

**34179**

**ADOPTED-BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MARCH 4, 2021**

**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 2021  
OFFICE OF ACADEMIC AND STUDENT AFFAIRS  
DISTRICT WIDE**

**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 4, 2021, which shall be posted on the City Colleges of Chicago website.

**March 4, 2021 – 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 2.04 Assessment & Placement – Credit Students** – Policy change to allow academic disciplines to select placement score expiration dates.
- **Section 2.04 Assessment & Placement – Credit Students – Procedure** – Procedure change to allow academic disciplines to select placement test score expiration dates.
- **Section 2.09 Credit by Assessment of Prior Learning** – Policy change to increase PLA opportunities for students.
- **Section 2.09 Credit by Assessment of Prior Learning – Procedure** - Procedure change to increase PLA opportunities for students.
- **Section 3.08 Grade Designations** – Policy change to create Making Progress (MP) grade designation.
- **Section 3.13 Non-Grade Designations** – Policy change that extends the time period to allow no cost retakes through Spring 2023.
- **Section 6.11 Class Withdrawals & Refunds** – Policy change that extends the time period to allow no cost retakes through Spring 2023.
- **Section 6.11 Class Withdrawals & Refunds – Procedure** - Procedure change that extends the time period to allow no cost retakes through Spring 2023.
- **Section 8.02 Name Change** – Policy change to allow a court order to be used for the name change process.
- **Section 8.18 Standards of Conduct** – Language change to include the virtual environment in the student conduct process.

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS  
PROPOSED REVISIONS TO  
ACADEMIC & STUDENT POLICIES MARCH 2021 – 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

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 2.04 Assessment &amp; Placement – Credit Students</b></p> <p><i>Procedures:</i> <a href="#">Assessment &amp; Placement – Credit Students – Procedures</a>.</p> <p>To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see <a href="#">Placement Test Waivers</a>) prior to registration. Placement test scores expire after one (1) year.</p> <p>Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate <a href="#">ENGLISH 101</a> Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver.</p> <p>a. <b><i>Students Placing in Foundational Studies Courses</i></b>            Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:</p> <ul style="list-style-type: none"> <li>• High school diploma</li> </ul>	<p><b>Section 2.04 Assessment &amp; Placement – Credit Students</b></p> <p><i>Procedures:</i> <a href="#">Assessment &amp; Placement – Credit Students – Procedures</a>.</p> <p>To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see <a href="#">Placement Test Waivers</a>) prior to registration. <del>Placement test scores expire after one (1) year.</del></p> <p>Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate <a href="#">ENGLISH 101</a> Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver.</p> <p>a. <b><i>Students Placing in Foundational Studies Courses</i></b>            Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:</p> <ul style="list-style-type: none"> <li>• High school diploma</li> </ul>	<p><b>DO Academic &amp; Student Affairs –</b>            Policy change to allow academic disciplines to select placement test score expiration dates.</p>

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<ul style="list-style-type: none"> <li>• Official or unofficial high school transcript</li> <li>• High school equivalency certificate</li> </ul> <p>Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.</p> <p><b>b. Placement Test Waivers</b> Placement test waivers may be granted to:</p> <ul style="list-style-type: none"> <li>• Transfer students who submit an official transcript from a regionally accredited college or university showing successful completion of college level math, English (particularly <a href="#">ENGLISH 101</a> Composition/Freshman Composition), and reading with a grade of “C” or higher;</li> <li>• Students who have already earned an Associate degree or higher; or,</li> <li>• High school graduates who submit official and sufficiently high ACT or SAT test scores. ACT and SAT test scores are valid for a period of four (4) years. A writing test may still be required.</li> </ul> <p>Admission to CCC does not guarantee entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements).</p>	<ul style="list-style-type: none"> <li>• Official or unofficial high school transcript</li> <li>• High school equivalency certificate</li> </ul> <p>Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.</p> <p><b>b. Placement Test Waivers</b> Placement test waivers may be granted to:</p> <ul style="list-style-type: none"> <li>• Transfer students who submit an official transcript from a regionally accredited college or university showing successful completion of college level math, English (particularly <a href="#">ENGLISH 101</a> Composition/Freshman Composition), and reading with a grade of “C” or higher;</li> <li>• Students who have already earned an Associate degree or higher; or,</li> <li>• High school graduates who submit official and sufficiently high ACT or SAT test scores. ACT and SAT test scores are valid for a period of four (4) years. A writing test may still be required.</li> </ul> <p>Admission to CCC does not guarantee entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements).</p>	

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<p><b>*Students with ACT or SAT Scores who are also required to take RTW</b></p> <p>Students, excluding those students in the Early College Program, who score 480 or above but under 540 on the SAT Evidence Based Reading &amp; Writing or who score 19 or above but under a 21 on the ACT English will be required to take the CCC Reading to Write (RTW) as part of the enrollment process.</p> <p>The RTW scores will determine the following:</p> <ul style="list-style-type: none"> <li>Score of 6: Proceed with <a href="#">ENGLISH 101</a> Composition as placed by the SAT score – no additional supports are required.</li> <li>Score of 4 or 5: Requirement to enroll in <a href="#">ENGLISH 97</a> Written Communication Skills concurrently with <a href="#">ENGLISH 101</a> Composition.</li> <li>Score of 2 or 3: Requirement to enroll in <a href="#">ENGLISH 97</a> Written Communication Skills concurrently with <a href="#">ENGLISH 101</a> Composition; <ul style="list-style-type: none"> <li>Students should be aware that they may not be successful based on the RTW assessment, and if they proceed with <a href="#">ENGLISH 101</a> Composition/<a href="#">ENGLISH 97</a> Written Communication Skills they do so at their own risk. Students are recommended to enroll instead in <a href="#">ENGLISH 96</a> Aligned Reading and Composition (ARC). Informed student choice prevails.</li> </ul> </li> </ul>					<p><b>*Students with ACT or SAT Scores who are also required to take RTW</b></p> <p>Students, excluding those students in the Early College Program, who score 480 or above but under 540 on the SAT Evidence Based Reading &amp; Writing or who score 19 or above but under a 21 on the ACT English will be required to take the CCC Reading to Write (RTW) as part of the enrollment process.</p> <p>The RTW scores <b>are valid for 2 years and</b> will determine the following:</p> <ul style="list-style-type: none"> <li>Score of 6: Proceed with <a href="#">ENGLISH 101</a> Composition as placed by the SAT score – no additional supports are required.</li> <li>Score of 4 or 5: Requirement to enroll in <a href="#">ENGLISH 97</a> Written Communication Skills concurrently with <a href="#">ENGLISH 101</a> Composition.</li> <li>Score of 2 or 3: Requirement to enroll in <a href="#">ENGLISH 97</a> Written Communication Skills concurrently with <a href="#">ENGLISH 101</a> Composition; <ul style="list-style-type: none"> <li>Students should be aware that they may not be successful based on the RTW assessment, and if they proceed with <a href="#">ENGLISH 101</a> Composition/<a href="#">ENGLISH 97</a> Written Communication Skills they do so at their own risk. Students are recommended to enroll instead in <a href="#">ENGLISH 96</a> Aligned Reading and Composition (ARC). Informed student choice prevails.</li> </ul> </li> </ul>					

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530-570	500-550	21-23	Grade of C or better in Quantative Literacy TM	46-60	<a href="#">MATH 125</a> , <a href="#">MATH 121</a> , <a href="#">MATH 118</a> , or below*	530-570	500-550	21-23	Grade of C or better in Quantative Literacy TM	46-60	<a href="#">MATH 125</a> , <a href="#">MATH 121</a> , <a href="#">MATH 118</a> , or below*	
Lower scores for these exams are not used for placement. Students must complete the ALEKS PPL exam				30-45	<a href="#">MATH 99</a> , or <a href="#">MATH 118</a> + <a href="#">MATH 18</a> ; or <a href="#">MATH 125</a> + <a href="#">MATH 25</a> ; or <a href="#">MATH 140</a> + <a href="#">MATH 40*</a>	Lower scores for these exams are not used for placement. Students must complete the ALEKS PPL exam				30-45	<a href="#">MATH 99</a> , or <a href="#">MATH 118</a> + <a href="#">MATH 18</a> ; or <a href="#">MATH 125</a> + <a href="#">MATH 25</a> ; or <a href="#">MATH 140</a> + <a href="#">MATH 40*</a>	
				20-29	<a href="#">MATH 90</a> , or <a href="#">MATH 98</a> , or Foundational Series 3003 + 3004					20-29	<a href="#">MATH 90</a> , or <a href="#">MATH 98</a> , or Foundational Series 3003 + 3004	
				19 or lower	Foundational Series 3001 + 3002					19 or lower	Foundational Series 3001 + 3002	

**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale																														
<p>* Multiple course options are available based on your academic plan; see your College Advisor.</p> <p>ADDITIONAL NOTES FOR MATH PLACEMENT AND ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> <li>Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.</li> <li>Enrolling in a co-requisite pair including <a href="#">MATH 118</a> General Education Math/<a href="#">MATH 125</a> Introductory Statistics <b>does not</b> make one eligible for courses with the pre-requisite of <a href="#">MATH 118</a> General Education Math/<a href="#">MATH 125</a> Introductory Statistics eligibility.</li> </ul> <p><b>French and Spanish Placement</b></p> <p><i>If you wish to take French or Spanish classes for college credit and you already know some of the language, you are encouraged to take the webCAPE Exam (available at Placement Testing for Spanish or French) and follow the placement guidelines below. Once you place, you proceed along the sequence in accordance with the Academic Catalog.</i></p> <table border="1" data-bbox="58 1057 919 1279"> <thead> <tr> <th>French Placement</th> <th>Spanish Placement</th> <th>Course Number(s)</th> </tr> </thead> <tbody> <tr> <td>0-259</td> <td>0-269</td> <td>101</td> </tr> <tr> <td>260-336</td> <td>270-345</td> <td>102</td> </tr> <tr> <td>337-402</td> <td>346-426</td> <td>103</td> </tr> <tr> <td>403+</td> <td>427+</td> <td>104, 206, 210, 213, 214</td> </tr> </tbody> </table> <p><i>In addition to the above, if you are taking webCAPE to place, note that:</i></p> <ul style="list-style-type: none"> <li>Both French and Spanish placements of 103 or higher are subject to departmental chairperson review</li> </ul>	French Placement	Spanish Placement	Course Number(s)	0-259	0-269	101	260-336	270-345	102	337-402	346-426	103	403+	427+	104, 206, 210, 213, 214	<p>* Multiple course options are available based on your academic plan; see your College Advisor.</p> <p>ADDITIONAL NOTES FOR MATH PLACEMENT AND ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> <li>Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.</li> <li>Aleks placement scores expire after one year if the student has not enrolled in a math course appropriate to their placement within that time. Once a student enrolls in a pre-requisite course, the student must complete math courses sequentially, unless enrolled in a special program or granted departmental consent to skip a pre-requisite course.</li> <li>Enrolling in a co-requisite pair including <a href="#">MATH 118</a> General Education Math/<a href="#">MATH 125</a> Introductory Statistics <b>does not</b> make one eligible for courses with the pre-requisite of <a href="#">MATH 118</a> General Education Math/<a href="#">MATH 125</a> Introductory Statistics eligibility.</li> </ul> <p><b>French and Spanish Placement</b></p> <p><i>If you wish to take French or Spanish classes for college credit and you already know some of the language, you are encouraged to take the webCAPE Exam (available at Placement Testing for Spanish or French) and follow the placement guidelines below. Once you place, you proceed along the sequence in accordance with the Academic Catalog.</i></p> <table border="1" data-bbox="947 1312 1803 1492"> <thead> <tr> <th>French Placement</th> <th>Spanish Placement</th> <th>Course Number(s)</th> </tr> </thead> <tbody> <tr> <td>0-259</td> <td>0-269</td> <td>101</td> </tr> <tr> <td>260-336</td> <td>270-345</td> <td>102</td> </tr> <tr> <td>337-402</td> <td>346-426</td> <td>103</td> </tr> <tr> <td>403+</td> <td>427+</td> <td>104, 206, 210, 213,</td> </tr> </tbody> </table>	French Placement	Spanish Placement	Course Number(s)	0-259	0-269	101	260-336	270-345	102	337-402	346-426	103	403+	427+	104, 206, 210, 213,	
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<ul style="list-style-type: none"> <li>• <a href="#">SPANISH 104</a> Fourth Course Spanish and <a href="#">FRENCH 104</a> Fourth Course French and above all require <a href="#">ENGLISH 101</a> Composition eligibility</li> <li>• <a href="#">SPANISH 191</a> Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, <a href="#">SPANISH 206</a> Intensive Oral Practice Spanish, <a href="#">SPANISH 210</a> Modern Civilization &amp; Culture Spanish, <a href="#">SPANISH 213</a> Intro To Modern Literature Spanish and <a href="#">SPANISH 214</a> Readings In Literature Spanish require <a href="#">ENGLISH 100</a> Basic Writing Skills eligibility</li> <li>• <a href="#">SPANISH 111</a> Spanish For Hispanos, <a href="#">SPANISH 113</a> Spanish For Near Native Speakers I and <a href="#">SPANISH 114</a> Spanish for Near-Native Speakers II are for native or near native speakers</li> <li>• Placement testing is encouraged but not required for <a href="#">SPANISH 191</a> Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion.</li> </ul> <p><b>Additional College-Credit Placement Notes</b></p> <ul style="list-style-type: none"> <li>• The above tables reflect District testing guidelines; however, a College President or designee may accelerate a student beyond their test-based placement level.</li> <li>• <b>If you choose to take your placement test at one of our testing centers, disturbing the testing environment for other students may result in your removal from the testing environment.</b></li> </ul>	<table border="1" data-bbox="947 201 1803 237"> <tr> <td data-bbox="947 201 1234 237"></td> <td data-bbox="1234 201 1522 237"></td> <td data-bbox="1522 201 1803 237">214</td> </tr> </table> <p><i>In addition to the above, if you are taking webCAPE to place, note that:</i></p> <ul style="list-style-type: none"> <li>• <b>Placement test scores expire after one (1) year.</b></li> <li>• Both French and Spanish placements of 103 or higher are subject to departmental chairperson review</li> <li>• <a href="#">SPANISH 104</a> Fourth Course Spanish and <a href="#">FRENCH 104</a> Fourth Course French and above all require <a href="#">ENGLISH 101</a> Composition eligibility</li> <li>• <a href="#">SPANISH 191</a> Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, <a href="#">SPANISH 206</a> Intensive Oral Practice Spanish, <a href="#">SPANISH 210</a> Modern Civilization &amp; Culture Spanish, <a href="#">SPANISH 213</a> Intro To Modern Literature Spanish and <a href="#">SPANISH 214</a> Readings In Literature Spanish require <a href="#">ENGLISH 100</a> Basic Writing Skills eligibility</li> <li>• <a href="#">SPANISH 111</a> Spanish For Hispanos, <a href="#">SPANISH 113</a> Spanish For Near Native Speakers I and <a href="#">SPANISH 114</a> Spanish for Near-Native Speakers II are for native or near native speakers</li> <li>• Placement testing is encouraged but not required for <a href="#">SPANISH 191</a> Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion.</li> </ul> <p><b>Additional College-Credit Placement Notes</b></p> <ul style="list-style-type: none"> <li>• The above tables reflect District testing guidelines; however, a College President or designee may accelerate a student beyond their test-based placement level.</li> <li>• <b>If you choose to take your placement test at one of our testing centers, disturbing the testing environment for other</b></li> </ul>				214	
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<p><b>Section 2.09 Credit by Assessment of Prior Learning</b></p> <p>College credit may be granted for college-level knowledge and skills acquired outside the classroom through credit by assessment of appropriate prior learning experiences. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations.</p>	<p><b>Section 2.09 Credit by Assessment of Prior Learning</b></p> <p><del>College credit may be granted for college-level knowledge and skills acquired outside the classroom through credit by assessment of appropriate prior learning experiences. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations.</del></p> <p>College credit may be granted for prior learning (college-level learning) acquired outside the classroom. This prior learning is known as Prior Learning Assessment (PLA).</p> <p>These learning experiences gained outside the classroom may include work experience, employer training, <u>military training or military occupation experience</u>, independent study/research, non-collegiate learning, professional certifications, civic activities, volunteer service, and more.</p> <p>College credit may be granted for general education, specialized, or elective courses on the student record. Credit earned will not be included in Grade Point Average (GPA) calculations.</p> <p><b><u>Eligibility</u></b></p>	<p><b>DO Academic &amp; Student Affairs –</b> Policy change to increase PLA opportunities for students.</p>

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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	<p>PLA credit may be granted to any CCC student, under the following guidelines:</p> <ul style="list-style-type: none"> <li>• Be admitted and enrolled at CCC</li> <li>• Be in good academic standing</li> <li>• Follow program’s residency requirements</li> </ul>	
<p><b>Section 2.09 Credit by Assessment of Prior Learning – Procedures</b></p> <p>A student may request assessment for CCC credit for life experiences, on-the-job training or development courses, or courses taken at non-collegiate institutions. A student may earn CCC credit through one or more of the following evaluation processes: articulation agreements with other institutions, portfolio evaluation, Final Exams, and/or Evaluation for Licensed/Practical Nursing Bridge Programs.</p> <p>Evaluation charges apply. Neither financial aid nor veterans educational benefits is available for credit by assessment. Contact a CCC <a href="#">Transfer Center</a> for further information.</p>	<p><b>Section 2.09 Credit by Assessment of Prior Learning - Procedures</b></p> <p><del>A student may request assessment for CCC credit for life experiences, on the job training or development courses, or courses taken at non-collegiate institutions. A student may earn CCC credit through one or more of the following evaluation processes: articulation agreements with other institutions, portfolio evaluation, Final Exams, and/or Evaluation for Licensed/Practical Nursing Bridge Programs.</del></p> <p><del>Evaluation charges apply. Neither financial aid nor veterans educational benefits is available for credit by assessment. Contact a CCC <a href="#">Transfer Center</a> for further information.</del></p> <p>A student may be granted college credit through the methods listed below:</p> <p>A) Methods in Detail</p> <p>Standardized Tests            Course credit may be obtained by standardized examinations. Please see <a href="#">Section 2.10 Credit By Standardized Examination/Testing</a></p>	<p><b>DO Academic &amp; Student Affairs –</b>            Procedure change to increase PLA opportunities for students.</p>

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	<p><b>Institutional Challenge Exams</b>            Course Credit may be obtained by approved Institutional Challenge Exams, in lieu of completing courses, only if standardized exams for the subject are not available. A passing grade for institutional challenge exams is 70% (grade of 'C'). Some specific programs may require a higher passing grade due to program accreditation. This information must be shared with the student before taking the exam. Tests will be administered in the testing center (or by specific circumstances administered by department and virtually). Before completing the exam, students may obtain a copy of the course syllabus. Please note, that some exams may require additional documentation. Examples may include transcripts, professional certification and licenses, employer letters, or other appropriate documentation.</p> <p><b>Portfolio Assessment</b>            Portfolio Assessment requires final approval from the Vice President of Academic and Student Affairs.</p> <p><b>Credit by Evaluation</b>            Course Credit may be obtained through evaluation via Published Guides or Local Faculty Evaluation. Colleges will only accept approved recommendations provided by Published Guides such as American Council on Education (ACE) – (National Guide, Military Guide), and National College Credit Recommendation Service (NCCRS). The recommendations include military training and industrial/corporate training. Local Faculty Evaluation provides credit recommendations through articulation agreements, bridge programs, local industrial/corporate trainings, and areas deemed equivalent to college level learning. Documentation of prior learning must be provided to receive PLA credit. Documentation examples may include transcripts,</p>	

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	<p>professional certification and licenses, employer letters, or other considerable documentation.</p> <p>B) Practices and Standards</p> <ul style="list-style-type: none"> <li>• Students that earn PLA credit may be able to substitute PLA credit for a prerequisite course required in the program of study. However, credit will not be given to both the prerequisite and direct equivalent course. Please see <u>Section 4.12 Prerequisite Course Substitution</u>.</li> <li>• Specific program accreditation may require different guidelines to PLA credit.</li> <li>• The same course will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs).</li> <li>• Students are advised to request PLA credit prior to enrolling in the same course they have requested credit for. If a PLA request is granted and the student is enrolled in the same course, it is ultimately the student's responsibility to follow the drop/refund guidelines.</li> <li>• The PLA fee is non-refundable, including in the event of not passing. Students will then be able to enroll in the course for the academic program and pay full tuition price.</li> <li>• Students are allowed to attempt PLA once per approved course.</li> <li>• All evaluated work must be equivalent to C level coursework.</li> <li>• The PLA assessment is only transcribed if coursework is equivalent to a C or higher.</li> <li>• PLA is considered transfer credit (T) and reflected on the student's academic record when the credit is accepted. PLA carries no grade and credit earned will not be included</li> </ul>	



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	<p>in Grade Point Average (GPA) calculations.</p> <ul style="list-style-type: none"> <li>Students may earn up to 75% of college credits through PLA credit towards their program of study.</li> <li>Specific program accreditation may vary and may limit PLA processes.</li> <li>Military credit shall not exceed sixty-seven percent (67%) of the total credits required for the academic program, or plan, in which the veteran/student enrolls.</li> <li>PLA credit from another institution isn't guaranteed to transfer to CCC. However, if an academic program approves previous credit, the exemption may be allowed. All previous documentation must be submitted for department review.</li> <li>PLA credit is not guaranteed to transfer to other institutions.</li> </ul> <table border="1" data-bbox="947 846 1801 1377"> <thead> <tr> <th>Type of PLA</th> <th>PLA Fee</th> </tr> </thead> <tbody> <tr> <td>Institutional Challenge Exam</td> <td>\$100</td> </tr> <tr> <td>Portfolio</td> <td>Requires approval from Vice President of Academic and Student Affairs.</td> </tr> <tr> <td>Standardized Exam</td> <td>\$30 processing CCC fee in addition to testing vendor fee. CLEP (\$89)* ACTFL (\$70)* *Fees subject to change</td> </tr> <tr> <td>Credit by Evaluation (Professional Training)</td> <td>\$50</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Specialized programs may have a different fee associated.</li> </ul>	Type of PLA	PLA Fee	Institutional Challenge Exam	\$100	Portfolio	Requires approval from Vice President of Academic and Student Affairs.	Standardized Exam	\$30 processing CCC fee in addition to testing vendor fee. CLEP (\$89)* ACTFL (\$70)* *Fees subject to change	Credit by Evaluation (Professional Training)	\$50	
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	<ul style="list-style-type: none"> <li>• Neither financial aid nor veterans educational benefits are available for PLA assessment.</li> <li>• Military personnel may be eligible for a CLEP exam waiver. (Speak with Veteran Coordinators for more information).</li> <li>• PLA partnerships will require no charge.</li> <li>• Standardized fees are paid through the third-party vendors.</li> </ul>	
<p><b>Section 3.08 Grade Designations</b></p> <p>Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC’s student information system. Extra Credit or consideration for grading based on any student-provided monetary or non-academic contribution is prohibited.</p> <p>Grades issued for college coursework are recorded on a student’s permanent academic record and transcript, are used to calculate a student’s Grade Point Average (GPA), serve as the basis for a student’s <a href="#">Academic Standing</a>, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student’s GPA calculation.</p> <p>(a) Grading Basis for Remedial, Credit, and Skills Courses</p> <p>The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p>	<p><b>Section 3.08 Grade Designations</b></p> <p>Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC’s student information system. Extra Credit or consideration for grading based on any student-provided monetary or non-academic contribution is prohibited.</p> <p>Grades issued for college coursework are recorded on a student’s permanent academic record and transcript, are used to calculate a student’s Grade Point Average (GPA), serve as the basis for a student’s <a href="#">Academic Standing</a>, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student’s GPA calculation.</p> <p>(d) Grading Basis for Remedial, Credit, and Skills Courses</p> <p>The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p>	<p><b>DO Academic &amp; Student Affairs –</b> Policy change to create Making Progress (MP) grade designation.</p>

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**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>• ADR – courses from which the student was withdrawn as a result administrative removal from college, if the withdrawal occurred after the Statistical Date</li> <li>• ADW – courses from which the student was administratively withdrawn</li> <li>• AUD – courses that the student audited</li> <li>• VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date</li> <li>• WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date</li> </ul> <p>See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p>	<ul style="list-style-type: none"> <li>• ADR – courses from which the student was withdrawn as a result administrative removal from college, if the withdrawal occurred after the Statistical Date</li> <li>• ADW – courses from which the student was administratively withdrawn</li> <li>• AUD – courses that the student audited</li> <li>• <b>MP – Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only)</b></li> <li>• VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date</li> <li>• WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date</li> </ul> <p>See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p>	
<p><b>Section 3.13 Non-Grade Designations</b></p> <p>Non-grade designations are recorded on a student’s permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.</p>	<p><b>Section 3.13 Non-Grade Designations</b></p> <p>Non-grade designations are recorded on a student’s permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.</p>	<p><b>DO Academic &amp; Student Affairs –</b> Policy change that extends the time period to allow no cost retakes through Spring 2023.</p>

**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>a. <b>ADH – Academic Dishonesty Withdrawal</b>                      A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see <a href="#">Academic Integrity and Dishonesty</a>. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>b. <b>ADR – Administrative Removal from College</b>                      In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see <a href="#">Administrative Removal from College</a>.</p> <p>Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for SIT review. See <a href="#">Supportive Intervention Team (SIT)</a> for more information.</p> <p>An administrative removal will result in an ADR indicator on the student’s permanent academic record. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>c. <b>ADW – Administrative Withdrawal</b>                      Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if</p>	<p>a. <b>ADH – Academic Dishonesty Withdrawal</b>                      A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see <a href="#">Academic Integrity and Dishonesty</a>. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>b. <b>ADR – Administrative Removal from College</b>                      In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see <a href="#">Administrative Removal from College</a>.</p> <p>Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for SIT review. See <a href="#">Supportive Intervention Team (SIT)</a> for more information.</p> <p>An administrative removal will result in an ADR indicator on the student’s permanent academic record. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>c. <b>ADW – Administrative Withdrawal</b>                      Students are required to attend class. A student may be</p>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor’s active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.</p> <p>A student in an <b>ONLINE</b> class may be awarded an administrative withdrawal (ADW) <b>between midterm and the last day for student initiated withdrawal</b> if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor’s active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system (LMS, see <a href="#">Learning Management System</a>) or another e-learning platform and engages in no other academic activities is <b>NOT</b> actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.</p> <p>Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <p>If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory</p>	<p>awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor’s active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.</p> <p>A student in an <b>ONLINE</b> class may be awarded an administrative withdrawal (ADW) <b>between midterm and the last day for student initiated withdrawal</b> if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor’s active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system (LMS, see <a href="#">Learning Management System</a>) or another e-learning platform and engages in no other academic activities is <b>NOT</b> actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.</p> <p>Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <p>If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory</p>	

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<p>Academic Progress and Academic Standing status. <b>ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation.</b> See <a href="#">Graduation Grade Point Average</a> for more information.</p> <p>CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>d. <b>AUD – Audit</b> Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Students are required to attend and pursue the completion of all required assignments while attending the audited class. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student’s Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.</p> <p>CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>e. <b>I – Incomplete</b> Incomplete “I” designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have</p>	<p>Academic Progress and Academic Standing status. <b>ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation.</b> See <a href="#">Graduation Grade Point Average</a> for more information.</p> <p>CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>d. <b>AUD – Audit</b> Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Students are required to attend and pursue the completion of all required assignments while attending the audited class. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student’s Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.</p> <p>CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>e. <b>I – Incomplete</b> Incomplete “I” designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have</p>	



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<p>not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades (and a provisional final grade; see <a href="#">Final Grading, Grading after End of Term (for Incomplete “I” Grades)</a>, and <a href="#">Glossary of Terms</a> for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> <li>• Have completed at least eighty percent (80%) of the course</li> <li>• Be able to complete all remaining course requirements without further classroom instruction</li> </ul> <p>"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 <a href="#">COVID-19 policies appendix</a>.</p> <p>All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the “I” grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.</p> <p>f. <b>NSW – No-Show Withdrawal</b> Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor,</p>	<p>not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades (and a provisional final grade; see <a href="#">Final Grading, Grading after End of Term (for Incomplete “I” Grades)</a>, and <a href="#">Glossary of Terms</a> for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> <li>• Have completed at least eighty percent (80%) of the course</li> <li>• Be able to complete all remaining course requirements without further classroom instruction</li> </ul> <p>"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 <a href="#">COVID-19 policies appendix</a>.</p> <p>All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the “I” grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.</p> <p>f. <b>NSW – No-Show Withdrawal</b> Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated</p>	

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<p>be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <ul style="list-style-type: none"> <li>• Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.</li> <li>• Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.</li> </ul> <p>g. <b>NSW – No-Show Withdrawal from Online Courses</b>            Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy). See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p> <p>Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see <a href="#">Learning Management System</a>), or acknowledging that you have read the syllabus.</p> <p>Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <p>h. <b>RNS – Reinstatement (in a Class)</b></p>	<p>(RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <ul style="list-style-type: none"> <li>• Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.</li> <li>• Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.</li> </ul> <p>g. <b>NSW – No-Show Withdrawal from Online Courses</b>            Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy). See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p> <p>Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see <a href="#">Learning Management System</a>), or acknowledging that you have read the syllabus.</p> <p>Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <p>h. <b>RNS – Reinstatement (in a Class)</b></p> <ul style="list-style-type: none"> <li>• Students may not be reinstated after the last date (available on <a href="#">my.ccc.edu</a>) for student initiated withdrawals (WTH).</li> </ul>	

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>• <b>NSW.</b> A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW.</li> <li>• <b>ADW.</b> After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term.</li> </ul> <p><b>I. NC (No Credit)</b> 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 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>	<ul style="list-style-type: none"> <li>• <b>NSW.</b> A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW.</li> <li>• <b>ADW.</b> After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term.</li> </ul> <p><b>I. NC (No Credit)</b> 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 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><b>Section 6.11 Class Withdrawals &amp; Refunds</b></p> <p><b>It is the <i>student's responsibility</i> to officially withdraw from classes.</b></p> <p>This policy refers to refunds resulting from class drops or withdrawals, whether initiated by the student or by the college. Failure to drop or withdraw from a class by the Tuition Refund Date may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade. The Tuition Refund Date and other key dates may be found in the student portal (<a href="http://my.ccc.edu">my.ccc.edu</a>). Financial Aid will be adjusted as appropriate for students who withdraw or are withdrawn from classes.</p>	<p><b>Section 6.11 Class Withdrawals &amp; Refunds</b></p> <p><b>It is the <i>student's responsibility</i> to officially withdraw from classes.</b></p> <p>This policy refers to refunds resulting from class drops or withdrawals, whether initiated by the student or by the college. Failure to drop or withdraw from a class by the Tuition Refund Date may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade. The Tuition Refund Date and other key dates may be found in the student portal (<a href="http://my.ccc.edu">my.ccc.edu</a>). Financial Aid will be adjusted as appropriate for students who withdraw or are withdrawn from classes.</p>	<p><b>DO Academic &amp; Student Affairs –</b> Policy change that extends the time period to allow no cost retakes through Spring 2023.</p>

**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>a. <b>Refunds – Credit or Skills Classes</b>  <b>Refund Period</b>                      Refunds for class drops or withdrawals (see WTH – Class Drop or Withdrawal) may be available, subject to the Refund Amount paragraph below, only if processed and recorded in the student information system by the Tuition Refund Date for the class. No refund will be allowed if the drop or withdrawal is recorded after the Tuition Refund Date. The Tuition Refund Date may be found in the student portal (<a href="http://my.ccc.edu">my.ccc.edu</a>). No refund is allowed for non-refundable charges (see Non-Refundable Other Charges).</p> <p><b>Class Cancellation</b>                      If the college cancels a class, all applicable charges, subject to the Refund Amount paragraph below, will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p> <p><b>Refund Amount</b>                      Students may qualify for a tuition refund <b>only</b> if <b>both</b> of the following criteria are satisfied:</p> <ol style="list-style-type: none"> <li>1. The class drop or withdrawal must be recorded in the student information system by the specific deadlines noted in the Refund Period paragraph, above, or the class must have been cancelled by the college, <b>and</b></li> <li>2. The class withdrawal or cancellation would result in a lower tuition charge (see Tuition – Credit and Skills) or results in the withdrawal and/or cancellation of all classes.</li> </ol> <p>b. <b>Refunds – Continuing Education - Professional &amp; Personal Development</b>                      Refunds for class drops or withdrawals (WTH) are available at one hundred percent (100%) of tuition and charges if processed and recorded in the student information system</p>	<p>a. <b>Refunds – Credit or Skills Classes</b>  <b>Refund Period</b>                      Refunds for class drops or withdrawals (see WTH – Class Drop or Withdrawal) may be available, subject to the Refund Amount paragraph below, only if processed and recorded in the student information system by the Tuition Refund Date for the class. No refund will be allowed if the drop or withdrawal is recorded after the Tuition Refund Date. The Tuition Refund Date may be found in the student portal (<a href="http://my.ccc.edu">my.ccc.edu</a>). No refund is allowed for non-refundable charges (see Non-Refundable Other Charges).</p> <p><b>Class Cancellation</b>                      If the college cancels a class, all applicable charges, subject to the Refund Amount paragraph below, will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p> <p><b>Refund Amount</b>                      Students may qualify for a tuition refund <b>only</b> if <b>both</b> of the following criteria are satisfied:</p> <ol style="list-style-type: none"> <li>1. The class drop or withdrawal must be recorded in the student information system by the specific deadlines noted in the Refund Period paragraph, above, or the class must have been cancelled by the college, <b>and</b></li> <li>2. The class withdrawal or cancellation would result in a lower tuition charge (see Tuition – Credit and Skills) or results in the withdrawal and/or cancellation of all classes.</li> </ol> <p>b. <b>Refunds – Continuing Education - Professional &amp; Personal Development</b>                      Refunds for class drops or withdrawals (WTH) are available at one hundred percent (100%) of tuition and charges if processed and recorded in the student information system</p>	



POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>before the published start date of class (less applicable course withdrawal charges and non-refundable charges). No refunds are issued once classes have begun.</p> <p>If the college cancels a class, all applicable charges for that class will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p> <p>c. <b>No-cost re-takes for students who complete any course and receive a final grade or a NC in Spring 2020 classes:</b></p> <ol style="list-style-type: none"> <li>1. Students who actively pursued their coursework and received a final grade or a NC (no credit due to COVID-19) will have one future opportunity to retake the course in its entirety at no cost. Students must repeat the course within the Summer 2020, Fall 2020, or Spring 2021 terms for the free retake opportunity. The last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student’s GPA calculations. Courses in the Spring 2020 first eight-week mini-term are not eligible for retake. Spring 2020 first eight-week mini-term are not eligible for retake.</li> <li>2. Students who withdraw or receive an administrative withdraw will have the opportunity to retake the course in its entirety at no cost. The student would need to actively pursue the course until at least March 16, 2020 due to CCC changes from COVID-19 and must repeat the course within the Summer 2020, Fall 2020, or Spring 2021 terms for the free retake opportunity.</li> </ol>	<p>before the published start date of class (less applicable course withdrawal charges and non-refundable charges). No refunds are issued once classes have begun.</p> <p>If the college cancels a class, all applicable charges for that class will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.</p> <p>c. <b>No-cost re-takes for students who complete any course and receive a final grade or a NC in Spring 2020 classes:</b></p> <ol style="list-style-type: none"> <li>1. Students who actively pursued their coursework and received a final grade or a NC (no credit due to COVID-19) will have one future opportunity to retake the course in its entirety at no cost. Students must repeat the course <del>within the Summer 2020, Fall 2020, or Spring 2021 terms</del> <b>prior to the end of the Spring 2023 term</b> for the free retake opportunity. The last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student’s GPA calculations. Courses in the Spring 2020 first eight-week mini-term are not eligible for retake. Spring 2020 first eight-week mini-term are not eligible for retake.</li> <li>2. Students who withdraw or receive an administrative withdraw will have the opportunity to retake the course in its entirety at no cost. The student would need to actively pursue the course until at least March 16, 2020 due to CCC changes from COVID-19 and must repeat the course <del>within the Summer 2020, Fall 2020, or Spring 2021 terms</del> <b>prior to the end of the Spring 2023 term</b> for the free retake opportunity.</li> </ol>	

**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.11 Class withdrawals &amp; Refunds – Procedure</b></p> <p><i>No Cost Retakes</i></p> <p><i>Students who withdrew (WTH) or received an ADW after March 16, 2020, receive a NC, or any grade in a class during Spring 2020, except for 1R8 classes, can retake the course at no cost if taken Summer 2020, Fall 2020, or Spring 2021. The no cost retake will not apply towards the student’s tuition charges. No additional action is required.</i></p> <p><i>Students receive a one time, no cost retake for Spring 2020 classes in the above categories. Any additional attempts will be charged the current tuition rate.</i></p> <p><i>If a student is retaking a class at no cost, and receives an NSW, the NSW fee is the student’s responsibility and is ineligible for an additional no cost retake of the same class.</i></p> <p><i>In addition, if a student receives an ADW or withdraws after the start of the session, the one-time retake has been applied and is ineligible for an additional no cost retake of the same class.</i></p>	<p><b>Section 6.11 Class withdrawals &amp; Refunds – Procedure</b></p> <p><i>No Cost Retakes</i></p> <p><i>Students who withdrew (WTH) or received an ADW after March 16, 2020, receive a NC, or any grade in a class during Spring 2020, except for 1R8 classes, can retake the course at no cost if taken <del>Summer 2020, Fall 2020, or Spring 2021</del> prior to the end of the Spring 2023 term. The no cost retake will not apply towards the student’s tuition charges. No additional action is required.</i></p> <p><i>Students receive a one time, no cost retake for Spring 2020 classes in the above categories. Any additional attempts will be charged the current tuition rate.</i></p> <p><i>If a student is retaking a class at no cost, and receives an NSW, the NSW fee is the student’s responsibility and is ineligible for an additional no cost retake of the same class.</i></p> <p><i>In addition, if a student receives an ADW or withdraws after the start of the session, the one-time retake has been applied and is ineligible for an additional no cost retake of the same class.</i></p>	<p><b>DO Academic &amp; Student Affairs – Procedure</b> change that extends the time period to allow no cost retakes through Spring 2023.</p>
<p><b>Section 8.02 Name Change</b></p> <p>a. <b>Legal Name Change</b></p> <p>Name change requests must be made in writing; forms are available in the Office of the Registrar. Three identification documents must accompany the request. All documents must indicate the student’s new name, and at least one of the</p>	<p><b>Section 8.02 Name Change</b></p> <p>-</p> <p>a. <b>Legal Name Change</b></p> <p>Name change requests must be made in writing; forms are available in the Office of the Registrar. Three identification documents must accompany the request. All documents must indicate the student’s new name, and at least one of the</p>	<p><b>DO Academic &amp; Student Affairs – Policy</b> change to allow a court order to be used for the name change process.</p>



POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>documents must be a valid photo ID. Approved identification documents include:</p> <ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Divorce decree</li> <li>• Driver’s license (with picture)</li> <li>• State ID (with picture)</li> <li>• U.S. military ID (with picture)</li> <li>• Mexican Consular ID (with picture)</li> <li>• Social Security card</li> <li>• Passport</li> </ul> <p>The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student’s name will be changed in the student information system and on the student’s record; the former name will remain as history in the student information system. Note: for financial aid purposes, a student’s legal name is the name that is on file with the Social Security Administration.</p> <p>b. <b>Preferred First Name</b>                      CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a preferred first name in addition to their legal (primary) name within the student information system.</p>	<p>documents must be a valid photo ID. Approved identification documents include:</p> <ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Divorce decree</li> <li>• Driver’s license (with picture)</li> <li>• State ID (with picture)</li> <li>• U.S. military ID (with picture)</li> <li>• Mexican Consular ID (with picture)</li> <li>• Social Security card</li> <li>• Passport</li> <li>• <b>Court order</b></li> </ul> <p>The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student’s name will be changed in the student information system and on the student’s record; the former name will remain as history in the student information system. Note: for financial aid purposes, a student’s legal name is the name that is on file with the Social Security Administration.</p> <p>b. <b>Preferred First Name</b>                      CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a preferred first name in addition to their legal (primary) name within the student information system.</p>	

**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student’s preferred pronoun.</p> <p>CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use:</p> <ul style="list-style-type: none"> <li>• Is a first name which the student is already using in day-to-day life</li> <li>• Is not used to avoid a legal obligation or misrepresent oneself, and</li> <li>• Is not offensive or otherwise inappropriate.</li> </ul> <p>Students may not change their preferred name more often than once per academic year.</p>	<p>Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student’s preferred pronoun.</p> <p>CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use:</p> <ul style="list-style-type: none"> <li>• Is a first name which the student is already using in day-to-day life</li> <li>• Is not used to avoid a legal obligation or misrepresent oneself, and</li> <li>• Is not offensive or otherwise inappropriate.</li> </ul> <p>Students may not change their preferred name more often than once per academic year.</p>	
<p><b>Section 8.18 Standards of Conduct</b></p> <p>a. <b>Definition of “Student”</b>            For the purposes of this policy, a “student” means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a “student.” Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a</p>	<p><b>Section 8.18 Standards of Conduct</b></p> <p>a. <b>Definition of “Student”</b>            For the purposes of this policy, a “student” means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a “student.” Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a</p>	<p><b>DO Academic &amp; Student Affairs –</b>            Language change to include the virtual environment in the student conduct process.</p>

**POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>continuing relationship with CCC is considered a “student.” Any person who withdraws after allegedly violating the student code of conduct is considered a “student” for purposes of this policy.</p> <p>b. <b>Definition of “Visitor” and Visitor Standards of Conduct</b>                      A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.</p> <p>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a “Notice of No Trespass” and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the “Notice of No Trespass” was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all</p>	<p>continuing relationship with CCC is considered a “student.” Any person who withdraws after allegedly violating the student code of conduct is considered a “student” for purposes of this policy.</p> <p>b. <b>Definition of “Visitor” and Visitor Standards of Conduct</b>                      A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.</p> <p>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a “Notice of No Trespass” and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the “Notice of No Trespass” was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all</p>	

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>colleges, and the Associate Vice Chancellor of Advising and Student Success.</p> <p>c. <b>Student Misconduct</b>                      CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See <a href="#">Student Conduct Complaint</a>.  <i>“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”</i></p> <p>d. <b>Types of Misconduct</b>                      Misconduct for which students are subject to college discipline falls into the following categories:</p> <ol style="list-style-type: none"> <li>1. <b>Academic dishonesty</b> – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See <a href="#">Academic Integrity and Dishonesty</a>.</li> <li>2. <b>Dishonesty involving college documents, records or identification cards</b> – stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.                             <ul style="list-style-type: none"> <li>• 2.1a: Forgery of an administrative staff person, faculty member, or student’s name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another.</li> </ul> </li> </ol>	<p>colleges, and the Associate Vice Chancellor of Advising and Student Success.</p> <p>c. <b>Student Misconduct</b>                      CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See <a href="#">Student Conduct Complaint</a>.  <i>“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”</i></p> <p>d. <b>Types of Misconduct</b>                      Misconduct for which students are subject to college discipline falls into the following categories:</p> <ol style="list-style-type: none"> <li>1. <b>Academic dishonesty</b> – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See <a href="#">Academic Integrity and Dishonesty</a>.</li> <li>2. <b>Dishonesty involving college documents, records or identification cards</b> – stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.                             <ul style="list-style-type: none"> <li>• 2.1a: Forgery of an administrative staff person, faculty member, or student’s name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another.</li> </ul> </li> </ol>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>• 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials.</li> <li>• 2.1c: Use of the College’s name, image, or logo without proper authorization or with intent to misrepresent or defraud.</li> <li>• 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID.</li> <li>• Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college.</li> <li>• Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized access to an existing college record is not permitted</li> </ul> <p>3. <b>Obstruction or disruption of learning environment or other college activities</b> – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.</p> <ul style="list-style-type: none"> <li>• 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under any circumstance including, but not limited to, intoxication due to the consumption of alcohol, in which the conduct tends to cause or provoke</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials.</li> <li>• 2.1c: Use of the College’s name, image, or logo without proper authorization or with intent to misrepresent or defraud.</li> <li>• 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID.</li> <li>• Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college.</li> <li>• Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized access to an existing college record is not permitted</li> </ul> <p>3. <b>Obstruction or disruption of any learning environment or other college activities</b> – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.</p> <ul style="list-style-type: none"> <li>• 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, <b>lewd behavior, derogatory language and/or images,</b> or otherwise disorderly conduct under any circumstance <b>in-person, virtual, and/or online.</b> <del>including, but not limited to,</del></li> </ul>	

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>a disturbance or disrupts the normal operations of the college.</p> <ul style="list-style-type: none"> <li>3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property</li> <li>3.1c: Any conduct or behavior that disrupts a faculty member while teaching is a violation. This includes, but is not limited to, talking in class, talking, texting, playing music, or listening to headphones.</li> </ul> <p>4. <b>Conduct that threatens health or safety</b> – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one’s own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.</p> <ul style="list-style-type: none"> <li>Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3) will follow the CCC Equal Opportunity Policy and Complaint Procedures.</li> </ul> <p><b>(4.4) Hazing</b> City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual’s initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person</p>	<p><del>intoxication due to the consumption of alcohol, in which the</del> This includes any conduct that tends to causes or provokes a disturbance or disrupts the normal operations of the college.</p> <ul style="list-style-type: none"> <li>3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property</li> <li>3.1c: Any conduct or behavior that disrupts a faculty member while teaching is a violation. This Examples includes, but are not limited to, talking in during class, talking, texting, playing music, playing games/videos or listening to using headphones for non-class related activities.</li> <li>3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed.</li> </ul> <p>4. <b>Conduct that threatens health or safety</b> – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one’s own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.</p>	



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<p>suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services.</p> <p>4.4a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.</p> <p>4.4b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.</p> <p>4.4c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.</p> <p>4.4d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.</p> <p>4.4e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.</p> <p>4.4f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings.</p> <p><b>(4.5) Physical Altercation/Violent/Threatening Behavior</b> The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the</p>	<ul style="list-style-type: none"> <li>Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3), or Acts of Discrimination including written and verbal actions (4.4) will follow the CCC Equal Opportunity Policy and Complaint Procedures.</li> </ul> <p><b>(4.4 4.5) Hazing</b> City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual’s initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services.</p> <p>4.5a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.</p> <p>4.5b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.</p> <p>4.5c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.</p> <p>4.5d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.</p>	

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<p>purpose of physical abuse or violence involving physical contact.</p> <p><b>(4.6) Weapons/Firearms/Explosives</b>                      The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises or during college activities are prohibited. The penalty for possession weapons may be subject to expulsion. If a student is found responsible, automatic expulsion will be rendered.</p> <p>Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:</p> <ul style="list-style-type: none"> <li>Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);</li> <li>Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;</li> <li>Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;</li> <li>Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;</li> <li>Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or</li> </ul>	<p>4.5e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.</p> <p>4.5f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings.</p> <p><b>(4.5 4.6) Physical Altercation/Violent/Threatening Behavior</b>                      The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact.</p> <p><b>(4.6 4.7) Weapons/Firearms/Explosives</b>                      The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises or during college activities are prohibited. The penalty for possession weapons may be subject to expulsion. If a student is found responsible, automatic expulsion will be rendered.</p> <p>Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:</p> <ul style="list-style-type: none"> <li>Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be</li> </ul>	



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<p>less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or</p> <ul style="list-style-type: none"> <li>Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.</li> </ul> <p>Note: Students who hold a conceal carry permit are not allowed to be in possession of their firearm within any CCC building. See <a href="#">Disciplinary Hearings Involving Allegations of Sexual Harassment</a></p> <p><b>5. Theft or vandalism</b></p> <ul style="list-style-type: none"> <li>5.1a: Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen.</li> <li>5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises.</li> </ul> <p><b>6. Failure to comply</b> – failure to comply with college officials acting in the performance of their duties.</p> <p><b>7. Breaching Campus Safety or Security</b></p> <ul style="list-style-type: none"> <li>7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior security doors.</li> </ul>	<p>discharged by force, whether operable or inoperable, loaded or unloaded);</p> <ul style="list-style-type: none"> <li>Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;</li> <li>Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;</li> <li>Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;</li> <li>Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or</li> <li>Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.</li> </ul> <p>Note: Students who hold a conceal carry permit are not allowed to be in possession of their firearm within any CCC building. See <a href="#">Disciplinary Hearings Involving Allegations of Sexual Harassment</a></p> <p><b>5. Theft or vandalism</b></p> <ul style="list-style-type: none"> <li>5.1a: Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the</li> </ul>	

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<ul style="list-style-type: none"> <li>• 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment</li> <li>• 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions.</li> </ul> <p>8. <b>Retaliation</b> – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.</p> <p>9. <b>Alcohol and controlled substances</b></p> <ul style="list-style-type: none"> <li>• 9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.</li> <li>• 9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law.</li> <li>• See <a href="#">Drug and Alcohol Free Campus</a></li> </ul> <p>10. <b>Clinical/Practicum Misconduct</b> Any violation of behavior guidelines as determined and outlined by the academic program. This includes, but not limited to, behavior, which causes the students’ temporary</p>	<p>student had knowledge, or reasonably should have had knowledge, was stolen.</p> <ul style="list-style-type: none"> <li>• 5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises.</li> </ul> <p>6. <b>Failure to comply</b> – failure to comply with college officials acting in the performance of their duties.</p> <p>7. <b>Breaching Campus Safety or Security</b></p> <ul style="list-style-type: none"> <li>• 7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior security doors.</li> <li>• 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment</li> <li>• 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions.</li> </ul> <p>8. <b>Retaliation</b> – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.</p> <p>9. <b>Alcohol and controlled substances</b></p> <ul style="list-style-type: none"> <li>• 9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance</li> </ul>	

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<p>suspension or removal from an external placement site, violation of “work rules”, etc.</p> <p><b>11. Violations of CCC policies</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Equal Opportunity in Employment, Programs, Services and Activities policy</a></li> <li>• <a href="#">Equal Opportunity Policy and Complaint Procedures</a></li> <li>• Academic program Handbooks</li> <li>• <a href="#">College Rules</a></li> <li>• <a href="#">Drug and Alcohol Free Campus policy</a></li> <li>• <a href="#">Tobacco-Free Campus policy</a></li> <li>• <a href="#">Responsible Computer Use policy</a></li> <li>• Other approved CCC Policies and Procedures</li> </ul>	<p>meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.</p> <ul style="list-style-type: none"> <li>• 9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law.</li> </ul> <p>See <a href="#">Drug and Alcohol Free Campus</a></p> <ul style="list-style-type: none"> <li>• 9.1c: Consumption of alcohol and/or controlled substance or intoxication during class in-person or virtually.</li> </ul> <p><b>10. Clinical/Practicum Misconduct</b></p> <p>Any violation of behavior guidelines as determined and outlined by the academic program. This includes, but not limited to, behavior, which causes the students’ temporary suspension or removal from an external placement site, violation of “work rules”, etc.</p> <p><b>11. Violations of CCC policies</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Equal Opportunity in Employment, Programs, Services and Activities policy</a></li> <li>• <a href="#">Equal Opportunity Policy and Complaint Procedures</a></li> <li>• Academic program Handbooks</li> <li>• <a href="#">College Rules</a></li> <li>• <a href="#">Drug and Alcohol Free Campus policy</a></li> <li>• <a href="#">Tobacco-Free Campus policy</a></li> <li>• <a href="#">Responsible Computer Use policy</a></li> <li>• Other approved CCC Policies and Procedures</li> </ul>	