before the sixty percent (60%) point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. CCC uses a federally mandated Return to Title IV calculation, "R2T4," to determine the percentage of</p>	<p>Academic Systems & Student Records – Change in policy to comply with US Department of Education requirements</p>

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply. If a student withdraws from all classes during a term, but at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be performed. If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, but fails to attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed. If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds. <p>CCC performs R2T4 calculations within thirty (30) days from the date that CCC determines a student's complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student's withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student's financial aid eligibility according to the number of days the student attended classes. The number of days in</p>	<p>financial aid the student has earned, which is based on the percentage of the term he/she completed.</p> <ul style="list-style-type: none"> After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply. If a student withdraws from all classes during a term, but at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be performed. If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, but fails to attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed. If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds. <p>CCC performs R2T4 calculations within thirty (30) days from the date that CCC determines a student's complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student's withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student's financial aid eligibility according to the number of days the student attended classes.</p>	

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<p>attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (60%) of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds.</p> <p>If a student did not receive all of the funds that were earned, the student may be due a post- withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CCC must get the student's permission before disbursing the funds. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. CCC disburses any Title IV grant funds a student is due as part of a post-withdrawal disbursement within forty-five (45) days of the date CCC determines the student withdrew, and disburses any loan funds a student accepts within one hundred eighty (180) days of that date. CCC may automatically use all or a portion of a student's post-withdrawal disbursement of Title IV funds for tuition and fees.</p> <p>If it is determined that a student has received financial aid in excess of his/her eligibility, CCC will return the financial aid overpayment to the Department of Education on the student's behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to CCC. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.</p>	<p>The number of days in attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (60%) of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds.</p> <p>If a student did not receive all of the funds that were earned, the student may be due a post- withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CCC must get the student's permission before disbursing the funds. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. CCC disburses any Title IV grant funds a student is due as part of a post-withdrawal disbursement within forty-five (45) days of the date CCC determines the student withdrew, and disburses any loan funds a student accepts within one hundred eighty (180) days of that date. CCC may automatically use all or a portion of a student's post-withdrawal disbursement of Title IV funds for tuition and fees.</p> <p>If it is determined that a student has received financial aid in excess of his/her eligibility, CCC will return the financial aid overpayment to the Department of Education on the student's behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to CCC. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.</p> <p>If a student stops attending classes without notifying CCC (an</p>	

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<p>If a student stops attending classes without notifying CCC (an Unofficial Withdrawal), the withdrawal date will be the midpoint of the term or the last date of academic activity as determined by CCC. If this return of funds results in a balance on the student's account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student's account, and the student will not be permitted to register or order transcripts until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.</p> <p>Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:</p> <ol style="list-style-type: none"> 1. Federal Unsubsidized Direct Loan 2. Federal Subsidized Direct Loan 3. Federal Direct Parent Loan (PLUS) 4. Federal Pell Grant 5. Federal Supplemental Educational Opportunity Grant (SEOG) 	<p>Unofficial Withdrawal), the withdrawal date will be the midpoint of the term or the last date of academic activity as determined by CCC. If this return of funds results in a balance on the student's account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student's account, and the student will not be permitted to register or order transcripts until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.</p> <p>An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit, defined in the syllabus, determined by the instructor. If the date cannot be determined, the unofficial withdrawal date will be the midpoint of the session the class was taken in. An unofficial withdrawal does not change the final grade.</p> <p>If R2T4 is required and the return of funds results in a balance on the student's account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student's account, and the student will not be permitted to register or order transcripts until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.</p> <p>Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:</p> <ol style="list-style-type: none"> 1. Federal Unsubsidized Direct Loan 2. Federal Subsidized Direct Loan 3. Federal Direct Parent Loan (PLUS) 	

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	<ol style="list-style-type: none"> 4. Federal Pell Grant 5. Federal Supplemental Educational Opportunity Grant (SEOG) 	
<p>Section 7.03 <u>Academic Standards and Veterans - Procedures</u></p> <p><i>If a student who is receiving federal veterans educational benefits changes his/her enrollment (ADH, ADR, ADW, NSW, VMW, WTH), the change will be reported to Veterans Affairs within thirty (30) days (see ADH – Academic Dishonesty Withdrawal, ADR – Administrative Removal from College ADW – Administrative Withdrawal, NSW – No-Show Withdrawal, VMW – Voluntary Medical Withdrawal and WTH – Class Drop or Withdrawal).</i></p> <p><i>If the student believes they have a mitigating circumstance leaving them no other choice but to withdrawal from their class, the student should meet with the Veterans Services Specialist in the Veterans Resource Center immediately after the withdrawal to discuss the circumstances and bring in documentation to support the situation. The Veterans Services Specialist will complete a Mitigating Circumstance Form and forward it onto the School Certifying Official located in the Financial Aid Office for processing within the VA system.</i></p> <p><i>The student is responsible for any overpayments due to enrollment changes and may owe a debt to CCC and/or Veterans Affairs as a consequence of the enrollment change.</i></p>	<p>Section 7.03 <u>Academic Standards and Veterans - Procedures</u></p> <p><i>If a student who is receiving federal veterans educational benefits changes his/her enrollment (ADH, ADR, ADW, NSW, VMW, WTH), the change will be reported to Veterans Affairs within thirty (30) days (see ADH – Academic Dishonesty Withdrawal, ADR – Administrative Removal from College ADW – Administrative Withdrawal, NSW – No-Show Withdrawal, VMW – Voluntary Medical Withdrawal and WTH – Class Drop or Withdrawal).</i></p> <p><i>If the student believes they have a mitigating circumstance leaving them no other choice but to withdrawal from their class, the student should meet with the Veterans Services Specialist in the Veterans Resource Center immediately after the withdrawal to discuss the circumstances and bring in documentation to support the situation. The Veterans Services Specialist will complete a Mitigating Circumstance Form and forward it onto the School Certifying Official located in the Financial Aid Office for processing within the VA system.</i></p> <p><i>The student is responsible for any overpayments due to enrollment changes and may owe a debt to CCC and/or Veterans Affairs as a consequence of the enrollment change.</i></p>	<p>Specialized Student Services</p> <p>– Language added to align with US Department of Veterans Affairs regulations</p>

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	<p>The U.S. Department of Veterans Affairs (VA) requires all students receiving VA benefits to make Satisfactory Academic Progress (SAP) toward completing their program. The Satisfactory Academic Progress for VA benefit purposes is different than SAP for Federal Financial Aid.</p> <p>Requirements:</p> <p>All students receiving military or veteran affiliated educational benefits must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher of all classes attempted when utilizing federal benefits.</p> <p>Students who do not maintain the standard will be classified as one of the following:</p> <ul style="list-style-type: none"> • VA Warning: After the first semester of not meeting the above standards, students will be placed on Warning. Students on warning are still eligible for VA benefits and may still enroll in classes. Students on warning are required to meet with the Veteran Service Specialist in the Veteran Resource Center to find the best City Colleges of Chicago resources to regain satisfactory progress. CCC will report the warning status to the VA. <ul style="list-style-type: none"> ○ Continuation of Warning: For students that improve their GPA but still fall below the 2.0 GPA standard, will be eligible for benefit enrollment the following academic semester. Students will remain on a warning status until they achieve a cumulative GPA of 2.0 and above. ○ Removal of Warning: The Warning status will be removed once the student raises their cumulative GPA above a 2.0 	

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	<ul style="list-style-type: none"> • VA Suspension: CCC will place students who do not meet the standard after the warning semester on suspension. CCC will report the suspension status to the VA. Students may appeal the suspension (instructions and more information are included below). Students who do not appeal or whose appeal is denied will not be allowed to utilize veteran benefits the next consecutive semester. After the period of non-certification, the student will need to follow the appeal process. • VA Termination: If a student reaches suspension of VA benefits for a second time, the student's benefits will be terminated by the institution and they will be unable to be certified at City Colleges of Chicago. <p>Notification: Students who are placed on warning or suspension will be notified via email and postal mail at the end of the semester when final grades are posted.</p> <p>Credits: Include graded classes (A – F). Note: satisfactory (S), unsatisfactory (U), classes dropped on or after the first day, withdrawals (WTH), incompletes (I), repeats, transfer credits (T), Administrative withdrawn (ADW), voluntary medical withdrawn (VMW) and audited course (AUD) do not count. See student handbook for information on Student Policy for grading policies.</p> <p>Withdrawals: CCC will report dropped classes to the VA which may result in a VA debt to the student.</p> <p>Required classes: CCC will only certify degree program courses for the purposes of federal educational benefits.</p>	

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	<p>Repeated Classes: Successfully completed courses may not be certified again for educational benefit purposes. If a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to the VA again.</p> <p>Transfer Credit: Credits earned at other colleges must be evaluated through Registrar's Office for transfer credits.</p> <p>*This policy pertains to veteran benefits ONLY and differs from City Colleges of Chicago financial aid SAP policy.</p> <p>Appeal Process: Students on suspension who believe their circumstances merit reconsideration, may appeal their suspension by submitting a Petition for Reinstatement. This form can be found in the Veteran Resource Center or the Financial Aid Office. The appeal requires a student to explain why they failed to meet the standard and what has changed that will allow them to meet the standard during the next semester. Reasons a student may appeal include: death of a relative, injury or illness, or other circumstances that result in a hardship to the student. Documentation may be required as evidence to support claim. Students who appeal will be notified of the decision via student e-mail within 10 business days. If a student has a grade change or believes that the SAP determination is incorrect, it is the student's responsibility to contact the financial aid office. Only one approved appeal per student is permitted, unless other extenuating circumstances occur.</p> <p>Results of Appeal</p>	

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	<ul style="list-style-type: none"> • Approved with certification of benefits: Students can enroll in classes. Enrollment will be certified and, if eligible, the student will receive payment of benefits. • Approved without certification of benefits: Students can enroll in classes; however, enrollment will not be certified. In order to demonstrate commitment and the ability to be successful, students will need to pay for their classes out of pocket. If the student demonstrates academic success, (enroll in at least 6 credits and completes 100% of classes attempted with a GPA above 2.0) future enrollment will be certified, and the student will receive payment of benefits if eligible. If approved, students will be required to meet with an academic advisor. CCC may require the student to fulfill specific terms and conditions such as taking a reduced credit load or enrolling in specific courses. Students who will be able to meet the SAP requirements at the end of the semester will be placed on VA Probation. Students who will not be able to complete the SAP requirements at the end of the semester will be required to make an Academic Improvement Plan (AIP) with an Academic Advisor. The AIP will include the classes and GPA required for each semester until the student meets the SAP standard. • VA Probation status or the requirement to follow an academic plan will be removed when the student has met the SAP requirements. At the end of each semester, students on probation who do not meet the SAP requirements or students with an AIP that do not meet the requirements of the AIP, will be placed on suspension. • Denied: Students who choose not to petition or whose petition is denied will not be allowed to enroll for one 	

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	<p><i>semester and classes will be dropped at that point. Students must wait at least one semester before another petition is considered, if the petition is considered.</i></p>	
<p>Section 8.09 <u>Wellness Center Records</u> Wellness Center records are never part of a student's educational record. Specifically, Illinois and federal laws subject mental health information, including psychotherapy, counseling, and case management records, to special protections. Generally, the Wellness Centers release such client records only with the client's written authorization or with an appropriate court order.</p> <p>The Wellness Centers release confidential records to an individual or agency outside of the Wellness Center only when at least one of the following conditions is present:</p> <ul style="list-style-type: none"> • The client provides written permission to release the confidential information by signing an Authorization for Release of Information form. • There is a clear and substantial risk that the client is in imminent danger of causing serious physical harm to him/herself or others. In these circumstances, staff is legally required to take action for safety and life preservation. • The client discloses information indicating that a minor child or a vulnerable adult is being abused; in these cases, staff is legally required to report the abuse to the appropriate child or adult protective services agency. 	<p>Section 8.09 <u>Wellness Center Records Services</u> Wellness center clinical services are only available to students enrolled in the term in which they are seeking services. The Clinical Director may grant exceptions on a limited basis for faculty and staff, emergency cases, and students in between enrollment periods.</p> <p>Wellness Center records are never part of a student's educational record. Specifically, Illinois and federal laws subject mental health information, including psychotherapy, counseling, and case management records, to special protections. Generally, the Wellness Centers release such client records only with the client's written authorization or with an appropriate court order.</p> <p>The Wellness Centers release confidential records to an individual or agency outside of the Wellness Center only when at least one of the following conditions is present:</p> <ul style="list-style-type: none"> • The client provides written permission to release the confidential information by signing an Authorization for Release of Information form. • There is a clear and substantial risk that the client is in imminent danger of causing serious physical harm to him/herself or others. In these circumstances, staff is legally required to take action for safety and life 	<p>Specialized Student Services – Changes to align with current practices in the CCC Wellness Centers</p>

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<ul style="list-style-type: none"> • A court subpoena mandates that the information must be disclosed to a court of law. • A Wellness Center staff member, intern, therapist, case manager, or counselor is subjected to an investigation or charges against the individual by a state licensing or professional board. • To comply with the Illinois Student Optional Disclosure of Private Mental Health Information Act. 	<p>preservation.</p> <ul style="list-style-type: none"> • The client discloses information indicating that a minor child or a vulnerable adult is being abused; in these cases, staff is legally required to report the abuse to the appropriate child or adult protective services agency. • A court subpoena mandates that the information must be disclosed to a court of law. • A Wellness Center staff member, intern, therapist, case manager, or counselor is subjected to an investigation or charges against the individual by a state licensing or professional board. • To comply with the Illinois Student Optional Disclosure of Private Mental Health Information Act. 	
<p>Section 8.22 <u>Appeal of Discipline</u></p> <p>In the event the student charged disagrees with any suspension in excess of five (5) academic days, college dismissal, or expulsion, the student may appeal the decision in writing. See GLOSSARY OF TERMS for the definition of “academic days.”</p> <p><i>(a) Conditions of Appeal</i></p> <p>The student shall have the right to appeal a disciplinary decision arising from a Formal Disciplinary Hearing within ten (10) academic days of the student’s receipt of the College President’s decision. Appeals are not re-hearings, are not granted on the basis of disagreement with the original decision, and should be based upon one or more of the following:</p> <ul style="list-style-type: none"> • There was a denial of a fair hearing. • There was insufficient evidence to establish responsibility. • There was new information available that was not 	<p>Section 8.22 <u>Appeal of Discipline</u></p> <p>In the event the student charged disagrees with any suspension in excess of five (5) academic days, college dismissal, or expulsion, the student may appeal the decision in writing. See GLOSSARY OF TERMS for the definition of “academic days.”</p> <p><i>(a) Conditions of Appeal</i></p> <p>The student shall have the right to appeal a disciplinary decision arising from a Formal Disciplinary Hearing within ten (10) academic days of the student’s receipt of the College President’s decision. Appeals are not re-hearings, are not granted on the basis of disagreement with the original decision, and should be based upon one or more of the following:</p> <ul style="list-style-type: none"> • There was a denial of a fair hearing. • There was insufficient evidence to establish responsibility. • There was new information available that was not 	<p>Administrative Services – Additional language added to comply with the Clery Act</p>

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>available at the time of the hearing which may have affected the disciplinary decision.</p> <ul style="list-style-type: none"> • The severity of the sanction exceeds the severity of the violation. • The hearing process involved a substantial deviation from policy and/or procedure to the disfavor of the student. • There exists exceptional circumstances to limit an expulsion to a certain college or colleges. <p>(b) Appeal Process and Outcome</p> <p>The Provost & Chief Academic Officer shall appoint a District Judicial Affairs Committee,</p> <p>consisting of at least three (3) administrators and one (1) student representative to review Appeals of Discipline for suspensions, dismissals, or expulsions and to render a recommendation to the Provost & Chief Academic Officer. The Provost & Chief Academic Officer's decision may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another City College, or make such other disposition as deemed just and proper under the circumstances. The student shall have the right to be notified of the Provost & Chief Academic Officer's decision within ten (10) academic days of receipt of the student's appeal. The decision shall be final and effective immediately upon issuance.</p> <p>(c) Petition for Readmission</p> <p>In exceptional instances, a student dismissed from a College or expelled from all City Colleges for disciplinary reasons may petition for readmission. To qualify for consideration, the student's petition for readmission must be accompanied by documented evidence of good citizenship and a personal</p>	<p>available at the time of the hearing which may have affected the disciplinary decision.</p> <ul style="list-style-type: none"> • The severity of the sanction exceeds the severity of the violation. • The hearing process involved a substantial deviation from policy and/or procedure to the disfavor of the student. • There exists exceptional circumstances to limit an expulsion to a certain college or colleges. <p>(b) Appeal Process and Outcome</p> <p>The Provost & Chief Academic Officer shall appoint a District Judicial Affairs Committee,</p> <p>consisting of at least three (3) administrators and one (1) student representative to review Appeals of Discipline for suspensions, dismissals, or expulsions and to render a recommendation to the Provost & Chief Academic Officer. The Provost & Chief Academic Officer's decision may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another City College, or make such other disposition as deemed just and proper under the circumstances. The student shall have the right to be notified of the Provost & Chief Academic Officer's decision within ten (10) academic days of receipt of the student's appeal. The decision shall be final and effective immediately upon issuance.</p> <p>In incidents of dating violence, domestic violence, sexual assault, or stalking, simultaneous notification when results become final or of any change in finding or discipline shall also be made to the victim.</p> <p>(c) Petition for Readmission</p>	

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<p>statement that speaks to a self-understanding of the concerning behavior that led to the dismissal or expulsion and which demonstrates personal development that supports the belief that the concerning behavior will not be repeated. A student is eligible to petition for readmission no less than five (5) years following the date of dismissal or expulsion. The petition decision rests with the President of the College the student wishes to attend, and the President's decision must be approved by the Provost & Chief Academic Officer.</p>	<p>In exceptional instances, a student dismissed from a College or expelled from all City Colleges for disciplinary reasons may petition for readmission. To qualify for consideration, the student's petition for readmission must be accompanied by documented evidence of good citizenship and a personal statement that speaks to a self-understanding of the concerning behavior that led to the dismissal or expulsion and which demonstrates personal development that supports the belief that the concerning behavior will not be repeated. A student is eligible to petition for readmission no less than five (5) years following the date of dismissal or expulsion. The petition decision rests with the President of the College the student wishes to attend, and the President's decision must be approved by the Provost & Chief Academic Officer.</p>	
<p>Section 9.01 <u>Application of Rationale for Awarding Student Semester Credit</u></p> <p>City Colleges of Chicago defines credit hour in accordance with applicable federal, state, and regional accreditation standards and regulations³. The basic measure shall be adjusted proportionately to translate the credit hour value to all academic calendars and modalities of instructional delivery.</p> <p>CCC defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that as an institutionally established equivalency that reasonably approximates not less than:</p> <ol style="list-style-type: none"> 1. One contact hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work (e.g., reading assignments, practice 	<p>Section 9.01 <u>Application of Rationale for Awarding Student Semester Credit</u></p> <p>City Colleges of Chicago defines credit hour in accordance with applicable federal, state, and regional accreditation standards and regulations³. The basic measure shall be adjusted proportionately to translate the credit hour value to all academic calendars and modalities of instructional delivery.</p> <p>CCC defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that as an institutionally established equivalency that reasonably approximates not less than:</p> <ol style="list-style-type: none"> 1. One contact hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work (e.g., reading assignments, practice 	<p>Academic Systems & Student Records – Adding language to clarify current practice</p>

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale																																																
<p>activities, collaborative team projects, practice tests, self-assessments, and computer-based learning activities) each week for approximately sixteen weeks for one semester hour of credit, which pertains to all instruction modalities including: face-to-face, hybrid, and/or online; or</p> <p>2. At least the equivalent amount of work over a different amount of time; or</p> <p>3. The equivalent amount of work as required in this definition for other academic activities as established by the college, including laboratory work, internships, directed studies, practicums, studio/performance work, and other work leading to the award of credit hours.</p> <p>a) Definition for Awarding Student Credit The definition for awarding student credit is as follows:</p> <table border="1" data-bbox="63 1052 917 1489"> <thead> <tr> <th>Category</th><th>Semester Credit Hours</th><th>Minimum Number of</th></tr> </thead> <tbody> <tr> <td>Lecture/Discussion/Demonstration/Seminar</td><td>1</td><td>1</td></tr> <tr> <td>Laboratory or Studio</td><td>1</td><td>2**</td></tr> <tr> <td>Clinical Practicum</td><td>1</td><td>2**</td></tr> <tr> <td>Independent Projects</td><td>1</td><td>3</td></tr> <tr> <td>Cooperative Work Experience full-time (20 hours or</td><td>1</td><td>10</td></tr> <tr> <td>Cooperative Work Experience part-time</td><td>1</td><td>5</td></tr> <tr> <td>Field Trips</td><td>1</td><td>3</td></tr> </tbody> </table>	Category	Semester Credit Hours	Minimum Number of	Lecture/Discussion/Demonstration/Seminar	1	1	Laboratory or Studio	1	2**	Clinical Practicum	1	2**	Independent Projects	1	3	Cooperative Work Experience full-time (20 hours or	1	10	Cooperative Work Experience part-time	1	5	Field Trips	1	3	<p>activities, collaborative team projects, practice tests, self-assessments, and computer-based learning activities) each week for approximately sixteen weeks for one semester hour of credit, which pertains to all instruction modalities including: face-to-face, hybrid, and/or online; or</p> <p>2. At least the equivalent amount of work over a different amount of time; or</p> <p>3. The equivalent amount of work as required in this definition for other academic activities as established by the college, including laboratory work, internships, directed studies, practicums, studio/performance work, and other work leading to the award of credit hours.</p> <p>a) Definition for Awarding Student Credit The definition for awarding student credit is as follows:</p> <table border="1" data-bbox="947 1052 1801 1489"> <thead> <tr> <th>Category</th><th>Semester Credit Hours</th><th>Minimum Number of</th></tr> </thead> <tbody> <tr> <td>Lecture/Discussion/Demonstration/Seminar</td><td>1</td><td>1</td></tr> <tr> <td>Laboratory or Studio</td><td>1</td><td>2**</td></tr> <tr> <td>Clinical Practicum</td><td>1</td><td>2**</td></tr> <tr> <td>Independent Projects</td><td>1</td><td>3</td></tr> <tr> <td>Cooperative Work Experience full-time (20 hours or</td><td>1</td><td>10</td></tr> <tr> <td>Cooperative Work Experience part-time</td><td>1</td><td>5</td></tr> <tr> <td>Field Trips</td><td>1</td><td>3</td></tr> </tbody> </table>	Category	Semester Credit Hours	Minimum Number of	Lecture/Discussion/Demonstration/Seminar	1	1	Laboratory or Studio	1	2**	Clinical Practicum	1	2**	Independent Projects	1	3	Cooperative Work Experience full-time (20 hours or	1	10	Cooperative Work Experience part-time	1	5	Field Trips	1	3	
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Current Policy/Procedure			Proposed Policy/Procedure			Source & Rationale
Open Laboratory Experience	0	1	Open Laboratory Experience	0	1	
Dependent upon external accrediting agency			Dependent upon external accrediting agency			
Notes: One Contact Hour = 50 minutes. *Based on an approximately 16-week term; other term lengths should be pro-rated accordingly. **It is possible to increase the number of contact hours per credit hour when justified by the type of instruction necessary to meet the learning outcomes and/or for specific programmatic accreditation/licensure. Laboratory or Studio – Up to 3:1 Clinical Practicum – Up to 4:1 ³ Federal definition of credit hour, U.S. Dept. of Education - 34 CFR 600.2 (11/1/2010). Higher Learning Commission, Policy Number FDCR.A.10.020 available at http://policy.hlcommission.org/Federal-Regulation/assignment-of-credits-program-length-and-tuition.html .			Notes: One Contact Hour = 800 minutes (average of 50minutes/week for 16 week session). *Based on an approximately 16-week term; other term lengths should be pro-rated accordingly. **It is possible to increase the number of contact hours per credit hour when justified by the type of instruction necessary to meet the learning outcomes and/or for specific programmatic accreditation/licensure. Laboratory or Studio – Up to 3:1 Clinical Practicum – Up to 4:1 ³ Federal definition of credit hour, U.S. Dept. of Education - 34 CFR 600.2 (11/1/2010). Higher Learning Commission, Policy Number FDCR.A.10.020 available at http://policy.hlcommission.org/Federal-Regulation/assignment-of-credits-program-length-and-tuition.html .			
Section 10.30 <u>Instructor Processes</u> All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term: <ul style="list-style-type: none">• Create and post the syllabus• No-show withdrawal (NSW) process – initial class meeting attendance• Midterm administrative withdrawal (ADW), active pursuit certification, and grading process• Final grading• Grading after end of term (for Incomplete “I” grades)			Section 10.30 <u>Instructor Processes</u> All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term: <ul style="list-style-type: none">• Create and post the syllabus• No-show withdrawal (NSW) process – initial class meeting attendance• Midterm administrative withdrawal (ADW), active pursuit certification, and grading process• Final grading (Effective Fall 2020 – last date of active pursuit if student receives an “F” grade)			Academic Systems & Student Records – Change in policy to comply with US Department of Education requirements

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>(a) Create and Post the Syllabus</p> <p>On the first day of class, each instructor is required to provide each student with a written copy of the syllabus (printed or electronic; see Learning Management System), which includes (minimum):</p> <ul style="list-style-type: none"> • Course objectives • Student learning outcomes • Course requirements, methods of evaluation, and grading policies • Measures of active pursuit, which may include: class attendance, class participation, taking required quizzes and examinations, submission of required papers and homework assignments, and/or completion of online academic activities • Expectations for student attendance and make-up work should also be included in the syllabus <p>Final grades appropriate to the grading basis of the course (see Grade Designations) or I (Incomplete) will be awarded in accordance with the grading policy distributed by the instructor at the beginning of the class. In order to satisfy audits, legal requirements, and to protect student rights, instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades.</p> <p>Department Chairs should collect this information from instructors and retain it in departmental files.</p>	<ul style="list-style-type: none"> • Grading after end of term (for Incomplete “I” grades) <p>(a) Create and Post the Syllabus</p> <p>On the first day of class, each instructor is required to provide each student with a written copy of the syllabus (printed or electronic; see Learning Management System), which includes (minimum):</p> <ul style="list-style-type: none"> • Course objectives • Student learning outcomes • Course requirements, methods of evaluation, and grading policies • Measures of active pursuit, which may include: class attendance, class participation, taking required quizzes and examinations, submission of required papers and homework assignments, and/or completion of online academic activities • Expectations for student attendance and make-up work should also be included in the syllabus <p>Final grades appropriate to the grading basis of the course (see Grade Designations) or I (Incomplete) will be awarded in accordance with the grading policy distributed by the instructor at the beginning of the class. In order to satisfy audits, legal requirements, and to protect student rights, instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades.</p> <p>Department Chairs should collect this information from instructors and retain it in departmental files.</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>(b) No-Show Withdrawal Process</i></p> <p>Instructors must monitor student attendance at the beginning of the term and must complete the no-show withdrawal (NSW) certification online process (manual backup available) for each class no later than the provided deadline date. Instructors will enter an NSW for each student who did not attend the required initial class session(s). For more information about when to issue an NSW, see NSW – No-Show Withdrawal.</p> <p>Note: this process MUST be completed even if there are no NSWs to report.</p> <p>If circumstances warrant, a student who has been designated as NSW may be reinstated. In such cases, the instructor only must submit a reinstatement form with appropriate administrative approval to the Office of the Registrar for processing.</p> <p><i>(c) Midterm administrative withdrawal (ADW), active pursuit certification, and grading process</i></p> <p>Instructors are required to complete the online midterm administrative withdrawal (ADW), active pursuit certification, and grading process for each student on the class roster no later than the provided deadline date. Note: midterm certification of active pursuit is an ICCB required process that is subject to audit and serves as the basis for the ICCB credit hour reimbursement process. Note: this process MUST be completed by the instructor even if there are no ADWs to report.</p>	<p><i>(b) No-Show Withdrawal Process</i></p> <p>Instructors must monitor student attendance at the beginning of the term and must complete the no-show withdrawal (NSW) certification online process (manual backup available) for each class no later than the provided deadline date. Instructors will enter an NSW for each student who did not attend the required initial class session(s). For more information about when to issue an NSW, see NSW – No-Show Withdrawal.</p> <p>Note: this process MUST be completed even if there are no NSWs to report.</p> <p>If circumstances warrant, a student who has been designated as NSW may be reinstated. In such cases, the instructor only must submit a reinstatement form with appropriate administrative approval to the Office of the Registrar for processing.</p> <p><i>(c) Midterm administrative withdrawal (ADW), active pursuit certification, and grading process</i></p> <p>Instructors are required to complete the online midterm administrative withdrawal (ADW), active pursuit certification, and grading process for each student on the class roster no later than the provided deadline date. Note: midterm certification of active pursuit is an ICCB required process that is subject to audit and serves as the basis for the ICCB credit hour reimbursement process. Note: this process MUST be completed by the instructor even if there are no ADWs to report.</p>	

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<p>Instructors must complete the following three midterm process components using the online midterm process (manual backup available):</p> <ul style="list-style-type: none"> • ADW – each student who is not actively pursuing course completion in accordance with the published measures of active pursuit must be administratively withdrawn. • Active pursuit certification – each student who is actively pursuing course completion must be certified. Measures of active pursuit will be selected and recorded. • Grade entry – each student who is actively pursuing course completion will receive a midterm grade appropriate to the grading basis of the course (see Grade Designations). Note: midterm grades are not recorded for short duration classes. <p>(d) Final Grading</p> <p>Instructors are required to enter a final grade for each student on the final grade class roster by the provided deadline date using the online process (manual backup available). Each student will receive a final grade appropriate to the grading basis of the course (see Grade Designations) in accordance with the published grading policy. In certain circumstances, students may receive an Incomplete “I” grade and a provisional final grade (required if an “I” grade is issued). See I – Incomplete and GLOSSARY OF TERMS for more information, including a definition of “provisional final grade.”</p> <p>Provisional final grade the provisional final grade is the final grade a student would earn if the student does not complete any of the incomplete coursework (final assignments, papers, exams, etc.) and therefore is graded “zero” on those incomplete class requirements, following the issuance of an Incomplete “I”</p>	<p>Instructors must complete the following three midterm process components using the online midterm process (manual backup available):</p> <ul style="list-style-type: none"> • ADW – each student who is not actively pursuing course completion in accordance with the published measures of active pursuit must be administratively withdrawn. • Active pursuit certification – each student who is actively pursuing course completion must be certified. Measures of active pursuit will be selected and recorded. • Grade entry – each student who is actively pursuing course completion will receive a midterm grade appropriate to the grading basis of the course (see Grade Designations). Note: midterm grades are not recorded for short duration classes. <p>(d) Final Grading</p> <p>Instructors are required to enter a final grade for each student on the final grade class roster by the provided deadline date using the online process (manual backup available). Each student will receive a final grade appropriate to the grading basis of the course (see Grade Designations) in accordance with the published grading policy. In certain circumstances, students may receive an Incomplete “I” grade and a provisional final grade (required if an “I” grade is issued). See I – Incomplete and GLOSSARY OF TERMS for more information, including a definition of “provisional final grade.”</p> <p>City Colleges of Chicago is a non-attendance taking institution, however, in order to determine if a student "unofficially withdrew" from class, a last date of active pursuit must be</p>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>grade (see I – Incomplete).</p> <p>Note: any missing final grades will be automatically assigned as NG (no grade), indicating that the instructor failed to submit a final grade. In this case, the instructor will be required to submit a grade change form with the correct final grade to the Office of the Registrar.</p> <p>(e) Grading after End of Term (for Incomplete “I” Grades) Instructors must complete final grading for any student issued an “I” grade by end of term processing for the next term (excluding the Summer term). For more information about “I” grades, see I – Incomplete.</p> <p>At the end of each term, instructors must submit to the Department Chair a copy of the grade reports (only if manual grade reports were used) on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of “I” (Incomplete) grades.</p> <p>The Registrar shall certify to the Academic Vice President and Department Chairs that the grade report for each instructor’s class has been received. The Department Chair shall further verify that a course syllabus, copy of all assignments, and/or tests required for the removal of each “I” grade have been recorded in the student information system (and if required, placed in the Department files) and shall so certify to the Vice President. If a student does not complete any remaining coursework, then the “I” grade will lapse to the provisional final grade.</p>	<p>recorded for all students receiving an “F”. If a student actively pursued the class through the end of the term, instructors will indicate the last date of the term as the last date of active pursuit. The unofficial withdrawal date will be the last date of active pursuit, defined in the syllabus. An unofficial withdrawal does not change the final grade and does not appear on the transcript.</p> <p>Provisional final grade the provisional final grade is the final grade a student would earn if the student does not complete any of the incomplete coursework (final assignments, papers, exams, etc.) and therefore is graded “zero” on those incomplete class requirements, following the issuance of an Incomplete “I” grade (see I – Incomplete).</p> <p>Note: any missing final grades will be automatically assigned as NG (no grade), indicating that the instructor failed to submit a final grade. In this case, the instructor will be required to submit a grade change form with the correct final grade to the Office of the Registrar.</p> <p>(e) Grading after End of Term (for Incomplete “I” Grades) Instructors must complete final grading for any student issued an “I” grade by end of term processing for the next term (excluding the Summer term). For more information about “I” grades, see I – Incomplete.</p> <p>At the end of each term, instructors must submit to the Department Chair a copy of the grade reports (only if manual grade reports were used) on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of “I” (Incomplete) grades.</p>	

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Proposed New Policies

Proposed Policy/Procedure	Source & Rationale
<p>Section 7.07 <u>Library Circulation</u></p> <p>Access to libraries The libraries serve current City Colleges of Chicago students, faculty, and staff. A current CCC ID is required (meaning the holder is registered for a given term) to check out materials. All students, faculty, and staff have access to electronic resources (databases, e-books, articles) both on campus and off-campus, with the latter access requiring a CCC username/password for authentication.</p> <p>Students who were registered in a previous term but not for the current term can access electronic resources using their CCC credentials but are not allowed to check out physical materials such as books from CCC libraries.</p> <p>Borrowing privileges and off-campus access to electronic resources are not</p>	<p>Academic Quality – Adding new policy to outline current library practices</p>

<p>available to CCC alumni.</p> <p>CCC libraries are open to the public for computer use only and in-library use only of physical materials.</p> <p>Items can be requested and sent for pickup to the CCC library most convenient for students. Borrowed items can be returned to any CCC library.</p> <p>Items can be renewed online at library.ccc.edu, in person at a CCC library, or by telephone. <u>Contact information</u> for CCC libraries.</p> <p>Lending/circulation</p> <p>Students:</p> <ul style="list-style-type: none"> • Loan period is 3 weeks with automatic renewals applied throughout the term, unless a hold has been placed by another patron. • Late/overdue fines: no overdue or late fines will be applied, with the exception of fines for reserve (library-use only) materials. Fines for non-CCC interlibrary loan items are determined by the lending institution. Items due will be billed unless returned to the library within 21 days of due date. Students are not billed for items lost by fire, flood, or theft; police reports or insurance claims must be provided. • Reserve items (required textbooks or other materials for a given class) typically do not leave the library and circulate for two hours at a time, with renewals possible only if no one else is waiting for the item. Overdue fines are applied to reserve items. • Students can check out up to 25 items at a time. • Lost or unreturned items: Students are responsible for and will be billed for lost or unreturned items. If a late item is returned in good condition no fees will apply. Students can replace the book in kind with a copy that matches the ISBN of the missing item, which is preferred, or pay the replacement cost of an item (cost is determined by the lending library) at any CCC bursar's office. • The final due date is always the last Friday of the term. 	
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<p>Faculty/Staff:</p> <ul style="list-style-type: none"> • Loan period is 4 weeks with automatic renewals applied throughout the term, unless a hold has been placed by another patron. Items due will be billed unless returned within 21 days of the due date. • No limit on the number of items that can be checked out at a given time • Late/overdue fines: no overdue or late fines will be applied with the exception of fines for reserve (library-use only) materials. Fines for non-CCC interlibrary loans items are determined by the lending institution. • Lost or unreturned items: Staff and faculty are responsible for and will be billed for lost or unreturned items. If a late item is returned in good condition no fees will apply. Staff and faculty can either replace the book in kind with a copy that matches the ISBN of the missing item, which is preferred, or pay the replacement cost of an item (cost is determined by the lending library) at any CCC bursar's office. • The final due date is one year after the initial checkout date. The item can then be checked out again. 	
<p>Section 8.42 <u>Emergency Closures</u></p> <p>With the well-being of CCC students, faculty, and staff our top priority, City Colleges of Chicago may decide to close any or all of its facilities during extreme weather, power outages, emergencies, or other events. The Chancellor and/or designee may confer with both internal and external stakeholders to determine the appropriate course of action. When CCC announces an emergency closure, alerts (emails, phone calls, and/or text messages) will be sent out using the emergency notification system.</p>	<p>Academic Quality – Adding new policy to outline current practice as requested by ICCB</p>