

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

RESOLUTION

**ADOPT REVISIONS TO ACADEMIC & STUDENT POLICIES OF THE CITY COLLEGES OF CHICAGO
NOVEMBER 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 November 5, 2020 which shall be posted on the City Colleges of Chicago website.

November 5, 2020 – Office of Academic and Student Affairs

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

Policy Update Executive Summary

Policy Revision Goals

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

Clarify and Updated Existing Content

- **Section 6.16 Satisfactory Academic Progress** – Revision of policy and procedure to create progressive SAP process that is beneficial to student success and retention.
- **Section 7.01 Veterans Education Benefit** – Addition of language to ensure compliance with Illinois Department of Veterans.
- **Section 8.34 Responsible Computer Use Policy** – Clarification on existing policy to ensure compliance with the U.S. Department of Education
- **Section 10.30 Instructor Processes** – Revision of policy to ensure compliance with the U.S. Department of Education.

Exhibit B
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
PROPOSED REVISIONS TO
ACADEMIC & STUDENT POLICIES NOVEMBER 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

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 6.16 Satisfactory Academic Progress</p> <p>CCC's Satisfactory Academic Progress (SAP) policy, procedures, and practices ensure full compliance with federal regulations that govern federal student aid programs. SAP is cumulative in nature and takes into account all degree and certificate eligible classes attempted at any CCC college, as well as any transfer hours and military credit accepted by CCC.</p> <p>Effective end of term processing for the Spring 2019 term, to retain financial aid eligibility, a student must maintain satisfactory academic progress in his/her program of study in three ways:</p> <ol style="list-style-type: none"> 1. Grade Point Average (CUM GPA): a student must maintain a Cumulative Grade Point Average (CUM GPA) of 2.0 or higher (see Cumulative Grade Point Average), AND 2. Pace: a student must complete (grade "D" or "S" or higher) 67% of the cumulative credit hours attempted, AND 3. Maximum Timeframe: a student must stay on track to complete his/her program of study within 150% of the program's credit-hour length, or timeframe. <p>The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student's academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") grade was earned. Remedial courses are excluded from the Pace and</p>	<p>Section 6.16 Satisfactory Academic Progress</p> <p>Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received.</p> <p>Effective Spring 2021, progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.</p> <p>The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student's academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") grade was earned. Remedial courses are excluded from the Pace and</p>	<p>DO Academic & Student Affairs</p> <p>– Policy change to create progressive SAP policy that is beneficial to student success and retention.</p>

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<p>Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures.</p> <p>A student who earns a final grade of “D” or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program.</p> <p>A student who fails to maintain satisfactory academic progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.</p>	<p>Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures.</p> <p>A student who earns a final grade of “D” or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program.</p> <p>A student who fails to maintain Satisfactory Academic Progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.</p>	
<p>Procedure Section 6.16 Satisfactory Academic Progress</p> <p>(a) On an Ongoing Basis, as a Student Students have access to informative materials, portal updates, and other campus resource information—regardless of their Satisfactory Academic Progress (SAP) status.</p> <p>Financial aid and student advising are both trained to understand and speak with students in—depth about the complexities of SAP for anyone who asks. In addition, there will be per—campus SAP campaigns to advise students, by segment—warning, hold, probation for GPA, Pace, and/or Maximum Timeframe. Advising and financial aid will meet regularly to close the—information gap.</p>	<p>Procedure Section 6.16 Satisfactory Academic Progress</p> <p>I. Student’s Satisfactory Academic Progress (SAP) Status The following items are indicators of a student’s financial aid status.</p> <p>a. SAP Good Standing: Students who are meeting all aspects of the Satisfactory Academic Progress policy.</p> <p>b. SAP Warning: Students who fail to meet Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. No appeal is required during this Warning period. Students who fail to meet Satisfactory Academic Progress requirements at the end of the Warning</p>	<p>DO Academic & Student Affairs — Procedure change to create progressive SAP policy that is beneficial to student success and retention.</p>

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>(b) New Students During new student orientation, we limit discussion of academic standing and satisfactory academic progress because we make the presumption of success, not failure. There will be a brief explanation on what it takes to be successful, emphasizing good grades, completing all classes successfully, and a brief overview of SAP policy that is still focused on the positives.</p> <p>Students who take College Success, will hear expanded explanations of SAP warnings and holds, but the focus will still very much be on what it takes to earn credentials of economic value and to remain in college and thrive.</p> <p>SAP assessments are performed at the end of each term of enrollment for students in degree or certificate programs in the Credit Career. For students in clock hour programs (Skills Career), SAP assessments are performed when the student successfully completes the scheduled clock hours and weeks for each payment period. Students must meet SAP standards to maintain eligibility for financial aid.</p> <p>(c) Impact of Enrollment Actions and Types of Courses on SAP Different grades, enrollment actions, and types of courses have varying effects on the CUM GPA, Pace percentage, and Maximum Timeframe calculations.</p>	<p>status term will be placed on a Financial Aid Hold. However, with a successful SAP appeal, those students will be placed on Financial Aid probation and will retain financial aid eligibility.</p> <p>c. SAP Probation: Students who have successfully appealed their Financial Aid Hold are placed on Probation. Students on Probation are eligible to receive Financial Aid for one (1) semester, after which they MUST be in Good Standing or meeting the requirements of an academic progress plan.</p> <p>d. SAP Hold: Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their academic progress plan, will be placed on a Financial Aid Hold. Students on a Financial Aid Hold are not eligible to receive Financial Aid.</p> <p>II. Student Notification</p> <p>a. All credit students currently receiving Financial Aid will receive notification of their Satisfactory Academic Progress status through their CCC e-mail at the conclusion of end of term processing.</p> <p>b. Students who have been placed on a Financial Aid Warning or a Financial Aid Hold will also have an alert in their MyCCC.edu Student Portal.</p> <p>III. Evaluating Progress</p> <p>a. The Office of Student Financial Aid evaluates</p>	

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<p>Academic Dishonesty Withdrawal (ADH): Classes attempted during a term when an academic Dishonesty Withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</p> <ul style="list-style-type: none">Administrative Removal from College (ADR): Classes attempted during a term when a student is removed from college and an ADR withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.Administrative Withdrawals: Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation.Audited Courses: Audited courses (AUD) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.Cancelled Courses: If a course is cancelled, it is not	<p>Satisfactory Academic Progress for Financial Aid applicants three times a year (at the end of each semester). Returning students, who were not enrolled for the prior semester evaluation, are reviewed for Satisfactory Academic Progress when CCC receives their Free Application for Federal Student Aid (FAFSA).</p> <p>IV. Standards of Satisfactory Academic Progress</p> <p>a. Standard 1: Grade Point Average (GPA): Students must maintain a minimum cumulative GPA according to the following chart:</p> <table><tr><th>Total Number of Credits Attempted</th><th>GPA Requirement</th></tr><tr><td>1-15</td><td>1.5</td></tr><tr><td>16-30</td><td>1.75</td></tr><tr><td>31 or more</td><td>2.0</td></tr></table> <p>*Grades for Remedial courses are included in the GPA calculation.</p> <p>*Courses that receive a grade designation of Satisfactory "S" or Unsatisfactory "U" do not count towards the GPA.</p> <p>*Non-grade designations of ADW, WTH, NSW, AUD, or Incomplete ("I") will be part of the student's transcript, but will not count towards the GPA.</p> <p>*Non-grade designations of NC will be a part of student's transcript, but will not count towards GPA, PACE or TIMEFRAME</p>	Total Number of Credits Attempted	GPA Requirement	1-15	1.5	16-30	1.75	31 or more	2.0	
Total Number of Credits Attempted	GPA Requirement									
1-15	1.5									
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31 or more	2.0									

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale								
<p>included in the calculation of GPA, Pace percentage, or Maximum Timeframe.</p> <ul style="list-style-type: none">Change of Academic Program: A student may change their academic program one time with a SAP reset. Only courses from the prior program that apply to current program will be included in SAP calculations.Deleted Courses: If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.Earned Letter Grades: Earned letter grades of A, B, C, D positively impact a student's Pace percentage and bring the student closer to completing his or her program within the Maximum Timeframe of the program if the earned grade is the student's first graded attempt. Although a D letter grade may not negatively impact a student's Pace percentage, it contributes to lowering the student's GPA to below the required 2.0 CUM GPA standard. Earning an F letter grade negatively impacts the student's GPA, Pace percentage and Maximum Timeframe determination.Foundational Studies Courses: Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.Incomplete grades: Incompletes ("I" grades) are not included in the cumulative GPA calculation unless they are later converted to an F grade due to the student's failure to satisfy course requirements within the mandatory timeline. However, incompletes	<p>b. Standard 2: Rate of Completion (Pace): A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of credit hours. Only non-remedial courses are included in this calculation.</p> <table><tr><th>Total Number of Credits Attempted</th><th>Pace Requirement</th></tr><tr><td>1-15</td><td>50%</td></tr><tr><td>16-30</td><td>60%</td></tr><tr><td>31 or more</td><td>67%</td></tr></table> <p>*This includes earned letter grades of A,B,C,D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, administrative withdrawals (ADW), student initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete("I") was earned. This also includes courses a student may have taken at any one of the City Colleges of Chicago many years ago or during Dual Enrollment while in high school. This excludes remedial coursework.</p> <p>c. Standard 3: Maximum Timeframe: Students must complete their degree or certificate program at City Colleges of Chicago (CCC) within a time frame that is no longer than 150% of the published length of the program. The time frame includes all attempted credit course work at CCC, as well as courses from other schools accepted for transfer at CCC (regardless of any change in program or any prerequisite course work necessary for admission to a program).</p>	Total Number of Credits Attempted	Pace Requirement	1-15	50%	16-30	60%	31 or more	67%	
Total Number of Credits Attempted	Pace Requirement									
1-15	50%									
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31 or more	67%									

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>do lower the student's Pace percentage until they are changed to an earned letter grade of D or higher. Incompletes are included in the Maximum Timeframe calculation.</p> <ul style="list-style-type: none"> No Show Withdrawals: No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations. Reinstate in a class (RNS): Reinstated classes are included in all SAP evaluations. Remedial Courses: Remedial (developmental) courses are included in the GPA calculation, but not Pace or Timeframe. However, staff may choose to include remedial courses in the Pace calculation for SAP appeal purposes, if warranted. Repeated Courses: When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation. Satisfactory/Unsatisfactory Grades: An earned grade of S (Satisfactory) positively impacts a student's Pace percentage and brings the student closer to completing his or her program within the Maximum Timeframe of the program. Earning a U (Unsatisfactory) grade negatively impacts the student's Pace percentage and Maximum Timeframe determination. These grades are not factored into the GPA qualitative measure. Subsequent Degree: Students who complete a certificate or degree may request a SAP reset for a subsequent degree. Only courses from the prior 	<p>Factors that Affect Maximum Timeframe</p> <p>Credit Hours Attempted for Which the Student Did Not Receive Financial Aid That Are Applicable Toward the Current Program of Study</p> <p>Transfer Credit Hours That Are Applicable Toward the Current Program of Study</p> <p>Grade Designations of A, B, C, D, or F</p> <p>Academic Dishonesty Withdrawal (ADH)</p> <p>Administrative Removal from College (ADR)</p> <p>Administrative Withdrawal (ADW)</p> <p>Change of Academic Program</p> <p>Incomplete Courses</p> <p>Repeated Courses</p> <p>Satisfactory/Unsatisfactory Grades</p> <p>Subsequent Degrees/Certificates</p> <p>Voluntary Medical Withdrawal (VMW)</p> <p>Withdrawn (WTH)</p>	
	<p>V. Impacts to Enrollment Actions & Types of Courses on SAP</p> <p>a. Academic Dishonesty Withdrawal (ADH): Classes attempted during a term when an academic Dishonesty Withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See <u>GLOSSARY OF TERMS</u> for more information about the Statistical (STAT) Date.</p>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>program(s) that apply to the current program will be included in SAP calculations.</p> <ul style="list-style-type: none"> Transfer Credit: Although transferring credit hours to CCC will not impact the student's GPA, any credit hours accepted for transfer and applied to the student's academic program will be included in the Pace percentage and Maximum Timeframe calculations. Transfer hours will be included in both "hours attempted" and "hours completed" in the Pace percentage calculation. Voluntary Medical Withdrawal (VMW): Classes attempted during a term when a Voluntary Medical Withdrawal is approved and posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. Withdrawals: Student initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. <p>(d) Pace</p>	<ul style="list-style-type: none"> b. <u>Administrative Removal from College (ADR):</u> Classes attempted during a term when a student is removed from college and an ADR withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. c. <u>Administrative Withdrawals:</u> Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation. d. <u>Audited Courses:</u> Audited courses (AUD) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations. e. <u>Cancelled Courses:</u> If a course is cancelled, it is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe. f. <u>Change of Academic Program:</u> A student may change their academic program one time with a SAP reset. Only courses from the prior program 	

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<p>CCC will use standard rounding rules when calculating PACE measure, rounding to the nearest whole percentage point.</p> <p>(e) Maximum Timeframe Maximum Timeframe is based on total credit hours attempted in a student's academic career, even if financial aid was not received while enrolled in those credit hours. We calculate your maximum timeframe by multiplying the length of a student's academic program in credit hours by 150%. For example, the maximum time frame for a 60 credit hour degree program would be 90 credit hours (60 credit hours x 150% = 90 credit hour timeframe). When it becomes mathematically impossible to complete within 150%, the student will receive a timeframe hold</p> <p>(f) Students with a SAP Warning Students will receive a Satisfactory Academic Progress (SAP) warning if they have one term during which they have received a CUM GPA of 2.0 or less, or if their cumulative pace is under 67%. This notification will occur after end of term processing.</p> <p>Warning is also displayed in the student's portal, showing exactly which issues the student has and resources to guide the student's academic success.</p>	<p>that apply to current program will be included in SAP calculations.</p> <p>g. Deleted Courses: If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.</p> <p>h. Earned Letter Grades: Earned letter grades of A, B, C, D positively impact a student's Pace percentage and bring the student closer to completing his or her program within the Maximum Timeframe of the program if the earned grade is the student's first graded attempt. Although a D letter grade may not negatively impact a student's Pace percentage, it contributes to lowering the student's GPA to below the required standard. Earning an F letter grade negatively impacts the student's GPA, Pace percentage and Maximum Timeframe determination.</p> <p>i. Foundational Studies Courses: Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.</p> <p>j. Incomplete grades: Incompletes ("I" grades) are not included in the cumulative GPA calculation unless they are later converted to an F grade due to the student's failure to satisfy course requirements</p>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Students will receive a Satisfactory Academic Progress warning at 100% of degree completion time. The warning will describe the importance of keeping good Pace—not dropping or failing courses—as students take exactly the courses they need, as described in My Planner, to meet their completion deadlines.</p> <p>Students on financial aid warning for CUM GPA or Pace, may receive aid during their warning semester, but must improve academic performance at the conclusion of the warning term so that they are again meeting the SAP standards. They will be placed back in good standing and may continue to receive financial aid if otherwise eligible.</p> <p>(g) Student Notification Students who are meeting all SAP standards will not receive a communication regarding their standing. Students placed on warning or who have an SAP hold will receive a notification through their CCC student email account. Students who submit an SAP appeal will be notified of the outcome of that appeal through their CCC student email account.</p> <p>(h) SAP Hold Students will receive a Satisfactory Academic Progress (SAP) hold after two consecutive terms of not meeting standards, whether it be 1) a CUM GPA of 2.0 or less, or 2) a cumulative</p>	<p>within the mandatory timeline. However, incompletes do lower the student's Pace percentage until they are changed to an earned letter grade of D or higher. Incompletes are included in the Maximum Timeframe calculation.</p> <p>k. Non-Credit (NC) Course: For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student must opt in for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade.</p> <p>i. NC courses will be excluded from the quantitative component (pace, timeframe measurement) and (GPA measurement) of Satisfactory Academic Progress (SAP) attempted credits a student was unable to complete as a result of the COVID-19 national emergency per the following electronic announcement on May 15, 2020.</p> <p>ii. (OPE Announcements) Subject: UPDATED Guidance for interruptions of study related to Coronavirus (COVID-19).</p>	

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<p>Pace less than 67%, or 3) when it becomes mathematically impossible to complete within 150% of their stated program length. A notification of this hold will be sent after end of term processing.</p> <p>Hold is also displayed in the student's portal (my.ccc.edu), showing exactly which issues the student has and resources to guide the student's academic success. Such hold information will display in addition and separate from Academic Standing status.</p> <p>A SAP hold emphasizes the importance of keeping good Pace— not dropping or failing courses</p> <p>— as students take exactly the courses they need, as described in My Planner, to meet their completion deadlines.</p> <p>Students who do not achieve the required SAP standards and have a SAP hold may continue to attend classes. While in a hold status, students may not receive financial aid and are</p> <p>responsible for paying tuition from personal resources. If the student subsequently brings their academic record into compliance with SAP standards, assuming all other eligibility requirements are met, then financial aid eligibility is restored. Students with a SAP hold may also</p>	<p>l. No Show Withdrawals: No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations.</p> <p>m. Reinstate in a class (RNS): Reinstated classes are included in all SAP evaluations.</p> <p>n. Remedial Courses: Remedial (developmental) courses are included in the Cumulative GPA calculation and excluded from Pace percentage. Remedial courses are excluded from the Maximum Timeframe calculation.</p> <p>o. Repeated Courses: When a student repeats a remedial or college level course for any reason, the last grade earned will be used in the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation.</p> <p>p. Satisfactory/Unsatisfactory Grades: An earned grade of S (Satisfactory) positively impacts a student's Pace percentage and brings the student closer to completing his or her program within the Maximum Timeframe of the program. Earning a U (Unsatisfactory) grade negatively impacts the student's Pace percentage and Maximum Timeframe determination. These grades are not factored into the GPA qualitative measure.</p>	

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>appeal their SAP status online via the CCC SAP Appeal form for the term in which they seek financial aid.</p> <p>Each City Colleges of Chicago campus has a SAP appeal review process. Appeals within ten (10) business days of submission.</p> <p>The Committee reviews appeals against certain factors, any one or combination of which may result in approval of appeal:</p> <ul style="list-style-type: none"> Is there a mitigating circumstance outside of the student's control? If so, the student must document and submit mitigating circumstance(s) for any term in which the student did not meet SAP standards (2.0 GPA, 67% Pace). Documentation is required to support the basis of the appeal. The student must also document what changes have occurred to remedy the mitigating circumstance that led to inadequate academic progress. The student must demonstrate that the mitigating circumstance directly contributed to poor academic progress in the term that he or she did not meet standards. Mitigating circumstances are defined as unforeseen events that are outside of the student's control that interfere with his or her academic progress and could not have been remedied by the student at the time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation of that circumstance in multiple appeals. Can the student receive a SAP reset, which would 	<p>q. Subsequent Degree: Students who complete a certificate or degree may request an SAP reset for a subsequent degree. Only courses from the prior program(s) that apply to the current program will be included in SAP calculations.</p> <p>r. Transfer Credit: Although transferring credit hours to CCC will not impact the student's GPA, any credit hours accepted for transfer and applied to the student's academic program will be included in the Pace percentage and Maximum Timeframe calculations. Transfer hours will be included in both "hours attempted" and "hours completed" in the Pace percentage calculation.</p> <p>s. Voluntary Medical Withdrawal (VMW): Classes attempted during a term when a Voluntary Medical Withdrawal is approved and posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</p> <p>t. Withdrawals: Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student's Pace percentage and are included in the Maximum</p>	

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<p>clear Timeframe, Pace, and/or GPA issues? If a SAP reset is warranted, the student is approved for the entire 150% of the program requirements, minus any applicable courses.</p> <ul style="list-style-type: none"> Can the student demonstrate recent academic progress? A dramatic improvement here may result in an appeal acceptance, though, again, all appeals are evaluated case by case. Academic progress is typically defined as passing all courses with a grade of C or better. <p>If an appeal is not approved, the student may choose to provide additional information and/or documentation regarding his/her circumstance(s), which could lead to an approval. However, if an approval is not likely, the student should meet with a financial aid or college advisor to discuss his/her options moving forward.</p> <p>Students may re-establish Title IV eligibility by successfully appealing their SAP hold, or by improving academic performance sufficiently enough to meet all cumulative SAP standards.</p> <p>Per federal financial aid regulations, appeals are not automatically approved and may be denied based on the student's failure to maintain Satisfactory Academic Progress standards, academic and financial.</p>	<p>Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date.</p> <p>VI. Additional Standards</p> <ol style="list-style-type: none"> Developmental Coursework: Students may receive Financial Aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. Repeated Coursework: Students can repeat courses with Financial Aid until successfully completed. There is no limit assuming all other SAP requirements are met. Repeated coursework will be included in the evaluation of completion rate and maximum timeframe. Students may only repeat a passed course once as long as it is in order to meet an academic standard (i.e., a higher grade is required for graduation or their program of study). Transfer Students: Credits officially accepted in transfer will be counted in determining the maximum number of allowable credit hours for financial aid eligibility. Second Degree/Certificate Students: Credits earned from a first degree or certificate must be 	

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<p>When an appeal is approved, the student is expected to make adequate academic progress while on probation, defined as the following:</p> <ul style="list-style-type: none"> • Taking only courses that apply toward the program requirements. • Earning credit in all courses, completing each term at 2.0 or above, while ensuring the cumulative GPA will be at least 2.0 by the time the program is completed. • Adhering to the commitments made in the SAP appeal and Academic Improvement Plan, and resolving any issues that lead to the hold. <p>Students who fail to meet SAP standards following the probationary period are ineligible for financial aid, and must follow the school's policy for re-establishing eligibility.</p>	<p>counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.</p> <p>VII. Appeal Process and Reinstatement of Financial Aid Eligibility</p> <p>a. If a student has been suspended from Financial Aid eligibility because of failure to meet the minimum SAP requirements, and the student feels that severe, extenuating or unusual circumstances have kept them from making progress toward their degree, the student may appeal.</p> <p>b. To appeal, the student must submit an appeal online at ccc.edu/sap. The appeal should include all of the items below. Additional documentation may be requested in the review process.</p> <ol style="list-style-type: none"> Identify the circumstance(s) that kept the student from meeting the Satisfactory Academic Progress standards in the past. The student must detail the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework. Identify what has changed that will allow them to achieve future academic success. Attach documentation that supports the appeal. 	

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	<p>v. Students with a Maximum Timeframe must account for the credit hours that exceed 150%. Students do not need to account for semesters that were previously accounted for in prior appeals that were approved.</p> <p>c. To provide consistency and fairness in decision-making, an SAP Appeal committee that includes three or more college administrators, staff or faculty at the attending institution will make all appeal decisions within 10 business days upon review of the appeal and any applicable documentation.</p> <p>Should an appeal be approved, with the exception of students who have had approvals granted on the basis of a program change/program completion reset or for meeting terms of a prior approval, students will then need to meet with an Academic Advisor at their attending institution and develop an Academic Improvement Plan for the upcoming semester with the student.</p> <p>d. At the end of the semester, grades will be evaluated. If the student has met the required terms of the Academic Plan, the student may remain on Financial Aid Probation and continue to receive Financial Aid the following semester. If the student fails to meet the terms of the Academic Plan in any subsequent semester, the student will become ineligible to participate in all federal and state Financial Aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored</p>	

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	<p>at the end of each semester with the same terms in place until the student is in compliance with this policy.</p> <p>If an appeal is denied, the student is not eligible to receive Financial Aid until SAP standards have been met. Students who wish to appeal their denial may do so by sending additional documentation in support of their appeal to the dedicated SAP e-mail address of their institution. Students whose appeal has been denied due to a finding of falsified documentation will not be able to appeal the denial.</p> <p>e. Appeals for Satisfactory Academic Progress must be submitted no later than one week prior to the first scheduled disbursement date of the semester the student is appealing for. Appeals submitted after the respective date will be cancelled. Students who are appealing a denial will be granted three weeks from the denial date to submit additional documentation for review. Students who do not submit this additional documentation within this timeframe will have their appeals stand as denied.</p> <p>f. Neither paying for one's classes nor sitting out a term affects a student's academic progress standing, so neither is sufficient to re-establish financial aid eligibility.</p> <p>City Colleges of Chicago has a responsibility to provide a safe and nondiscriminatory environment. Please be aware that if an appeal references sexual misconduct or protected class</p>	

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	<p>discrimination or harassment, the Office of Student Financial Aid is obligated to report allegations of this nature to the Equal Opportunity Office (EEO) in addition to considering the appeal on these grounds. EEO may contact the student appealing in this case, but the student is not required to respond.</p> <p>VIII. Deadline to Appeal</p> <table><tr><td>Friday, 3rd Week of September to receive Financial Aid for Fall</td></tr><tr><td>Friday, 3rd Week of January to receive Financial Aid for Spring</td></tr><tr><td>Friday, 3rd Week of June to receive Financial Aid for Summer</td></tr></table> <p>IX. Fraud</p> <p>There are difficult situations where students purposefully misrepresent information in hopes of obtaining Financial Aid. The SAP Appeal Committee at City Colleges of Chicago is required to have a policy of referral when confronted with actual or suspected cases of fraud or abuse.</p> <p>a. Students who willfully submit fraudulent information will be investigated to the furthest extent possible. All documented cases of fraud and abuse will be reported to the proper authorities.</p> <p>b. If it is in the judgment of a member of the SAP Appeal Committee that there has been intentional misrepresentation, false statements, or alteration of documents, which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible; the case shall be referred to the Associate District Director of Student</p>	Friday, 3 rd Week of September to receive Financial Aid for Fall	Friday, 3 rd Week of January to receive Financial Aid for Spring	Friday, 3 rd Week of June to receive Financial Aid for Summer	
Friday, 3 rd Week of September to receive Financial Aid for Fall					
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	<p>Financial Aid for possible disciplinary action. Students may also be subject to the CCC student conduct process. After investigating the situation, if the Associate District Director of Student Financial Aid believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education. The Associate District Director of Student Financial Aid will then review the student's Financial Aid file with the Director of Financial Aid at the student's home campus. If the decision is made by the Director of Financial Aid at the student's home campus to pursue the possibility of denying or canceling Financial Aid, a written request to make an appointment will be sent to the student. If the student does not make an appointment, the Director of Financial Aid may:</p> <ul style="list-style-type: none"> i. Not process a Financial Aid application until the situation is resolved ii. Not award Financial Aid iii. Cancel Financial Aid iv. Determine that Financial Aid will not be processed for future years <p>All processing of the application or disbursement of funds shall be suspended until the Director of Financial Aid has made a final determination.</p> <p>X. Definitions</p> <p>Warning: A warning semester is given to every student the first time they violate minimum GPA or completion rate requirements (Pace). Students are still eligible to</p>	

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	<p>receive financial aid while in Warning status.</p> <p>Hold: If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid.</p> <p>Probation: If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid. The student may appeal this decision and if the appeal is approved, the student will be placed on a Probation semester, emailed an Academic Plan and will be eligible to receive Financial Aid for this semester.</p> <p>Appeal: Personal statement and supporting documentation asking for Financial Aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a Probationary semester and require that the student sign an Academic Plan.</p> <p>Academic Plan: If a student appeals their Financial Aid suspension and is approved they will be assigned an Academic Plan detailing the academic performance and necessary measures required to maintain Financial Aid eligibility until meeting SAP.</p> <p>Credit Hours Attempted: The number of credit hours in which a student is enrolled after the last day to drop without a "W"/transcript date.</p> <p>Maximum Timeframe: The number of credit hours a student can attempt to complete his/her degree, not to exceed 150</p>	

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	<p>percent of the published time measured in credit hours.</p> <p>Minimum Cumulative Grade-Point Average: The grade-point average required for maintaining Satisfactory Academic Progress or graduation.</p> <p>Pace of Completion: The percentage of credit hours a student completed of the credit hours in which a student was enrolled after the last day to drop without a "W"/transcript date.</p> <p>XI. Satisfactory Academic Progress Policy Statement The following policies are intended as guidelines only and are subject to change at the sole discretion of City Colleges of Chicago.</p>	
<p>Section 7.01 Veterans Education Benefits CCC participates in a variety of veteran educational benefit programs and will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:</p> <ul style="list-style-type: none"> • Prevent their enrollment; • Assess a late penalty fee to; • Require they secure alternative or additional funding; 	<p>Section 7.01 Veterans Education Benefits CCC participates in a variety of veteran educational benefit programs and will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:</p> <p>In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill* (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payments to the institution is pending from the VA. This school will not:</p>	<p>Academic & Student Affairs - Addition of language to ensure compliance with Illinois Department of Veterans.</p>

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<ul style="list-style-type: none"> Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. 	<ul style="list-style-type: none"> Prevent the student's enrollment; Assess a late penalty fee to the student; Require the student to secure to alternative or additional funding; Deny the student access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. <p>However, to qualify for this provision, such students may be required to:</p> <ul style="list-style-type: none"> Produce the VA Certificate of Eligibility (COE) by the first day of class; Provide a written request to be certified; Provide additional information needed to properly certify the enrollment as described in other institutional policies. 	
<p>Section 8.34 Responsible Computer Use Policy Faculty, staff and students are required to comply with CCC's Responsible Computer Use Policy in Article 6, Board Policies and Procedures for Management & Government.</p>	<p>Section 8.34 Responsible Computer Use Policy Faculty, staff and students are required to comply with CCC's Responsible Computer Use Policy in Article 6, Board Policies and Procedures for Management & Government.</p> <p>Emailing sensitive data in unencrypted format or storing unencrypted sensitive data in email mailboxes is not allowed. Users handling Personally Identifiable Information (PII) or other sensitive information must adhere to all applicable email security procedures and OIT guidance.</p>	<p>DO Office of Information Technology – Clarification on existing policy to ensure compliance with DOE.</p>

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<p>Section 10.30 Instructor Processes <i>Renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education - Professional & Personal Development).</i></p> <p><i>Policy history: Instructor Processes.</i></p> <p>All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term:</p> <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) • Grading after end of term (for Incomplete “I” grades) <p>(a) Create and Post the Syllabus 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 	<p>Section 10.30 Instructor Processes <i>Renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education - Professional & Personal Development).</i></p> <p><i>Policy history: Instructor Processes.</i></p> <p>All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term:</p> <ul style="list-style-type: none"> • Create and post the syllabus • No-show withdrawal (NSW) process – initial class meeting attendance is recorded, including students who WTH after the class started • 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) • Grading after end of term (for Incomplete “I” grades) <p>(a) Create and Post the Syllabus 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 	<p>DO Academic & Student Affairs – Policy change to ensure compliance with DOE.</p>

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<p>homework assignments, and/or completion of online academic activities</p> <ul style="list-style-type: none"> 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> <p>(b) No-Show Withdrawal Process</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>and examinations, submission of required papers and homework assignments, and/or completion of online academic activities</p> <ul style="list-style-type: none"> 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> <p>(b) No-Show Withdrawal Process</p> <p>Instructors must monitor student attendance at the beginning of the term, record attendance for all students for the first-class meeting (including students who WTH after the class start date), 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), more information about when to issue an NSW, see NSW – No-Show Withdrawal.</p> <ul style="list-style-type: none"> Attendance in an online class is defined as class engagement or participating in an academic related activity. 	

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<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>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>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>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 	

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<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 recorded for all students receiving an “F”. If a student actively pursued the class through 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</p>	<p>appropriate to the grading basis of the course (see Grade Designations). Note: midterm grades are not recorded for short duration classes.</p> <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 recorded for all students receiving an “F”. If a student actively pursued the class through 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>	

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<p>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>(a) 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>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>(b) 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>	