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ADOPTED
BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 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
NOVEMBER 2021
OFFICE OF ACADEMIC AND STUDENT AFFAIRS

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

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

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

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

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

WHEREAS, CCC Academic & Student Policies have been revised and updated to: 1) update and clarify existing policy content and align with CCC strategies; 2) delete duplicative policy content; 3) remove procedures from Academic and Student Policies; 4) strengthen compliance with Illinois Community College Board (ICCB), Higher Learning Commission (HLC), and/or Department of Education (DOE) requirements; 5) improve clarity and readability of policy content; and 6) add new policy or delete existing policy, as needed (an Executive Summary of revisions to Academic & Student Policies is attached as Exhibit A); and

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

NOW, THEREFORE BE IT RESOLVED, that the revisions to policy and updated *CCC Academic & Student Policies* document be adopted by the Board of Trustees effective November 4, 2021, and posted on the City Colleges of Chicago website.

City Colleges of Chicago
Board Approved Academic & Student Policy

Policy Update Executive Summary

Policy/Procedure Revision Goals

- Streamline, simplify, clarify and condense policies.

Key Policy Changes

- **Section 2.04** - Language addition to align policy with existing procedures.
- **Section 8.02** - Change required documents from three (3) to two (2) and added clarification about required documentation.

Key Procedure Change

- **Non-Grade Designation – Procedure**- Added procedure to clarify Administrative Removal from College (ADR) drop process related to health concerns.

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS
PROPOSED REVISIONS TO
ACADEMIC & STUDENT POLICIES
NOVEMBER 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. New sections of policy
3. **Highlights** = policy changes/ **Highlights** = procedures changes

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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| Current Policy/Procedure | Proposed Policy/Procedure | Source & Rationale |
|--|---|--|
| <p>Section 2.04 Assessment & Placement – Credit Students To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see Placement Test Waivers) prior to registration.</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 ENGLISH 101 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> <ul style="list-style-type: none"> • Students Placing in Foundational Studies Courses 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: <ul style="list-style-type: none"> • High school diploma • Official or unofficial high school transcript • High school equivalency certificate <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>Section 2.04 Assessment & Placement – Credit Students To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see Placement Test Waivers) prior to registration.</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 ENGLISH 101 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> <ul style="list-style-type: none"> a. Students Placing in Foundational Studies Courses 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: <ul style="list-style-type: none"> • High school diploma • Official or unofficial high school transcript • High school equivalency certificate <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>DO Academic & Student Affairs – Language addition to align policy with existing procedures.</p> |

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| <p>b. Placement Test Waivers Placement test waivers may be granted to:</p> <ul style="list-style-type: none"> • Transfer students who submit an official transcript from a regionally accredited college or university showing successful completion of college level math, English (particularly ENGLISH 101 Composition/Freshman Composition), and reading with a grade of “C” or higher; • Students who have already earned an Associate degree or higher; or, • 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. <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> | <p>c. Placement Test Waivers Placement test waivers may be granted to:</p> <ul style="list-style-type: none"> • Transfer students who submit an official transcript from a regionally accredited college or university showing successful completion of college level math, English (particularly ENGLISH 101 Composition/Freshman Composition), and reading with a grade of “C” or higher; • Students who have already earned an Associate degree or higher; or, • 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. <ul style="list-style-type: none"> • GED or HiSET score as outlined in procedures • Transitional Math or Transitional English grade as outlined in procedures <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><u>Section 8.02 Name Change</u></p> <p>a. Legal Name Change 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 documents must be a valid photo ID. Approved identification documents include:</p> <ul style="list-style-type: none"> • Marriage certificate • Divorce decree • Driver's license (with picture) • State ID (with picture) • U.S. military ID (with picture) • Mexican Consular ID (with picture) • Social Security card • Passport • Court order <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><u>Section 8.02 Name Change</u></p> <p>a. Legal Name Change Name change requests must be made in writing; forms are available in the Office of the Registrar. Two identification documents must accompany the request. All documents must indicate the student's new name, at least one of the documents must be a valid photo ID, and at least one document must link the change from former name to current name. Approved identification documents include:</p> <ul style="list-style-type: none"> • Marriage certificate • Divorce decree • Driver's license (with picture) • State ID (with picture) • U.S. military ID (with picture) • Mexican Consular ID (with picture) • Social Security card • Passport • Court order <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>DO Academic & Student Affairs: Change required documents from three to two and clarification about documentation.</p> |

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| <p><u>Non-Grade Designations – Procedures</u></p> <p>Policy: Non-Grade Designations.</p> <p>a. I – Incomplete</p> <ul style="list-style-type: none"> • <i>Instructor responsibilities (or Department Chair in the absence of the instructor)</i> <ul style="list-style-type: none"> ○ <i>Document (and record in the student information system) the student’s extenuating circumstances that led to the “I” grade and all requirements which must be met by the student to remove the “I” grade and replace it with a final grade.</i> ○ <i>Enter an “I” grade and a provisional final grade in the student information system. See Glossary of Terms for more information.</i> ○ <i>Inform the student in writing of the requirements needed to remove the “I” grade and the date the requirements must be met (no later than the midpoint of the following term, excluding the Summer term).</i> ○ <i>Receive the completed coursework.</i> <ul style="list-style-type: none"> ▪ <i>If additional coursework is submitted: finalize grading, and submit a grade change form with the final grade to the Office of the Registrar no later than End of Term processing for the following term (excluding the Summer term).</i> ▪ <i>If no additional coursework is submitted: document the fact that no additional coursework was submitted.</i> ○ <i>Provide documentation of the completed work to the Department Chair to be placed in department files.</i> | <p><u>Non-Grade Designations – Procedures</u></p> <p>Policy: Non-Grade Designations.</p> <p>a. I – Incomplete</p> <ul style="list-style-type: none"> • <i>Instructor responsibilities (or Department Chair in the absence of the instructor)</i> <ul style="list-style-type: none"> ○ <i>Document (and record in the student information system) the student’s extenuating circumstances that led to the “I” grade and all requirements which must be met by the student to remove the “I” grade and replace it with a final grade.</i> ○ <i>Enter an “I” grade and a provisional final grade in the student information system. See Glossary of Terms for more information.</i> ○ <i>Inform the student in writing of the requirements needed to remove the “I” grade and the date the requirements must be met (no later than the midpoint of the following term, excluding the Summer term).</i> ○ <i>Receive the completed coursework.</i> <ul style="list-style-type: none"> ▪ <i>If additional coursework is submitted: finalize grading, and submit a grade change form with the final grade to the Office of the Registrar no later than End of Term processing for the following term (excluding the Summer term).</i> ▪ <i>If no additional coursework is submitted: document the fact that no additional coursework was submitted.</i> ○ <i>Provide documentation of the completed work to the Department Chair to be placed in department files.</i> | <p>DO Academic & Student Affairs: Added procedure to clarify ADR drop process related to health concerns.</p> |

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| <ul style="list-style-type: none"> • <i>Student responsibilities</i> <ul style="list-style-type: none"> ○ <i>Request an "I" grade, including extenuating circumstances.</i> ○ <i>Complete the remaining coursework and/or final examination no later than the midpoint of the following term (excluding the Summer term).</i> ○ <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the "I" grade will lapse to the provisional final grade entered at the time the "I" grade was entered.</i> • <i>Course enrollment</i> <ul style="list-style-type: none"> ○ <i>Until the "I" grade is removed, a student who receives an "I" grade may not enroll in any new course for which the "I" grade course is a prerequisite.</i> ○ <i>A student who has an "I" grade may not re-register in that course. However, if the "I" grade lapses to the provisional final grade, then the student may then re-register for the course.</i> • <i>Department Chair</i> <ul style="list-style-type: none"> ○ <i>Verify that a copy of all assignments and/or tests required for the removal of each "I" grade have been placed in the department files and so certify to the Academic Vice President</i> • <i>Academic Vice President</i> <ul style="list-style-type: none"> ○ <i>Academic Vice Presidents may extend the time to complete the "I" grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> | <ul style="list-style-type: none"> • <i>Student responsibilities</i> <ul style="list-style-type: none"> ○ <i>Request an "I" grade, including extenuating circumstances.</i> ○ <i>Complete the remaining coursework and/or final examination no later than the midpoint of the following term (excluding the Summer term).</i> ○ <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the "I" grade will lapse to the provisional final grade entered at the time the "I" grade was entered.</i> • <i>Course enrollment</i> <ul style="list-style-type: none"> ○ <i>Until the "I" grade is removed, a student who receives an "I" grade may not enroll in any new course for which the "I" grade course is a prerequisite.</i> ○ <i>A student who has an "I" grade may not re-register in that course. However, if the "I" grade lapses to the provisional final grade, then the student may then re-register for the course.</i> • <i>Department Chair</i> <ul style="list-style-type: none"> ○ <i>Verify that a copy of all assignments and/or tests required for the removal of each "I" grade have been placed in the department files and so certify to the Academic Vice President</i> • <i>Academic Vice President</i> <ul style="list-style-type: none"> ○ <i>Academic Vice Presidents may extend the time to complete the "I" grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> | |

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| <p>b. COVID - Incomplete (Spring 2020 only)</p> <ul style="list-style-type: none"> • <i>All applicable procedures for I-Incomplete apply</i> • <i>Instructor responsibilities specific to COVID Incompletes (or Department Chair in the absence of the instructor)</i> <ul style="list-style-type: none"> ○ <i>Document (and record in the student information system) that the student’s extenuating circumstance, was due to a pause in instruction due to COVID-19 and all requirements which must be met by the student to remove the “I” grade and replace it with a final grade.</i> ○ <i>Enter an “I” grade and a provisional grade in the student information system.</i> ○ <i>Inform the student</i> ○ <i>Receive the completed coursework and or schedule any appropriate make up times to complete missing requirements</i> • <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the “I” grade will lapse to the provisional final grade entered at the time the “I” grade was entered</i> • <i>Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> <p>c. VMW – Voluntary Medical Withdrawal</p> <p><i>Withdrawals from classes for medical reasons must be made for all classes. An approved Voluntary Medical Withdrawal will result in a VMW indicator on the student’s permanent academic record and transcript.</i></p> <ul style="list-style-type: none"> • <i>Initiate a voluntary medical withdrawal – the student will notify the Dean of Student Services who will determine if a voluntary medical withdrawal is appropriate. The student may be required to consent to the disclosure of relevant medical information to the appropriate CCC personnel.</i> | <p>b. COVID - Incomplete (Spring 2020 only)</p> <ul style="list-style-type: none"> • <i>All applicable procedures for I-Incomplete apply</i> • <i>Instructor responsibilities specific to COVID Incompletes (or Department Chair in the absence of the instructor)</i> <ul style="list-style-type: none"> ○ <i>Document (and record in the student information system) that the student’s extenuating circumstance, was due to a pause in instruction due to COVID-19 and all requirements which must be met by the student to remove the “I” grade and replace it with a final grade.</i> ○ <i>Enter an “I” grade and a provisional grade in the student information system.</i> ○ <i>Inform the student</i> ○ <i>Receive the completed coursework and or schedule any appropriate make up times to complete missing requirements</i> • <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the “I” grade will lapse to the provisional final grade entered at the time the “I” grade was entered</i> • <i>Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> <p>c. VMW – Voluntary Medical Withdrawal</p> <p><i>Withdrawals from classes for medical reasons must be made for all classes. An approved Voluntary Medical Withdrawal will result in a VMW indicator on the student’s permanent academic record and transcript.</i></p> <ul style="list-style-type: none"> • <i>Initiate a voluntary medical withdrawal – the student will notify the Dean of Student Services who will determine if a voluntary medical withdrawal is appropriate. The student may be required to consent to the disclosure of relevant medical information to the appropriate CCC personnel.</i> | |

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| <p><i>The Dean of Student Services will make a recommendation to the President whether or not to approve a medical withdrawal. Where withdrawal is appropriate, the Dean of Student Services will also recommend an individualized plan which will include conditions necessary to return from the medical withdrawal and may include a recommended length of medical absence. If a withdrawal is granted, the student will meet with the Dean of Student Services to review the individualized plan.</i></p> <ul style="list-style-type: none"> <i>Return from a voluntary medical withdrawal – a student who desires to return to CCC from a voluntary medical withdrawal must notify the Dean of Student Services of the student’s intent to return at least 30 days prior to the start of the relevant term. The student will meet with the Dean of Student Services to ensure that all conditions of the individualized plan have been met. The student may be required to consent to the release of relevant medical information to appropriate CCC personnel. Based upon evaluation of the relevant information, the Dean of Student Services will assess whether the student is prepared to be readmitted and make a recommendation to the President.</i> <p>d. NC – No Credit COVID-19</p> <ul style="list-style-type: none"> <i>Student must consent to a possible change to NC before the end of the term. Consent is completed in the student portal and must be request before the end of the term. Student can elect which courses the NC designation should apply.</i> <i>If the final grade awarded is a C or higher, the grade will remain as is. If the final grade awarded is a D or F, the grade will be converted to NC and no hours will be earned for the course.</i> | <p><i>The Dean of Student Services will make a recommendation to the President whether or not to approve a medical withdrawal. Where withdrawal is appropriate, the Dean of Student Services will also recommend an individualized plan which will include conditions necessary to return from the medical withdrawal and may include a recommended length of medical absence. If a withdrawal is granted, the student will meet with the Dean of Student Services to review the individualized plan.</i></p> <ul style="list-style-type: none"> <i>Return from a voluntary medical withdrawal – a student who desires to return to CCC from a voluntary medical withdrawal must notify the Dean of Student Services of the student’s intent to return at least 30 days prior to the start of the relevant term. The student will meet with the Dean of Student Services to ensure that all conditions of the individualized plan have been met. The student may be required to consent to the release of relevant medical information to appropriate CCC personnel. Based upon evaluation of the relevant information, the Dean of Student Services will assess whether the student is prepared to be readmitted and make a recommendation to the President.</i> <p>d. NC – No Credit COVID-19</p> <ul style="list-style-type: none"> <i>Student must consent to a possible change to NC before the end of the term. Consent is completed in the student portal and must be request before the end of the term. Student can elect which courses the NC designation should apply.</i> <i>If the final grade awarded is a C or higher, the grade will remain as is. If the final grade awarded is a D or F, the grade will be converted to NC and no hours will be earned for the course.</i> | |

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| <ul style="list-style-type: none"> Instructors are not informed that a student has elected this option; final grades of D or F assigned by the instructor are converted to NC when final grades post. <p>Note: Students cannot elect to change to NC after final grades are awarded.</p> | <ul style="list-style-type: none"> Instructors are not informed that a student has elected this option; final grades of D or F assigned by the instructor are converted to NC when final grades post. <p>Note: Students cannot elect to change to NC after final grades are awarded.</p> <p>e. Administrative Removal from College</p> <p>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.</p> <p>When health concerns arise, additional guidance will be available on the City Colleges website (www.ccc.edu). For more information, see Administrative Removal from College.</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 review.</p> | |