

**34423**  
**ADOPTED-BOARD OF TRUSTEES COMMUNITY COLLEGE**  
**DISTRICT NO. 508**  
**MARCH 3, 2022**

**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 2022**  
**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 March 3, 2022, and posted on the City Colleges of Chicago website.

**March 2022 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.</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> <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>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.</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> <ul style="list-style-type: none"> <li>• <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:           <ul style="list-style-type: none"> <li>• High school diploma</li> <li>• Official or unofficial high school transcript</li> <li>• High school equivalency certificate</li> </ul> </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>DO Academic &amp; Student Affairs –</b>            Adding additional options for English and Math placement.</p>

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<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> <li>• GED or HiSET score as outlined in <a href="#">procedures</a></li> <li>• Transitional Math or Transitional English grade as outlined in <a href="#">procedures</a></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>• <b>Placement Test Waivers</b>                      Placement test waivers may be granted to:</li> <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> <li>• GED or HiSET score as outlined in <a href="#">procedures</a>;</li> <li>• Transitional Math or Transitional English grade as outlined in <a href="#">procedures</a>;</li> </ul> <p>c) <b>Placement Boost by GPA</b></p> <ul style="list-style-type: none"> <li>• High school grade point average (GPA) of 3.00 from an official high school transcript in conjunction with a placement exam. Outlined in <a href="#">procedures</a>.                             <ul style="list-style-type: none"> <li>• Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.</li> <li>• GPA from an accredited high school</li> <li>• GPA requirements are based on an unweighted 4.00 scale. If a GPA is submitted based on a different scale, it will be converted.</li> </ul> </li> </ul> <p>d) <b>Transfer Developmental Educational English and Math</b></p> <ul style="list-style-type: none"> <li>• May be accepted for college level placement as outlined in <a href="#">procedures</a></li> </ul>	

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<p>Students, excluding those students in the <del>the</del> 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><del>The RTW scores are valid for 2 years and will determine the following:</del></p> <ul style="list-style-type: none"> <li><del>• Score of 6: Proceed with ENGLISH 101 Composition as placed by the SAT score — no additional supports are required.</del></li> <li><del>• Score of 4 or 5: Requirement to enroll in ENGLISH 97 Written Communication Skills concurrently with ENGLISH 101 Composition.</del></li> <li><del>• Score of 2 or 3: Requirement to enroll in ENGLISH 97 Written Communication Skills concurrently with ENGLISH 101 Composition;</del></li> <li><del>• Students should be aware that they may not be successful based on the RTW assessment, and if they proceed with ENGLISH 101 Composition/ENGLISH 97 Written Communication Skills they do so at their own risk. Students are recommended to enroll instead in ENGLISH 96 Aligned Reading and Composition (ARC). Informed student choice prevails.</del></li> <li><del>• Score of 1: Requirement to enroll in ENGLISH 97 Written Communication Skills concurrently with ENGLISH 101 Composition.</del></li> <li><del>• Students should be aware that they may not be successful based on the RTW assessment, and if they proceed with ENGLISH 101 Composition/ENGLISH 97 Written Communication Skills they do so at their own risk. Students are recommended to enroll instead in FS WRIT 93 Foundational Studies in Literacy or ENGLISH 96 Aligned Reading and Composition. Informed student choice prevails. Students are also recommended to enroll in INTDSP 101 College Success Seminar in their first term.</del></li> </ul>	<p><b>ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed.             <ul style="list-style-type: none"> <li>• Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year’s time.</li> </ul> </li> <li>• Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.</li> <li>• Students who took legacy remedial and foundational studies courses but are not ENGLISH 101 Composition eligible should see a college advisor for assistance.</li> <li>• Students who are required to take ENGLISH 101 Composition &amp; ENGLISH 97 Written Communication Skills are eligible to enroll in courses that require ‘Eligibility for ENGLISH 101 Composition’ only if they are concurrently enrolled in ENGLISH 101 Composition, ENGLISH 97 Written Communication Skills, and the other course.</li> <li>• Students who would like to drop or are withdrawn from ENGLISH 97 Written Communications or ENGLISH 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have ENGLISH 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.</li> <li>• If ENGLISH 97 Written Communications or ENGLISH 101 Composition is dropped prior to the start of the term, all other courses that require ENGLISH 101 eligibility must be dropped as well.</li> </ul>	

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<p><del>**Students are required to enroll in both ENGLISH 101 Composition &amp; ENGLISH 97 Written Communication Skills</del></p> <p><b>ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li><del>Students are limited to a single Reading to Write English assessment per year.</del></li> <li>Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.</li> <li>Students who took legacy remedial and foundational studies courses but are not ENGLISH 101 Composition eligible should see a college advisor for assistance.</li> <li>Students who are required to take ENGLISH 101 Composition &amp; ENGLISH 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for ENGLISH 101 Composition' only if they are concurrently enrolled in ENGLISH 101 Composition, ENGLISH 97 Written Communication Skills, and the other course.             <ul style="list-style-type: none"> <li>Students who drop or withdrawn from ENGLISH 97 Written Communication Skills or ENGLISH 101 Composition will need to drop or withdraw from the other courses that have ENGLISH 101 Composition eligibility as a requirement as the enrollment in that course is dependent on the support of and enrollment in the English courses.</li> </ul> </li> <li>A grade of C or better in Transitional English will place a student into English 101</li> <li>A GED score of 165 will place a student into English 101</li> <li>A HiSET Language Arts reading score of 16, a Language Arts Writing score of 16, and a HiSET Writing (essay) score of 5 will place a student into English 101</li> <li>GED and HiSET exams must be taken in the English language</li> </ul>	<ul style="list-style-type: none"> <li>*Students must have a cumulative high school GPA of 3.00 AND a valid RTW score, if student is using GPA for placement.</li> <li>A grade of C or better in Transitional English.</li> <li>GED and HiSET exams must be taken in the English language.</li> </ul> <table border="1" data-bbox="926 386 1814 678"> <thead> <tr> <th colspan="6">English Placement Expiration</th> </tr> <tr> <th></th> <th>GED &amp; HiSet Exams</th> <th>CCC Reading to Write</th> <th>*High School GPA of 3.00, Transfer DevEd English, &amp; Transitional English from High School English</th> <th>ACT &amp; SAT Exams</th> <th>Associate's Degree Earned, Transfer English, Advanced Placement (AP), College Level Exam (CLEP), &amp; International Baccalaureate (IB) English</th> </tr> </thead> <tbody> <tr> <td>Placement is valid for:</td> <td>1 year</td> <td>2 years</td> <td>3 years</td> <td>4 years</td> <td>No expiration</td> </tr> </tbody> </table> <p>Note: Expiration is from date of exam</p> <p><b>ESL Placement</b></p> <p>If you are a credit ESL student attempting to place into credit bearing English courses, your college may offer an ESL option:</p> <table border="1" data-bbox="926 971 1493 1166"> <thead> <tr> <th>CCC Reading to Write ESL</th> <th>Course Placement</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>ESL 100, or ESLINTG 100</td> </tr> <tr> <td>22</td> <td>ESL 98, or ESLINTG 99</td> </tr> <tr> <td>11</td> <td>ESLINTG 98</td> </tr> </tbody> </table>	English Placement Expiration							GED & HiSet Exams	CCC Reading to Write	*High School GPA of 3.00, Transfer DevEd English, & Transitional English from High School English	ACT & SAT Exams	Associate's Degree Earned, Transfer English, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) English	Placement is valid for:	1 year	2 years	3 years	4 years	No expiration	CCC Reading to Write ESL	Course Placement	33	ESL 100, or ESLINTG 100	22	ESL 98, or ESLINTG 99	11	ESLINTG 98	
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Students must complete the ALEKS PPL exam</td> <td>30-45</td> <td>MATH 99, or MATH 118 + MATH 18; or MATH 125 + MATH 25; or MATH 140 + MATH 40<sup>1</sup></td> </tr> <tr> <td>20-29</td> <td>MATH 90, or MATH 98, or Foundational Series 3003 + 3004</td> </tr> <tr> <td>19 or below</td> <td>Foundational Series 3001 + 3002</td> </tr> </tbody> </table> <p>*Multiple course options are available based on your academic plan; see your College Advisor.</p> <p><b>ADDITIONAL NOTES FOR MATH PLACEMENT AND ELIGIBILITY REQUIREMENTS</b></p>	CCC Reading to Write ESL	Course Placement	33	ESL 100, or ESLINTG 100	22	ESL 98, or ESLINTG 99	11	ESLINTG 98	SAT Math	SAT-Math (pre-3/1/16)	ACT Math	Transitional Math (TM)	ALEKS PPL	Course Placement	580+	560+	24+		76-100	MATH 207, or below	580+	560+	24+		61-100	MATH 204, MATH 146, MATH 144, MATH 141, or below <sup>1</sup>	530-570	500-550	21-23	Grade of C or better in STEM TM	46-60	MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below <sup>1</sup>	530-570	520-570	21-23	Grade of C or better in Quantitative Literacy TM	46-60	MATH 125, MATH 121, MATH 118, or below <sup>1</sup>	Lower scores for these exams are not used for placement. 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<p>academic record when the credit is accepted. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see <a href="#">Graduation Requirements for Degrees</a>).</p>	<p>An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified electronic copy) that is properly signed/authenticated. College transcripts that are more than one (1) year past the print date are not accepted.</p> <p>All courses from other regionally accredited institutions (<a href="http://ope.ed.gov/accreditation/Index.aspx">ope.ed.gov/accreditation/Index.aspx</a>) previously attended where a final grade of “C” (including grades of “C-”) or higher was earned will be evaluated for transferability and reflected on the student’s academic record when the credit is accepted. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see <a href="#">Graduation Requirements for Degrees</a>).</p>	
<p><b>Section 3.08 Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Grade Designations</a></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.</p>	<p><b>Section 3.08 Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Grade Designations</a></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><b>DO Academic &amp; Student Affairs –</b></p> <p>Updated language on ADR drop reason</p>

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<p>Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student’s GPA calculation.</p> <p><b>(a) Grading Basis for Remedial, Credit and Skills Courses</b> The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p> <ul style="list-style-type: none"> <li>• A, B, C, D, and F; and</li> <li>• Satisfactory (S) / Unsatisfactory (U)</li> </ul> <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> <li>• Students who enroll in A-F courses are graded using the A-F grading basis.</li> <li>• Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.</li> </ul> <table border="1" data-bbox="138 792 798 1081"> <thead> <tr> <th colspan="3">A-F GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>4</td> </tr> <tr> <td>B</td> <td>Good</td> <td>3</td> </tr> <tr> <td>C</td> <td>Average</td> <td>2</td> </tr> <tr> <td>D</td> <td>Below average</td> <td>1</td> </tr> <tr> <td>F</td> <td>Failure</td> <td>0</td> </tr> <tr> <th colspan="3">Grades</th> </tr> </tbody> </table> <p>The grading standard for Satisfactory/Unsatisfactory courses is as follows:</p> <ul style="list-style-type: none"> <li>• Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale).</li> <li>• Unsatisfactory grade: equivalent to “D” quality work or below.</li> </ul> <table border="1" data-bbox="100 1344 905 1485"> <thead> <tr> <th colspan="3">SATISFACTORY/UNSATISFACTORY GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Satisfactory</td> <td>0</td> </tr> <tr> <td>U</td> <td>Unsatisfactory</td> <td>0</td> </tr> </tbody> </table>	A-F GRADING BASIS			Grade	Description	Grade Points	A	Excellent	4	B	Good	3	C	Average	2	D	Below average	1	F	Failure	0	Grades			SATISFACTORY/UNSATISFACTORY GRADING BASIS			Grade	Description	Grade Points	S	Satisfactory	0	U	Unsatisfactory	0	<p><b>(a) Grading Basis for Remedial, Credit and Skills Courses</b> The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p> <ul style="list-style-type: none"> <li>• A, B, C, D, and F; and</li> <li>• Satisfactory (S) / Unsatisfactory (U)</li> </ul> <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> <li>• Students who enroll in A-F courses are graded using the A-F grading basis.</li> <li>• Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.</li> </ul> <table border="1" data-bbox="997 721 1835 1010"> <thead> <tr> <th colspan="3">A-F GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>4</td> </tr> <tr> <td>B</td> <td>Good</td> <td>3</td> </tr> <tr> <td>C</td> <td>Average</td> <td>2</td> </tr> <tr> <td>D</td> <td>Below average</td> <td>1</td> </tr> <tr> <td>F</td> <td>Failure</td> <td>0</td> </tr> <tr> <th colspan="3">Grades</th> </tr> </tbody> </table> <p>The grading standard for Satisfactory/Unsatisfactory courses is as follows:</p> <ul style="list-style-type: none"> <li>• Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale).</li> <li>• Unsatisfactory grade: equivalent to “D” quality work or below.</li> </ul> <table border="1" data-bbox="957 1240 1835 1419"> <thead> <tr> <th colspan="3">SATISFACTORY/UNSATISFACTORY GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Satisfactory</td> <td>0</td> </tr> <tr> <td>U</td> <td>Unsatisfactory</td> <td>0</td> </tr> <tr> <th colspan="3">Grades</th> </tr> </tbody> </table> <p><b>(b) Grading Basis for Foundational Studies and Continuing Education - Professional &amp; Personal Development Courses</b></p>	A-F GRADING BASIS			Grade	Description	Grade Points	A	Excellent	4	B	Good	3	C	Average	2	D	Below average	1	F	Failure	0	Grades			SATISFACTORY/UNSATISFACTORY GRADING BASIS			Grade	Description	Grade Points	S	Satisfactory	0	U	Unsatisfactory	0	Grades			
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<p><b>Section 3.13 Non-Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Non-Grade Designations</a>  <i>Procedures:</i> <a href="#">Non-Grade Designations – Procedures</a>.</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>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,</p>	<p><b>Section 3.13 Non-Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Non-Grade Designations</a>  <i>Procedures:</i> <a href="#">Non-Grade Designations – Procedures</a>.</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>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/Class</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><b>DO Academic &amp; Student Affairs –</b></p> <p>Updated language on ADR drop reason</p>



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<p>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 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><i>When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (<a href="http://www.ccc.edu">www.ccc.edu</a>).</i></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 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</p>	



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<p>e. <b><i>I – Incomplete</i></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 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><i>NSW – No-Show Withdrawal</i></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 (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p>	<p>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>I – Incomplete</i></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 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><i>NSW – No-Show Withdrawal</i></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</p>	

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<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> <li>• A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.</li> </ul>	<p>the request of the instructor, 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> <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> <li>• A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.</li> </ul>	

March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.</li> <li>A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).</li> </ul> <p>i. <b>VMW – Voluntary Medical Withdrawal</b>            A student who is experiencing a physical or mental health issue that significantly interferes with the student’s wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student’s request. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>j. <b>WTH – Class Drop or Withdrawal</b>  <b>It is the student's responsibility to officially drop or withdraw from classes.</b> A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see <a href="#">Class Withdrawals &amp; Refunds</a>). A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on <a href="http://my.ccc.edu">my.ccc.edu</a>). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student may drop or withdraw from a class (WTH) by visiting <a href="http://my.ccc.edu">my.ccc.edu</a>. The WTH will appear on the student's permanent academic record, but will be excluded from Grade</p>	<ul style="list-style-type: none"> <li>A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.</li> <li>A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).</li> </ul> <p>i. <b>VMW – Voluntary Medical Withdrawal</b>            A student who is experiencing a physical or mental health issue that significantly interferes with the student’s wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student’s request. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>j. <b>WTH – Class Drop or Withdrawal</b>  <b>It is the student's responsibility to officially drop or withdraw from classes.</b> A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see <a href="#">Class Withdrawals &amp; Refunds</a>). A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on <a href="http://my.ccc.edu">my.ccc.edu</a>). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student may drop or withdraw from a class (WTH) by visiting <a href="http://my.ccc.edu">my.ccc.edu</a>. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the</p>	

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<p>Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See <a href="#">Office of the Registrar</a> for more information. See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p> <p>Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.</p> <p>k. <b>NSW (No-Show Withdrawal) &amp; ADW (Administrative Withdrawal) – Adult Education Students</b></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>l. <b>NC (No Credit)</b></p> <p>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>transcript and will count as a course attempt for financial aid purposes). See <a href="#">Office of the Registrar</a> for more information. See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p> <p>Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.</p> <p>k. <b>NSW (No-Show Withdrawal) &amp; ADW (Administrative Withdrawal) – Adult Education Students</b></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>l. <b>NC (No Credit)</b></p> <p>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 6.01 Residency</b></p> <p><i>Policy History:</i> <a href="#">Residency</a></p> <p><i>Procedures:</i> <a href="#">Residency – Procedures</a>.</p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p>	<p><b>Section 6.01 Residency</b></p> <p><i>Policy History:</i> <a href="#">Residency</a></p> <p><i>Procedures:</i> <a href="#">Residency – Procedures</a>.</p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p>	<p><b>DO Academic &amp; Student Affairs –</b></p> <p>Adding additional approved documentation for residency verification</p>



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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>a. <b>Definition of an Independent Student</b>                      CCC uses Federal Student Aid’s definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p> <p>b. <b>Residency Verification – New Students</b>                      New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>c. <b>Residency Verification – Independent Students</b>                      Independent students must verify their residency by presenting at least one of the preferred documents in the student’s name listed below:</p> <ul style="list-style-type: none"> <li>• Valid driver’s license, State of Illinois, or City of Chicago identification card</li> <li>• Valid voter registration card</li> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)</li> <li>• Valid Foreign Consular ID card that includes a current address</li> <li>• Current orders or a letter from Command for military service persons</li> <li>• Signed letter on letterhead from a homeless shelter confirming residency in the shelter</li> <li>• Chicago Public Schools (CPS) transcript that meets each of the following four requirements:                             <ul style="list-style-type: none"> <li>○ CPS transcript must be official:</li> </ul> </li> </ul>	<p>a. <b>Definition of an Independent Student</b>                      CCC uses Federal Student Aid’s definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p> <p>b. <b>Residency Verification – New Students</b>                      New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>c. <b>Residency Verification – Independent Students</b>                      Independent students must verify their residency by presenting at least one of the preferred documents in the student’s name listed below:</p> <ul style="list-style-type: none"> <li>• Valid driver’s license, State of Illinois, or City of Chicago identification card</li> <li>• Valid voter registration card</li> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)</li> <li>• Valid Foreign Consular ID card that includes a current address</li> <li>• Current orders or a letter from Command for military service persons</li> <li>• Signed letter on letterhead from a homeless shelter confirming residency in the shelter</li> <li>• <b>Bank statement (dated within 90 days prior to verification)</b></li> <li>• Chicago Public Schools (CPS) transcript that meets each of the following four requirements:                             <ul style="list-style-type: none"> <li>○ CPS transcript must be official:                                     <ul style="list-style-type: none"> <li>▪ Mailed from CPS in sealed envelope, or</li> </ul> </li> </ul> </li> </ul>	

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



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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>e. <b>Residency Verification – Returning Students</b> The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> <li>• Students with a Discontinued status</li> <li>• Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.</li> </ul> <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>f. <b>Student’s Responsibility to Maintain Current Address</b> <b>Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.</b> Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>g. <b>In-District Students</b> To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. Pursuant to IL Public Act 101-0424, any student on active military duty or who is receiving veteran’s educational benefits, is deemed “in district” for tuition purposes for any academic quarter, semester, or term, as applicable. Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran’s educational benefits to the campus Veteran Student Services office to obtain verification.</p> <p>h. <b>Out-of-District Students</b> Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p>	<ul style="list-style-type: none"> <li>• Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.</li> </ul> <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>f. <b>Student’s Responsibility to Maintain Current Address</b> <b>Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.</b> Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>g. <b>In-District Students</b> To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. Pursuant to IL Public Act 101-0424, any student on active military duty or who is receiving veteran’s educational benefits, is deemed “in district” for tuition purposes for any academic quarter, semester, or term, as applicable. Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran’s educational benefits to the campus Veteran Student Services office to obtain verification.</p> <p>h. <b>Out-of-District Students</b> Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p> <p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks &amp; Cooperative Agreements.</p> <p>i. <b>Out-of-State Students</b> Students who reside outside of the State of Illinois for at least thirty (30)</p>	

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<p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks &amp; Cooperative Agreements.</p> <p>i. <b>Out-of-State Students</b> Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>j. <b>International Students</b> In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student’s application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of employment documents and visa</li> <li>• Proof of City of Chicago residency</li> <li>• Letter from employer authorizing college attendance</li> <li>• Proof of age for dependent visa holders</li> </ul> <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder’s application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category. Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their</p>	<p>days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>j. <b>International Students</b> In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student’s application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of employment documents and visa</li> <li>• Proof of City of Chicago residency</li> <li>• Letter from employer authorizing college attendance</li> <li>• Proof of age for dependent visa holders</li> </ul> <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder’s application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category. Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p> <p>k. <b>Online Learning Students</b> For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements</p>	

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<p>new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p> <p>k. <b>Online Learning Students</b> For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>l. <b>Adult Education Students</b> All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> <li>• Students who reside outside of the State of Illinois, and</li> <li>• Students holding an F-1 academic student or J-1 visa.</li> </ul> <p>m. <b>Alternate Residency Certification</b> If a student’s name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.</p>	<p>as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>l. <b>Adult Education Students</b> All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> <li>• Students who reside outside of the State of Illinois, and</li> <li>• Students holding an F-1 academic student or J-1 visa.</li> </ul> <p>m. <b>Alternate Residency Certification</b> If a student’s name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website,</p>	
<p><b>6.04 Financial Obligation – Procedures</b></p> <p>Policy: <a href="#">Financial Obligation</a>.</p> <p>a. <b>Students Financial Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. <a href="#">See Class</a></li> </ul>	<p align="center">-</p> <p><b>6.04 Financial Obligation – Procedures</b></p> <p>Policy: <a href="#">Financial Obligation</a>.</p> <p>a. <b>Students Financial Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. <a href="#">See Class Withdrawals &amp;</a></li> </ul>	<p><b>DO Academic &amp; Student Affairs –</b> Remove language that prevents transcript and</p>

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<p><a href="#">Withdrawals &amp; Refunds</a> for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.</p> <ul style="list-style-type: none"> <li>Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.</li> <li>If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student’s financial aid and may result in an unpaid balance which is the student’s responsibility.</li> <li>If a student’s account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.</li> <li>Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.</li> </ul> <p>b. <b>Payment Arrangements</b>  <i>Failure to make payment arrangements may result in the student being dropped from his/her classes.</i>  <i>Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (see <a href="#">WTH – Class Drop or Withdrawal</a>).</i></p> <p>c. <b>Delinquent Accounts</b>  <i>A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any career program/plan will not be allowed to register for classes <del>or receive transcripts, diplomas, or certificates</del> until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register for classes at any CCC college.</i></p> <p>d. <b>Student Defaults</b></p>	<p><a href="#">Refunds</a> for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.</p> <ul style="list-style-type: none"> <li>Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.</li> <li>If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student’s financial aid and may result in an unpaid balance which is the student’s responsibility.</li> <li>If a student’s account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.</li> <li>Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.</li> </ul> <p>b. <b>Payment Arrangements</b>  <i>Failure to make payment arrangements may result in the student being dropped from his/her classes.</i>  <i>Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (see <a href="#">WTH – Class Drop or Withdrawal</a>).</i></p> <p>c. <b>Delinquent Accounts</b>  <i>A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any career program/plan will not be allowed to register for classes or receive transcripts, diplomas, or certificates until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register for classes at any CCC college.</i></p> <p>d. <b>Student Defaults</b>  <i>If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to</i></p>	<p>diploma distribution from a student because of a financial hold.</p>

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<p><i>If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.</i></p> <p><b>e. Appeals of Tuition and/or Other Charges</b>  <i>Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account.</i>  <i>Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.</i></p>	<p><i>pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.</i></p> <p><b>e. Appeals of Tuition and/or Other Charges</b>  <i>Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account. Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.</i></p>	
<p><b>Section 6.15 Return of Title IV Funds</b></p> <p>Students who withdraw (officially withdraw (WTH) or unofficially withdraw) before the sixty percent (60%) point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. CCC uses a federally mandated Return to Title IV calculation, "R2T4," to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.</p> <ul style="list-style-type: none"> <li>After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply.</li> </ul>	<p><b>Section 6.15 Return of Title IV Funds</b></p> <p>Students who withdraw (officially withdraw (WTH) or unofficially withdraw) before the sixty percent (60%) point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. CCC uses a federally mandated Return to Title IV calculation, "R2T4," to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.</p> <ul style="list-style-type: none"> <li>After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply.</li> </ul>	<p><b>DO Academic &amp; Student Affairs –</b>                      Remove language that prevents transcript distribution from a student because of a financial hold.</p>



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<ul style="list-style-type: none"> <li>• If a student withdraws from all classes during a term, but at the time of withdrawal performed.</li> <li>• If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be performed. If a student provides confirmation that they will attend a course that begins later in the same term, but fails to attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed.</li> <li>• If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds.</li> </ul> <p>CCC performs R2T4 calculations within thirty (30) days from the date that CCC determines a student’s complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student’s withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student’s financial aid eligibility according to the number of days the student attended classes. The number of days in attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (60%) of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds. If a student did not receive all of the funds that were earned, the student may be due a post- withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CCC must get the student’s permission before disbursing the funds. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. CCC disburses any Title IV grant funds a student is due as part of a post-withdrawal</p>	<ul style="list-style-type: none"> <li>• If a student withdraws from all classes during a term, but at the time of withdrawal performed.</li> <li>• If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be performed. If a student provides confirmation that they will attend a course that begins later in the same term, but fails to attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed.</li> <li>• If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds.</li> </ul> <p>CCC performs R2T4 calculations within thirty (30) days from the date that CCC determines a student’s complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student’s withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student’s financial aid eligibility according to the number of days the student attended classes. The number of days in attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (60%) of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds. If a student did not receive all of the funds that were earned, the student may be due a post- withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CCC must get the student’s permission before disbursing the funds. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. CCC disburses any Title IV grant funds a student is due as part of a post-withdrawal disbursement within forty-five (45) days of the date CCC determines the student withdrew, and disburses any loan funds a student accepts within one hundred eighty (180) days of that date. CCC may</p>	

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<p>disbursement within forty-five (45) days of the date CCC determines the student withdrew, and disburses any loan funds a student accepts within one hundred eighty (180) days of that date. CCC may automatically use all or a portion of a student’s post-withdrawal disbursement of Title IV funds for tuition and fees.</p> <p>If it is determined that a student has received financial aid in excess of his/her eligibility, CCC will return the financial aid overpayment to the Department of Education on the student’s behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to CCC. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.</p> <p>An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit, defined in the syllabus, determined by the instructor. If the date cannot be determined, the unofficial withdrawal date will be the midpoint of the session the class was taken in. An unofficial withdrawal does not change the final grade.</p> <p>If R2T4 is required and the return of funds results in a balance on the student’s account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student’s account, and the student will not be permitted to register <del>or order transcripts</del> until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.</p>	<p>automatically use all or a portion of a student’s post-withdrawal disbursement of Title IV funds for tuition and fees.</p> <p>If it is determined that a student has received financial aid in excess of his/her eligibility, CCC will return the financial aid overpayment to the Department of Education on the student’s behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to CCC. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.</p> <p>An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit, defined in the syllabus, determined by the instructor. If the date cannot be determined, the unofficial withdrawal date will be the midpoint of the session the class was taken in. An unofficial withdrawal does not change the final grade.</p> <p>If R2T4 is required and the return of funds results in a balance on the student’s account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student’s account, and the student will not be permitted to register until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.</p> <p>Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:</p> <ol style="list-style-type: none"> <li>1. Federal Unsubsidized Direct Loan</li> <li>2. Federal Subsidized Direct Loan</li> </ol>	



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<p>Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:</p> <ol style="list-style-type: none"> <li>1. Federal Unsubsidized Direct Loan</li> <li>2. Federal Subsidized Direct Loan</li> <li>3. Federal Direct Parent Loan (PLUS)</li> <li>4. Federal Pell Grant</li> <li>5. Federal Supplemental Educational Opportunity Grant (SEOG)</li> </ol>	<ol style="list-style-type: none"> <li>3. Federal Direct Parent Loan (PLUS)</li> <li>4. Federal Pell Grant</li> <li>5. Federal Supplemental Educational Opportunity Grant (SEOG)</li> </ol>	
<p><b>Section 8.01 Students with Disabilities</b></p> <p><i>Procedures:</i> <a href="#">Students with Disabilities – Procedures</a>.</p> <p>No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC’s goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the Disability-Access Center (DAC). DACs (<a href="http://www.ccc.edu/DAC">www.ccc.edu/DAC</a>) will provide reasonable accommodations for qualified students with disabilities as required by law.</p>	<p><b>Section 8.01 Students with Disabilities</b></p> <p><i>Procedures:</i> <a href="#">Students with Disabilities – Procedures</a>.</p> <p>No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC’s goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the ACCESS Center (AC). ACs (<a href="http://www.ccc.edu/access">www.ccc.edu/access</a>) will provide reasonable accommodations for qualified students with disabilities as required by law.</p> <p><b>If a student has a personal support worker through the home based support services program for adults with mental disabilities under the developmental disability and mental disability services act, City Colleges of Chicago will permit the personal support worker to attend class with the student subject to the provisions of the act.</b></p>	<p><b>DO Academic &amp; Student Affairs –</b> Add clarification when a support worker attends class</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>8.01 Students with Disabilities – Procedures</b></p> <p>Policy: <a href="#">Students with Disabilities</a>.</p> <p>Students with disabilities may request accommodations by doing the following:</p> <p><b>a. Provide Documentation of Disability(ies)</b></p> <p>Students with disabilities should arrange an appointment for an intake interview with DAC staff at least thirty (30) days prior to enrollment, bringing current documentation of disability(ies). Students may request an academic adjustment at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow DAC procedures to ensure sufficient time to review requests and provide appropriate academic adjustments. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in a confidential student file in the DAC. Examples of documentation include:</p> <ul style="list-style-type: none"> <li>• Diagnostic evaluation</li> <li>• Medical records</li> <li>• Audiogram evaluation</li> <li>• Vision report</li> <li>• Psychological evaluation</li> </ul> <p><b>b. Request Accommodations Every Term</b></p> <p>It is important to request accommodations at least thirty (30) days before the start of the term. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should pick-up Accommodation Letters from the DAC and give them to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs.</p> <p>Note: students enrolled in online learning courses should follow the above instructions. The DAC will forward a copy of the Accommodation Letters for online learning students to the online</p>	<p><b>8.01 Students with Disabilities – Procedures</b></p> <p>Policy: <a href="#">Students with Disabilities</a>.</p> <p>Students with disabilities may request accommodations by doing the following:</p> <p><b>a. Provide Documentation of Disability(ies)</b></p> <p>Students with disabilities should arrange an appointment for an intake interview with AC staff at least thirty (30) days prior to enrollment, bringing current documentation of disability(ies). Students may request an academic adjustment at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow AC procedures to ensure sufficient time to review requests and provide appropriate academic adjustments. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in a confidential student file in the AC. Examples of documentation include:</p> <ul style="list-style-type: none"> <li>• Diagnostic evaluation</li> <li>• Medical records</li> <li>• Audiogram evaluation</li> <li>• Vision report</li> <li>• Psychological evaluation</li> </ul> <p><b>b. Request Accommodations Every Term</b></p> <p>It is important to request accommodations at least thirty (30) days before the start of the term. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should pick-up Accommodation Letters from the AC and give them to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs.</p> <p>Note: students enrolled in online learning courses should follow the above instructions. The AC will forward a copy of the Accommodation Letters for online learning students to the online learning Associate Dean of Student Services, who is available to assist if needed.</p> <p><b>c. Inform the AC of Schedule Changes</b></p>	<p><b>DO Academic &amp; Student Affairs –</b></p> <p>Add process for when a support worker attends class</p>

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<p><i>learning Associate Dean of Student Services, who is available to assist if needed.</i></p> <p><b>c. Inform the DAC of Schedule Changes</b>  <i>Students with disabilities should inform the DAC immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class).</i></p>	<p><i>Students with disabilities should inform the AC immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class).</i></p> <p><b>d. Support Worker in the Classroom</b></p> <ul style="list-style-type: none"> <li>• The support worker is permitted in the classroom per the developmental disability and mental disability services act. The personal support worker will also be noted on the Letter of Accommodation.</li> <li>• The ACCESS Center will inform the faculty member and the Office of Instruction of the class capacity change.</li> <li>• The Office of Instruction will make a best effort to adjust classroom location if the class fills to capacity</li> </ul>	
<p><b>Section 8.03 Educational Records – Student Access</b></p> <p>Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the chief administrator of the office in which the desired education records are located. The requested educational records will be made available to the student within forty-five (45) calendar days of the student’s written request. A staff member of the college office where the student’s records are located must be present at all times during the course of the inspection.</p> <p>During the inspection, the student has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• The college may refuse the copy but may not limit the student’s right to inspect and review that record. <del>For example, a copy of a student’s transcript may be refused if a negative service indicator</del></li> </ul>	<p><b>Section 8.03 Educational Records – Student Access</b></p> <p>Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the chief administrator of the office in which the desired education records are located. The requested educational records will be made available to the student within forty-five (45) calendar days of the student’s written request. A staff member of the college office where the student’s records are located must be present at all times during the course of the inspection.</p> <p>During the inspection, the student has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• The college may refuse the copy but may not limit the student’s right to inspect and review that record.</li> <li>• The City Colleges does not provide original or copies of third-party educational records that have been submitted to the City Colleges.</li> </ul>	<p><b>DO Academic &amp; Student Affairs –</b>            Remove language that prevents transcript review from a student because of a financial hold.</p>

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><del>(hold) for a financial obligation exists. In such a case, no transcripts will be released to other educational institutions.</del></p> <ul style="list-style-type: none"> <li>The City Colleges does not provide original or copies of third-party educational records that have been submitted to the City Colleges,</li> </ul>		
<p><b>8.21 Disciplinary Hearings – Procedures</b></p> <p><i>Policy: <a href="#">Disciplinary Hearings</a>.</i></p> <p><b>a. Due Process Hearing</b></p> <p><i>Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions:</i></p> <ul style="list-style-type: none"> <li><i>Dismissal of the complaint if it does not constitute a violation of student conduct policy.</i></li> <li><i>Non-judicial intervention if the matter is deemed to be of a minor nature.</i></li> <li><i>Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above.</i></li> <li><i>Mediation involving the affected parties.</i></li> <li><i>Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.</i></li> <li><i>Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.</i></li> </ul> <p><i>When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is</i></p>	<p><b>8.21 Disciplinary Hearings – Procedures</b></p> <p><i>Policy: <a href="#">Disciplinary Hearings</a>.</i></p> <p><b>a. Due Process Hearing</b></p> <p><i>Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions:</i></p> <ul style="list-style-type: none"> <li><i>Dismissal of the complaint if it does not constitute a violation of student conduct policy.</i></li> <li><i>Non-judicial intervention if the matter is deemed to be of a minor nature.</i></li> <li><i>Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above.</i></li> <li><i>Mediation involving the affected parties.</i></li> <li><i>Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.</i></li> <li><i>Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.</i></li> </ul> <p><i>When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional</i></p>	<p><b>DO Academic &amp; Student Affairs –</b></p> <p>Include the option for an approved designee to approve specific disciplinary decisions</p>

**March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review.</i></p> <p><b>b. Interim Suspension</b>  <i>A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing.</i></p> <p><b>c. Formal Disciplinary Hearing</b></p> <ul style="list-style-type: none"> <li>• <i>The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members.</i></li> <li>• <i>The College President, or designee, will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges.</i></li> <li>• <i>The hearing will be scheduled to reasonably accommodate the student’s schedule within the designated time frame for due process to occur.</i></li> <li>• <i>The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.</i></li> <li>• <i>If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on</i></li> </ul>	<p><i>instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review.</i></p> <p><b>b. Interim Suspension</b>  <i>A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing.</i></p> <p><b>c. Formal Disciplinary Hearing</b></p> <ul style="list-style-type: none"> <li>• <i>The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members.</i></li> <li>• <i>The College President, or designee, will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges.</i></li> <li>• <i>The hearing will be scheduled to reasonably accommodate the student’s schedule within the designated time frame for due process to occur.</i></li> <li>• <i>The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.</i></li> <li>• <i>If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student’s participation.</i></li> <li>• <i>The hearing committee’s written recommendation to the College President will be based solely upon evidence submitted at the hearing.</i></li> </ul>	



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The College President will advise the student, in writing, via CCC official email and/or certified U.S. mail, of his/her decision within five (5) academic days of the receipt of the written recommendation of the committee.</i></li> <li><i>Any written decision by a College President to suspend for more than five (days), dismiss, or expel the student shall be forwarded to the Provost &amp; Chief Academic Officer for approval and shall contain a summary of the evidence on which the decision is based.</i></li> <li><i>The College notifies the student of the President’s decision using official CCC email and/or certified U.S. mail.</i></li> </ul> <p><b>d. Disciplinary Hearings Involving Allegations of Sexual Harassment</b></p> <ul style="list-style-type: none"> <li><i>In cases where a student is alleged to have engaged in sexual harassment, CCC’s EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures (“Equal Opportunity Policy”). The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity Policy and more information about the EEO Office can be found at <a href="http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-">www.ccc.edu/departments/Pages/Equal-Opportunity-Office-</a></i></li> </ul>	<ul style="list-style-type: none"> <li><i>After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence upon which that recommendation was made. 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# City Colleges of Chicago

## Board Approved Academic & Student Policy

### *Policy Update Executive Summary*

#### **Policy and Procedure Revision Goals**

- Streamline, simplify, clarify and condense policies.

#### **Key Policy and Procedure Changes**

**2.04 Assessment and Placement – Credit Students – Policy and Procedure:** Adding language to include accepting official high school gpa and dev ed transfer credit for English and Math placement.

**2.07 Transfer Credit - Policy:** Update the language to list all regional accrediting bodies as the higher institutions we accept transfer credit from per AACRAO best practice recommendations.

**3.08 Grade Designations - Policy:** Update language to Administrative removal from College/Class.

**3.13 Non-Grade Designation - Policy:** Update language to Administrative removal from College/Class.

**6.01 Residency - Policy:** Add bank statement printed in last 90 days to approved residency documents.

**6.04 Financial Obligation – Procedures:** Remove language that prevents transcript and diploma distribution from a student because of a financial hold.

**6.15 Return to Title IV Funds - Policy:** Remove language that prevents transcript and diploma distribution from a student because of a financial hold.

**8.01 Students with Disabilities – Policy and Procedure:** Add language regarding when a support staff is approved for a student to attend class with them to ensure the process aligns with approved legislation.

**8.03 Educational Records – Student Access - Policy:** Remove language that prevents transcript and diploma distribution from a student because of a financial hold.

**8.21 Disciplinary Hearings - Procedures:** Change the final approver of a misconduct decision to Provost & Chief Academic Officer or designee.

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS**  
**PROPOSED REVISIONS TO**  
**ACADEMIC & STUDENT POLICIES**  
**MARCH 2022 – 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 and updated procedures to align with the policy changes
3. **Highlights** = policy changes, **Highlights** = procedure changes

**March 2022 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.</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> <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</p>	<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.</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> <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>DO Academic &amp; Student Affairs –</b>            Adding additional options for English and Math placement.</p>

**March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

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<p>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> <li>• GED or HiSET score as outlined in <a href="#">procedures</a></li> <li>• Transitional Math or Transitional English grade as outlined in <a href="#">procedures</a></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>	<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> <li>• GED or HiSET score as outlined in <a href="#">procedures</a>;</li> <li>• Transitional Math or Transitional English grade as outlined in <a href="#">procedures</a>;</li> </ul> <p>c) <b>Placement Boost by GPA</b></p> <ul style="list-style-type: none"> <li>• High school grade point average (GPA) of 3.00 from an official high school transcript in conjunction with a placement exam. Outlined in <a href="#">procedures</a>.             <ul style="list-style-type: none"> <li>• Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.</li> <li>• GPA from an accredited high school</li> <li>• GPA requirements are based on an unweighted 4.00 scale. If a GPA is submitted based on a different scale, it will be converted.</li> </ul> </li> </ul> <p>d) <b>Transfer Developmental Educational English and Math</b></p> <ul style="list-style-type: none"> <li>• May be accepted for college level placement as outlined in <a href="#">procedures</a></li> <li>• Official transcripts from a regionally accredited college or university with a grade of “C” or higher</li> </ul>	

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English 101/97	5	3 or 4																																																																																						
English 96	3 or 4																																																																																							
FS Writ 93	1 or 2																																																																																							



March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>ACT English will be required to take the CCC Reading to Write (RTW) as part of the enrollment process.</p> <p>The RTW scores are valid for 2 years and will determine the following:</p> <ul style="list-style-type: none"> <li>● <del>Score of 6: Proceed with ENGLISH 101 Composition as placed by the SAT score—no additional supports are required.</del></li> <li>● <del>Score of 4 or 5: Requirement to enroll in ENGLISH 97 Written Communication Skills concurrently with ENGLISH 101 Composition.</del></li> <li>● <del>Score of 2 or 3: Requirement to enroll in ENGLISH 97 Written Communication Skills concurrently with ENGLISH 101 Composition;</del></li> <li>● <del>Students should be aware that they may not be successful based on the RTW assessment, and if they proceed with ENGLISH 101 Composition/ENGLISH 97 Written Communication Skills they do so at their own risk. Students are recommended to enroll instead in ENGLISH 96 Aligned Reading and Composition (ARC). Informed student choice prevails.</del></li> <li>● <del>Score of 1: Requirement to enroll in ENGLISH 97 Written Communication Skills concurrently with ENGLISH 101 Composition.</del></li> <li>● <del>Students should be aware that they may not be successful based on the RTW assessment, and if they proceed with ENGLISH 101 Composition/ENGLISH 97 Written Communication Skills they do so at their own risk. Students are recommended to enroll instead in FS WRIT 93 Foundational Studies in Literacy or ENGLISH 96 Aligned Reading and Composition. Informed student choice prevails. Students are also recommended to enroll in INTDSP 101 College Success Seminar in their first term.</del></li> </ul> <p><b>**Students are required to enroll in both ENGLISH 101 Composition &amp; ENGLISH 97 Written Communication Skills</b></p>	<p><b>ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed.             <ul style="list-style-type: none"> <li>○ Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time.</li> </ul> </li> <li>● Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.</li> <li>● Students who took legacy remedial and foundational studies courses but are not ENGLISH 101 Composition eligible should see a college advisor for assistance.</li> <li>● Students who are required to take ENGLISH 101 Composition &amp; ENGLISH 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for ENGLISH 101 Composition' only if they are concurrently enrolled in ENGLISH 101 Composition, ENGLISH 97 Written Communication Skills, and the other course.</li> <li>● Students who would like to drop or are withdrawn from ENGLISH 97 Written Communications or ENGLISH 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have ENGLISH 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.</li> <li>● If ENGLISH 97 Written Communications or ENGLISH 101 Composition is dropped prior to the start of the term, all other courses that require ENGLISH 101 eligibility must be dropped as well.</li> <li>● *Students must have a cumulative high school GPA of 3.00 AND a valid RTW score, if student is using GPA for placement.</li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale																										
<p><b>ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li><del>Students are limited to a single Reading to Write English assessment per year.</del></li> <li>Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.</li> <li>Students who took legacy remedial and foundational studies courses but are not ENGLISH 101 Composition eligible should see a college advisor for assistance.</li> <li>Students who are required to take ENGLISH 101 Composition &amp; ENGLISH 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for ENGLISH 101 Composition' only if they are concurrently enrolled in ENGLISH 101 Composition, ENGLISH 97 Written Communication Skills, and the other course.             <ul style="list-style-type: none"> <li><del>Students who drop or withdrawn from ENGLISH 97 Written Communication Skills or ENGLISH 101 Composition will need to drop or withdraw from the other courses that have ENGLISH 101 Composition eligibility as a requirement as the enrollment in that course is dependent on the support of and enrollment in the English courses.</del></li> </ul> </li> <li>A grade of C or better in Transitional English will place a student into English 101</li> <li><del>A GED score of 165 will place a student into English 101</del></li> <li><del>A HiSET Language Arts reading score of 16, a Language Arts Writing score of 16, and a HiSET Writing (essay) score of 5 will place a student into English 101</del></li> <li>GED and HiSET exams must be taken in the English language</li> </ul> <p><b>ESL Placement</b></p>	<ul style="list-style-type: none"> <li>A grade of C or better in Transitional English.</li> <li>GED and HiSET exams must be taken in the English language.</li> </ul> <table border="1" data-bbox="926 316 1814 609"> <thead> <tr> <th colspan="6">English Placement Expiration</th> </tr> <tr> <th></th> <th>GED &amp; HiSet Exams</th> <th>CCC Reading to Write</th> <th>*High School GPA of 3.00, Transfer DevEd English, &amp; Transitional English from High School English</th> <th>ACT &amp; SAT Exams</th> <th>Associate's Degree Earned, Transfer English, Advanced Placement (AP), College Level Exam (CLEP), &amp; International Baccalaureate (IB) English</th> </tr> </thead> <tbody> <tr> <td>Placement is valid for:</td> <td>1 year</td> <td>2 years</td> <td>3 years</td> <td>4 years</td> <td>No expiration</td> </tr> </tbody> </table> <p><b>Note:</b> Expiration is from date of exam</p> <p><b>ESL Placement</b></p> <p>If you are a credit ESL student attempting to place into credit bearing English courses, your college may offer an ESL option:</p> <table border="1" data-bbox="926 901 1493 1096"> <thead> <tr> <th>CCC Reading to Write ESL</th> <th>Course Placement</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>ESL 100, or ESLINTG 100</td> </tr> <tr> <td>22</td> <td>ESL 98, or ESLINTG 99</td> </tr> <tr> <td>11</td> <td>ESLINTG 98</td> </tr> </tbody> </table>	English Placement Expiration							GED & HiSet Exams	CCC Reading to Write	*High School GPA of 3.00, Transfer DevEd English, & Transitional English from High School English	ACT & SAT Exams	Associate's Degree Earned, Transfer English, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) English	Placement is valid for:	1 year	2 years	3 years	4 years	No expiration	CCC Reading to Write ESL	Course Placement	33	ESL 100, or ESLINTG 100	22	ESL 98, or ESLINTG 99	11	ESLINTG 98	
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**March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

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*If you are a credit ESL student attempting to place into credit bearing English courses, your college may offer an ESL option:*

CCC Reading to Write ESL	Course Placement
33	ESL 100, or ESLINTG 100
22	ESL 98, or ESLINTG 99
11	ESLINTG 98

**Math Placement**

*If you are a credit student, attempting to place into credit-bearing math:*

SAT Math	SAT-Math (pre-3/1/16)	ACT Math	Transitional Math (TM)	ALEKS PPL	Course Placement
580+	560+	24+		76-100	MATH 207, or below
580+	560+	24+		61-100	MATH 204, MATH 146, MATH 144, MATH 141, or below <sup>1</sup>
530-570	500-550	21-23	Grade of C or better in STEM TM	46-60	MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below <sup>1</sup>
530-570	500-570	21-23	Grade of C or better in Quantitative Literacy TM	46-60	MATH 125, MATH 121, MATH 118, or below <sup>1</sup>
Lower scores for these exams are not used for placement. Students must complete the ALEKS PPL exam				30-45	MATH 99, or MATH 118 + MATH 18; or MATH 125 + MATH 25; or MATH 140 + MATH 40 <sup>1</sup>
				20-29	MATH 90, or MATH 98, or Foundational Series 3003 + 3004
				19 or below	Foundational Series 3001 + 3002

\*Multiple course options are available based on your academic plan; see your College Advisor.

**ADDITIONAL NOTES FOR MATH PLACEMENT AND ELIGIBILITY REQUIREMENTS**

- *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.*

**Math Placement**

*If you are a credit student, attempting to place into credit-bearing math*

College Level Math Placement Options								
	ACT-Math	ALEKS PPL	ALEKS PPL AND *High School GPA of 3.00	GED Math	HiSet Math	SAT-Math	Transfer DevEd Math	Transitional Math
MATH 207, or below	24+	76-100				580+		
MATH 204, MATH 146, MATH 144, MATH 141, or below <sup>1</sup>	24+	61-100				580+		
MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below <sup>1</sup>	21+	46-60	30-45	160	13	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	STEM TM
MATH 125, MATH 121, MATH 118, or below <sup>1</sup>	21+	46-60	30-45	155	11	530+		Quantitative Literacy TM
MATH 125 + MATH 25 or MATH 118 + MATH 18		30-45	20-29					

Multiple course options are available based on your academic plan; see your College Advisor.

Math ALEKS Placement Grid		
	ALEKS Placement Score	ALEKS Placement Score AND *High School GPA of 3.00
MATH 207, or below	76-100	
MATH 204, MATH 146, MATH 144, MATH 141, or below <sup>1</sup>	61-100	
MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below <sup>1</sup>	46-60	30-45
MATH 125 + MATH 25 or MATH 118 + MATH 18	30-45	20-29
Math 100	20-45	
Math 99	30-45	20-29
MATH 90 or MATH 98	20-29	
Foundational Series 3003 + 3004	20-29	
Foundational Series 3001 + 3002	19 or below	

**ADDITIONAL NOTES FOR MATH PLACEMENT AND ELIGIBILITY REQUIREMENTS**

- *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.*

March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<ul style="list-style-type: none"> <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 <u>MATH 118</u> General Education Math/<u>MATH 125</u> Introductory Statistics <b>does not</b> make one eligible for courses with the pre-requisite of <u>MATH 118</u> General Education Math/<u>MATH 125</u> Introductory Statistics eligibility.</li> <li><del>GED and HiSET placement results will be honored for up to one year from the end of the term that the test was administered.</del></li> </ul> <p><b><u>GED &amp; HiSET Placement</u></b></p> <p><del>Math 90 – Mathematical Literacy for College Students – GED 145 or HiSET 8</del></p> <p><del>Math 98 – Elementary Algebra – GED 145 or HiSET 8</del></p> <p><del>Math 99 – Intermediate Algebra – GED 150 or HiSET 10</del></p> <p><del>Math 100 – Introduction to College Mathematics – GED 150 or HiSET 10</del></p> <p><del>Math 118 – General Education Math – GED 155 or HiSET 11</del></p> <p><del>Math 121 – Math for Elementary Teachers I – GED 155 or HiSET 11</del></p> <p><del>Math 125 – Introductory Statistics – GED 155 or HiSET 11</del></p> <p><del>Math 140 – College Algebra – GED 160 or HiSET 13</del></p>	<ul style="list-style-type: none"> <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 <u>MATH 118</u> General Education Math/<u>MATH 125</u> Introductory Statistics <b>does not</b> make one eligible for courses with the pre-requisite of <u>MATH 118</u> General Education Math/<u>MATH 125</u> Introductory Statistics eligibility.</li> <li>Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C</li> <li>*Students must have a cumulative high school GPA of 3.00 AND valid ALEKS score if student is using GPA for placement</li> </ul> <table border="1" data-bbox="919 764 1820 971"> <thead> <tr> <th colspan="5">Math Placement Expiration</th> </tr> <tr> <th></th> <th>ALEKS, GED &amp; HiSet Exams</th> <th>*High School GPA 3.00, Transfer DevEd Math, &amp; Transitional Math from High School</th> <th>ACT &amp; SAT Exams</th> <th>Transfer Math, Advanced Placement (AP), College Level Exam (CLEP), &amp; International Baccalaureate (IB) Math</th> </tr> </thead> <tbody> <tr> <td>Placement is valid for:</td> <td>1 year</td> <td>18 months</td> <td>4 years</td> <td>No expiration</td> </tr> </tbody> </table> <p>Note: Expiration is from date of exam</p> <p><b>French and Spanish Placement</b></p> <p>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.</p> <table border="1" data-bbox="932 1292 1646 1403"> <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>In addition to the above, if you are taking webCAPE to place, note that:</p>	Math Placement Expiration						ALEKS, GED & HiSet Exams	*High School GPA 3.00, Transfer DevEd Math, & Transitional Math from High School	ACT & SAT Exams	Transfer Math, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) Math	Placement is valid for:	1 year	18 months	4 years	No expiration	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	
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**March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale															
<p>Math 143—Pre-Calculus—.GED 160 or HiSET 13</p> <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="73 592 789 708"> <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>• Placement test scores expire after one (1) year.</li> <li>• Both French and Spanish placements of 103 or higher are subject to departmental chairperson review</li> <li>• <u>SPANISH 104</u> Fourth Course Spanish and <u>FRENCH 104</u> Fourth Course French and above all require <u>ENGLISH 101</u> Composition eligibility</li> <li>• <u>SPANISH 191</u> Survival Spanish Nursing, <u>SPANISH 192</u> Survival Span for Law Enforcement Officers, <u>SPANISH 206</u> Intensive Oral Practice Spanish, <u>SPANISH 210</u> Modern Civilization &amp; Culture Spanish, <u>SPANISH 213</u> Intro To Modern Literature Spanish and <u>SPANISH 214</u> Readings In Literature Spanish require <u>ENGLISH 100</u> Basic Writing Skills eligibility</li> <li>• <u>SPANISH 111</u> Spanish For Hispanos, <u>SPANISH 113</u> Spanish For Near Native Speakers I and <u>SPANISH 114</u> Spanish for Near-Native Speakers II are for native or near native speakers</li> <li>• Placement testing is encouraged but not required for <u>SPANISH 191</u> Survival Spanish Nursing, <u>SPANISH 192</u> Survival</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	<ul style="list-style-type: none"> <li>• Placement test scores expire after one (1) year.</li> <li>• Both French and Spanish placements of 103 or higher are subject to departmental chairperson review</li> <li>• <u>SPANISH 104</u> Fourth Course Spanish and <u>FRENCH 104</u> Fourth Course French and above all require <u>ENGLISH 101</u> Composition eligibility</li> <li>• <u>SPANISH 191</u> Survival Spanish Nursing, <u>SPANISH 192</u> Survival Span for Law Enforcement Officers, <u>SPANISH 206</u> Intensive Oral Practice Spanish, <u>SPANISH 210</u> Modern Civilization &amp; Culture Spanish, <u>SPANISH 213</u> Intro To Modern Literature Spanish and <u>SPANISH 214</u> Readings In Literature Spanish require <u>ENGLISH 100</u> Basic Writing Skills eligibility</li> <li>• <u>SPANISH 111</u> Spanish For Hispanos, <u>SPANISH 113</u> Spanish For Near Native Speakers I and <u>SPANISH 114</u> Spanish for Near-Native Speakers II are for native or near native speakers</li> <li>• Placement testing is encouraged but not required for <u>SPANISH 191</u> Survival Spanish Nursing, <u>SPANISH 192</u> Survival Span for Law Enforcement Officers, <u>SPANISH 198</u> Study Abroad: Intensive, <u>SPANISH 199</u> Study Abroad: Immersion.</li> </ul> <p>Additional College-Credit Placement Notes</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>	
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<p>Span for Law Enforcement Officers, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion.</p> <p>Additional College-Credit Placement Notes</p> <ul style="list-style-type: none"> <li><i>The above tables reflect District testing guidelines; however, a College President or designee may accelerate a student beyond their test-based placement level.</i></li> <li><b><i>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.</i></b></li> </ul>		
<p><b>Section 2.07 Transfer Credit</b></p> <p><i>Policy History:</i> <a href="#">Transfer Credit</a>.</p> <p><i>Procedures:</i> <a href="#">Transfer Credit – Procedures</a>.</p> <p>Official college transcripts are required as part of the admissions process for credential seeking students. CCC will only accept official undergraduate transcripts from regionally accredited institutions. An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified electronic copy) that is properly signed/authenticated. College transcripts that are more than one (1) year past the print date are not accepted.</p> <p>All courses from other regionally accredited institutions (<a href="http://ope.ed.gov/accreditation/Index.aspx">ope.ed.gov/accreditation/Index.aspx</a>) previously attended where a final grade of “C” (including grades of “C-”) or higher was earned will be evaluated for transferability and reflected on the student’s academic record when the credit is accepted. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to certain limits (see <a href="#">Graduation Requirements for Degrees</a>).</p>	<p><b>Section 2.07 Transfer Credit</b></p> <p><i>Policy History:</i> <a href="#">Transfer Credit</a>.</p> <p><i>Procedures:</i> <a href="#">Transfer Credit – Procedures</a>.</p> <p>Official college transcripts are required as part of the admissions process for credential seeking students. CCC will only accept official undergraduate transcripts from institutions accredited from one of the following organizations:</p> <ul style="list-style-type: none"> <li>Accrediting Commission for Community and Junior Colleges (ACCJC)</li> <li>Western Association of Schools and Colleges</li> <li>Higher Learning Commission (HLC)</li> <li>Middle States Commission on Higher Education (MSCHE)</li> <li>New England Commission of Higher Education (NECHE)</li> <li>Northwest Commission on Colleges and Universities (NWCCU)</li> <li>Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)</li> <li>WASC Senior College and University Commission (WSCUC)</li> </ul> <p>An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified</p>	<p><b>DO Academic &amp; Student Affairs –</b></p> <p>Updating the language to specifically list the accrediting agencies acceptable for transfer credit.</p>



March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

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<p><b>Section 3.08 Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Grade Designations</a></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><b>(a) Grading Basis for Remedial, Credit and Skills Courses</b></p>	<p><b>Section 3.08 Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Grade Designations</a></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><b>(a) Grading Basis for Remedial, Credit and Skills Courses</b></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></p> <p>Updated language on ADR drop reason</p>

**March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

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<p>The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p> <ul style="list-style-type: none"> <li>A, B, C, D, and F; and</li> <li>Satisfactory (S) / Unsatisfactory (U)</li> </ul> <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> <li>Students who enroll in A-F courses are graded using the A-F grading basis.</li> <li>Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.</li> </ul> <table border="1" data-bbox="138 683 795 938"> <thead> <tr> <th colspan="3">A-F GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>4</td> </tr> <tr> <td>B</td> <td>Good</td> <td>3</td> </tr> <tr> <td>C</td> <td>Average</td> <td>2</td> </tr> <tr> <td>D</td> <td>Below average</td> <td>1</td> </tr> <tr> <td>F</td> <td>Failure</td> <td>0</td> </tr> </tbody> </table> <p>Grades</p> <p>The grading standard for Satisfactory/Unsatisfactory courses is as follows:</p> <ul style="list-style-type: none"> <li>Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale).</li> <li>Unsatisfactory grade: equivalent to “D” quality work or below.</li> </ul> <table border="1" data-bbox="100 1235 898 1382"> <thead> <tr> <th colspan="3">SATISFACTORY/UNSATISFACTORY GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Satisfactory</td> <td>0</td> </tr> <tr> <td>U</td> <td>Unsatisfactory</td> <td>0</td> </tr> </tbody> </table> <p>Grades</p> <p><i>(b) Grading Basis for Foundational Studies and Continuing Education - Professional &amp; Personal Development Courses</i></p>	A-F GRADING BASIS			Grade	Description	Grade Points	A	Excellent	4	B	Good	3	C	Average	2	D	Below average	1	F	Failure	0	SATISFACTORY/UNSATISFACTORY GRADING BASIS			Grade	Description	Grade Points	S	Satisfactory	0	U	Unsatisfactory	0	<ul style="list-style-type: none"> <li>A, B, C, D, and F; and</li> <li>Satisfactory (S) / Unsatisfactory (U)</li> </ul> <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> <li>Students who enroll in A-F courses are graded using the A-F grading basis.</li> <li>Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.</li> </ul> <table border="1" data-bbox="995 565 1835 820"> <thead> <tr> <th colspan="3">A-F GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>4</td> </tr> <tr> <td>B</td> <td>Good</td> <td>3</td> </tr> <tr> <td>C</td> <td>Average</td> <td>2</td> </tr> <tr> <td>D</td> <td>Below average</td> <td>1</td> </tr> <tr> <td>F</td> <td>Failure</td> <td>0</td> </tr> </tbody> </table> <p>Grades</p> <p>The grading standard for Satisfactory/Unsatisfactory courses is as follows:</p> <ul style="list-style-type: none"> <li>Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale).</li> <li>Unsatisfactory grade: equivalent to “D” quality work or below.</li> </ul> <table border="1" data-bbox="957 1084 1835 1230"> <thead> <tr> <th colspan="3">SATISFACTORY/UNSATISFACTORY GRADING BASIS</th> </tr> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Satisfactory</td> <td>0</td> </tr> <tr> <td>U</td> <td>Unsatisfactory</td> <td>0</td> </tr> </tbody> </table> <p>Grades</p> <p><i>(b) Grading Basis for Foundational Studies and Continuing Education - Professional &amp; Personal Development Courses</i></p> <table border="1" data-bbox="919 1338 1759 1451"> <thead> <tr> <th>Grade</th> <th>Description</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Satisfactory</td> <td>-</td> </tr> <tr> <td>F</td> <td>Failure</td> <td>-</td> </tr> </tbody> </table> <p>Grades</p>	A-F GRADING BASIS			Grade	Description	Grade Points	A	Excellent	4	B	Good	3	C	Average	2	D	Below average	1	F	Failure	0	SATISFACTORY/UNSATISFACTORY GRADING BASIS			Grade	Description	Grade Points	S	Satisfactory	0	U	Unsatisfactory	0	Grade	Description	Grade Points	S	Satisfactory	-	F	Failure	-	
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<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>	<b>(c) Grading Basis for Adult Education Courses</b>	
S	Satisfactory	-	<b>Grade Description</b>	
F	Failure	-		
<b>Grades</b>			P	
<b>(c) Grading Basis for Adult Education Courses</b>				
<b>Grade Description</b>			R	
P	Student has completed all course and level requirements and should take a course at the next level.		Student has completed all course and level requirements and should take a course at the next level.	-
R	Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.		Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.	-
<b>Grades</b>			<b>Grades</b>	
All academic transactions are recorded in a student's permanent academic record. All Credit courses and final grades earned appear on the student's transcript along with the following additional course statuses:			All academic transactions are recorded in a student's permanent academic record. All Credit courses and final grades earned appear on the student's transcript along with the following additional course statuses:	
<ul style="list-style-type: none"> <li>ADH – courses from which the student was withdrawn due to a finding of academic dishonesty</li> <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>MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only)</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>			<ul style="list-style-type: none"> <li>ADH – courses from which the student was withdrawn due to a finding of academic dishonesty</li> <li>ADR – courses from which the student was withdrawn as a result administrative removal from college <b>or classes</b>, 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>MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only)</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>	
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<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><i>Policy History:</i> <a href="#">Non-Grade Designations</a>  <i>Procedures:</i> <a href="#">Non-Grade Designations – Procedures</a>.</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>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,</p>	<p><b>Section 3.13 Non-Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Non-Grade Designations</a>  <i>Procedures:</i> <a href="#">Non-Grade Designations – Procedures</a>.</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>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/Class</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><b>DO Academic &amp; Student Affairs –</b></p> <p>Updated language on ADR drop reason</p>

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<p>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 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><i>When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (<a href="http://www.ccc.edu">www.ccc.edu</a>).</i></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 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</p>	

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<p>e. <b><i>I – Incomplete</i></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 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><i>NSW – No-Show Withdrawal</i></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 (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p>	<p>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>I – Incomplete</i></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 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><i>NSW – No-Show Withdrawal</i></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</p>	

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<ul style="list-style-type: none"> <li>• A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.</li> <li>• A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).</li> </ul> <p>i. <b>VMW – Voluntary Medical Withdrawal</b>            A student who is experiencing a physical or mental health issue that significantly interferes with the student’s wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student’s request.            CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>j. <b>WTH – Class Drop or Withdrawal</b>  <b>It is the student's responsibility to officially drop or withdraw from classes.</b> A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see <a href="#">Class Withdrawals &amp; Refunds</a>).            A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on <a href="http://my.ccc.edu">my.ccc.edu</a>). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.            A student may drop or withdraw from a class (WTH) by visiting <a href="http://my.ccc.edu">my.ccc.edu</a>. The WTH will appear on the student's permanent academic record, but will be excluded from Grade</p>	<ul style="list-style-type: none"> <li>• A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.</li> <li>• A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).</li> </ul> <p>i. <b>VMW – Voluntary Medical Withdrawal</b>            A student who is experiencing a physical or mental health issue that significantly interferes with the student’s wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student’s request.            CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>j. <b>WTH – Class Drop or Withdrawal</b>  <b>It is the student's responsibility to officially drop or withdraw from classes.</b> A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see <a href="#">Class Withdrawals &amp; Refunds</a>).            A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on <a href="http://my.ccc.edu">my.ccc.edu</a>). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.            A student may drop or withdraw from a class (WTH) by visiting <a href="http://my.ccc.edu">my.ccc.edu</a>. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the</p>	

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<p>Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See <a href="#">Office of the Registrar</a> for more information. See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p> <p>Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.</p> <p>k. <b>NSW (No-Show Withdrawal) &amp; ADW (Administrative Withdrawal) – Adult Education Students</b></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>l. <b>NC (No Credit)</b></p> <p>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>transcript and will count as a course attempt for financial aid purposes). See <a href="#">Office of the Registrar</a> for more information. See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p> <p>Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.</p> <p>k. <b>NSW (No-Show Withdrawal) &amp; ADW (Administrative Withdrawal) – Adult Education Students</b></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>l. <b>NC (No Credit)</b></p> <p>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 6.01 Residency</b></p> <p><i>Policy History:</i> <a href="#">Residency</a></p> <p><i>Procedures:</i> <a href="#">Residency – Procedures</a>.</p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p>	<p><b>Section 6.01 Residency</b></p> <p><i>Policy History:</i> <a href="#">Residency</a></p> <p><i>Procedures:</i> <a href="#">Residency – Procedures</a>.</p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p>	<p><b>DO Academic &amp; Student Affairs –</b></p> <p>Adding additional approved documentation for residency verification</p>

**March 2022 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES**

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>a. <b>Definition of an Independent Student</b> CCC uses Federal Student Aid’s definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p> <p>b. <b>Residency Verification – New Students</b> New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>c. <b>Residency Verification – Independent Students</b> Independent students must verify their residency by presenting at least one of the preferred documents in the student’s name listed below:</p> <ul style="list-style-type: none"> <li>• Valid driver’s license, State of Illinois, or City of Chicago identification card</li> <li>• Valid voter registration card</li> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)</li> <li>• Valid Foreign Consular ID card that includes a current address</li> <li>• Current orders or a letter from Command for military service persons</li> <li>• Signed letter on letterhead from a homeless shelter confirming residency in the shelter</li> <li>• Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> <li>○ CPS transcript must be official:</li> </ul> </li> </ul>	<p>a. <b>Definition of an Independent Student</b> CCC uses Federal Student Aid’s definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p> <p>b. <b>Residency Verification – New Students</b> New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>c. <b>Residency Verification – Independent Students</b> Independent students must verify their residency by presenting at least one of the preferred documents in the student’s name listed below:</p> <ul style="list-style-type: none"> <li>• Valid driver’s license, State of Illinois, or City of Chicago identification card</li> <li>• Valid voter registration card</li> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)</li> <li>• Valid Foreign Consular ID card that includes a current address</li> <li>• Current orders or a letter from Command for military service persons</li> <li>• Signed letter on letterhead from a homeless shelter confirming residency in the shelter</li> <li>• <b>Bank statement (dated within 90 days prior to verification)</b></li> <li>• Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> <li>○ CPS transcript must be official: <ul style="list-style-type: none"> <li>▪ Mailed from CPS in sealed envelope, or</li> </ul> </li> </ul> </li> </ul>	



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



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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>e. <b>Residency Verification – Returning Students</b> The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> <li>• Students with a Discontinued status</li> <li>• Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.</li> </ul> <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>f. <b>Student’s Responsibility to Maintain Current Address</b> <b>Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.</b> Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>g. <b>In-District Students</b> To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. Pursuant to IL Public Act 101-0424, any student on active military duty or who is receiving veteran’s educational benefits, is deemed “in district” for tuition purposes for any academic quarter, semester, or term, as applicable. Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran’s educational benefits to the campus Veteran Student Services office to obtain verification.</p> <p>h. <b>Out-of-District Students</b> Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p>	<ul style="list-style-type: none"> <li>• Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.</li> </ul> <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>f. <b>Student’s Responsibility to Maintain Current Address</b> <b>Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.</b> Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>g. <b>In-District Students</b> To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. Pursuant to IL Public Act 101-0424, any student on active military duty or who is receiving veteran’s educational benefits, is deemed “in district” for tuition purposes for any academic quarter, semester, or term, as applicable. Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran’s educational benefits to the campus Veteran Student Services office to obtain verification.</p> <p>h. <b>Out-of-District Students</b> Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p> <p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks &amp; Cooperative Agreements.</p> <p>i. <b>Out-of-State Students</b> Students who reside outside of the State of Illinois for at least thirty (30)</p>	

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<p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks &amp; Cooperative Agreements.</p> <p>i. <b>Out-of-State Students</b> Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>j. <b>International Students</b> In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student’s application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of employment documents and visa</li> <li>• Proof of City of Chicago residency</li> <li>• Letter from employer authorizing college attendance</li> <li>• Proof of age for dependent visa holders</li> </ul> <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder’s application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category.</p> <p>Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their</p>	<p>days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>j. <b>International Students</b> In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student’s application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of employment documents and visa</li> <li>• Proof of City of Chicago residency</li> <li>• Letter from employer authorizing college attendance</li> <li>• Proof of age for dependent visa holders</li> </ul> <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder’s application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category. Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p> <p>k. <b>Online Learning Students</b> For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements</p>	

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<p>new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p> <p>k. <b>Online Learning Students</b> For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>l. <b>Adult Education Students</b> All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> <li>• Students who reside outside of the State of Illinois, and</li> <li>• Students holding an F-1 academic student or J-1 visa.</li> </ul> <p>m. <b>Alternate Residency Certification</b> If a student’s name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.</p>	<p>as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>l. <b>Adult Education Students</b> All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> <li>• Students who reside outside of the State of Illinois, and</li> <li>• Students holding an F-1 academic student or J-1 visa.</li> </ul> <p>m. <b>Alternate Residency Certification</b> If a student’s name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website,</p>	
<p><b>6.04 Financial Obligation – Procedures</b></p> <p>Policy: <a href="#">Financial Obligation</a>.</p> <p>a. <b>Students Financial Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. <a href="#">See Class</a></li> </ul>	<p align="center">-</p> <p><b>6.04 Financial Obligation – Procedures</b></p> <p>Policy: <a href="#">Financial Obligation</a>.</p> <p>a. <b>Students Financial Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. <a href="#">See Class Withdrawals &amp;</a></li> </ul>	<p><b>DO Academic &amp; Student Affairs –</b> Remove language that prevents transcript and</p>

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<p><a href="#">Withdrawals &amp; Refunds</a> for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.</p> <ul style="list-style-type: none"> <li>• Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.</li> <li>• If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student’s financial aid and may result in an unpaid balance which is the student’s responsibility.</li> <li>• If a student’s account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.</li> <li>• Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.</li> </ul> <p>b. <b>Payment Arrangements</b>  <i>Failure to make payment arrangements may result in the student being dropped from his/her classes.</i>  <i>Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (see WTH – Class Drop or Withdrawal).</i></p> <p>c. <b>Delinquent Accounts</b>  <i>A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any career program/plan will not be allowed to register for classes <del>or receive transcripts, diplomas, or certificates</del> until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register for classes at any CCC college.</i></p> <p>d. <b>Student Defaults</b></p>	<p><a href="#">Refunds</a> for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.</p> <ul style="list-style-type: none"> <li>• Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.</li> <li>• If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student’s financial aid and may result in an unpaid balance which is the student’s responsibility.</li> <li>• If a student’s account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.</li> <li>• Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.</li> </ul> <p>b. <b>Payment Arrangements</b>  <i>Failure to make payment arrangements may result in the student being dropped from his/her classes.</i>  <i>Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (see <a href="#">WTH – Class Drop or Withdrawal</a>).</i></p> <p>c. <b>Delinquent Accounts</b>  <i>A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any career program/plan will not be allowed to register for classes or receive transcripts, diplomas, or certificates until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register for classes at any CCC college.</i></p> <p>d. <b>Student Defaults</b>  <i>If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to</i></p>	<p>diploma distribution from a student because of a financial hold.</p>

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.</i></p> <p><b>e. Appeals of Tuition and/or Other Charges</b>  <i>Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account.</i>  <i>Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.</i></p>	<p><i>pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.</i></p> <p><b>e. Appeals of Tuition and/or Other Charges</b>  <i>Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account.</i>  <i>Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.</i></p>	
<p><b>Section 6.15 Return of Title IV Funds</b></p> <p>Students who withdraw (officially withdraw (WTH) or unofficially withdraw) before the sixty percent (60%) point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. CCC uses a federally mandated Return to Title IV calculation, "R2T4," to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.</p> <ul style="list-style-type: none"> <li>After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply.</li> </ul>	<p><b>Section 6.15 Return of Title IV Funds</b></p> <p>Students who withdraw (officially withdraw (WTH) or unofficially withdraw) before the sixty percent (60%) point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. CCC uses a federally mandated Return to Title IV calculation, "R2T4," to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.</p> <ul style="list-style-type: none"> <li>After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply.</li> </ul>	<p><b>DO Academic &amp; Student Affairs –</b>                      Remove language that prevents transcript distribution from a student because of a financial hold.</p>



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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>If a student withdraws from all classes during a term, but at the time of withdrawal performed.</li> <li>If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be performed. If a student provides confirmation that they will attend a course that begins later in the same term, but fails to attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed.</li> <li>If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds.</li> </ul> <p>CCC performs R2T4 calculations within thirty (30) days from the date that CCC determines a student’s complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student’s withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student’s financial aid eligibility according to the number of days the student attended classes. The number of days in attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (60%) of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds. If a student did not receive all of the funds that were earned, the student may be due a post- withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CCC must get the student’s permission before disbursing the funds. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. CCC disburses any Title IV grant funds a student is due as part of a post-withdrawal</p>	<ul style="list-style-type: none"> <li>If a student withdraws from all classes during a term, but at the time of withdrawal performed.</li> <li>If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be performed. If a student provides confirmation that they will attend a course that begins later in the same term, but fails to attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed.</li> <li>If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds.</li> </ul> <p>CCC performs R2T4 calculations within thirty (30) days from the date that CCC determines a student’s complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student’s withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student’s financial aid eligibility according to the number of days the student attended classes. The number of days in attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (60%) of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds. If a student did not receive all of the funds that were earned, the student may be due a post- withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CCC must get the student’s permission before disbursing the funds. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. CCC disburses any Title IV grant funds a student is due as part of a post-withdrawal disbursement within forty-five (45) days of the date CCC determines the student withdrew, and disburses any loan funds a student accepts within one hundred eighty (180) days of that date. CCC may</p>	



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<p>disbursement within forty-five (45) days of the date CCC determines the student withdrew, and disburses any loan funds a student accepts within one hundred eighty (180) days of that date. CCC may automatically use all or a portion of a student’s post-withdrawal disbursement of Title IV funds for tuition and fees.</p> <p>If it is determined that a student has received financial aid in excess of his/her eligibility, CCC will return the financial aid overpayment to the Department of Education on the student’s behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to CCC. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.</p> <p>An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit, defined in the syllabus, determined by the instructor. If the date cannot be determined, the unofficial withdrawal date will be the midpoint of the session the class was taken in. An unofficial withdrawal does not change the final grade.</p> <p>If R2T4 is required and the return of funds results in a balance on the student’s account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student’s account, and the student will not be permitted to register or order transcripts until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.</p>	<p>automatically use all or a portion of a student’s post-withdrawal disbursement of Title IV funds for tuition and fees.</p> <p>If it is determined that a student has received financial aid in excess of his/her eligibility, CCC will return the financial aid overpayment to the Department of Education on the student’s behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to CCC. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.</p> <p>An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit, defined in the syllabus, determined by the instructor. If the date cannot be determined, the unofficial withdrawal date will be the midpoint of the session the class was taken in. An unofficial withdrawal does not change the final grade.</p> <p>If R2T4 is required and the return of funds results in a balance on the student’s account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student’s account, and the student will not be permitted to register until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.</p> <p>Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:</p> <ol style="list-style-type: none"> <li>1. Federal Unsubsidized Direct Loan</li> <li>2. Federal Subsidized Direct Loan</li> </ol>	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:</p> <ol style="list-style-type: none"> <li>1. Federal Unsubsidized Direct Loan</li> <li>2. Federal Subsidized Direct Loan</li> <li>3. Federal Direct Parent Loan (PLUS)</li> <li>4. Federal Pell Grant</li> <li>5. Federal Supplemental Educational Opportunity Grant (SEOG)</li> </ol>	<ol style="list-style-type: none"> <li>3. Federal Direct Parent Loan (PLUS)</li> <li>4. Federal Pell Grant</li> <li>5. Federal Supplemental Educational Opportunity Grant (SEOG)</li> </ol>	
<p><b>Section 8.01 Students with Disabilities</b></p> <p><i>Procedures:</i> <a href="#">Students with Disabilities – Procedures</a>.</p> <p>No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC’s goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the Disability-Access Center (DAC). DACs (<a href="http://www.ccc.edu/DAC">www.ccc.edu/DAC</a>) will provide reasonable accommodations for qualified students with disabilities as required by law.</p>	<p><b>Section 8.01 Students with Disabilities</b></p> <p><i>Procedures:</i> <a href="#">Students with Disabilities – Procedures</a>.</p> <p>No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC’s goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the ACCESS Center (AC). ACs (<a href="http://www.ccc.edu/access">www.ccc.edu/access</a>) will provide reasonable accommodations for qualified students with disabilities as required by law.</p> <p><b>If a student has a personal support worker through the home based support services program for adults with mental disabilities under the developmental disability and mental disability services act, City Colleges of Chicago will permit the personal support worker to attend class with the student subject to the provisions of the act.</b></p>	<p><b>DO Academic &amp; Student Affairs –</b> Add clarification when a support worker attends class</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>8.01 Students with Disabilities – Procedures</b></p> <p><i>Policy: <a href="#">Students with Disabilities</a>.</i>  <i>Students with disabilities may request accommodations by doing the following:</i></p> <p><b>a. Provide Documentation of Disability(ies)</b>  <i>Students with disabilities should arrange an appointment for an intake interview with DAC staff at least thirty (30) days prior to enrollment, bringing current documentation of disability(ies). Students may request an academic adjustment at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow DAC procedures to ensure sufficient time to review requests and provide appropriate academic adjustments. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in a confidential student file in the DAC. Examples of documentation include:</i></p> <ul style="list-style-type: none"> <li>• Diagnostic evaluation</li> <li>• Medical records</li> <li>• Audiogram evaluation</li> <li>• Vision report</li> <li>• Psychological evaluation</li> </ul> <p><b>b. Request Accommodations Every Term</b>  <i>It is important to request accommodations at least thirty (30) days before the start of the term. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should pick-up Accommodation Letters from the DAC and give them to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs.</i>  <i>Note: students enrolled in online learning courses should follow the above instructions. The DAC will forward a copy of the Accommodation Letters for online learning students to the online</i></p>	<p><b>8.01 Students with Disabilities – Procedures</b></p> <p><i>Policy: <a href="#">Students with Disabilities</a>.</i>  <i>Students with disabilities may request accommodations by doing the following:</i></p> <p><b>a. Provide Documentation of Disability(ies)</b>  <i>Students with disabilities should arrange an appointment for an intake interview with AC staff at least thirty (30) days prior to enrollment, bringing current documentation of disability(ies). Students may request an academic adjustment at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow AC procedures to ensure sufficient time to review requests and provide appropriate academic adjustments. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in a confidential student file in the AC. Examples of documentation include:</i></p> <ul style="list-style-type: none"> <li>• Diagnostic evaluation</li> <li>• Medical records</li> <li>• Audiogram evaluation</li> <li>• Vision report</li> <li>• Psychological evaluation</li> </ul> <p><b>b. Request Accommodations Every Term</b>  <i>It is important to request accommodations at least thirty (30) days before the start of the term. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should pick-up Accommodation Letters from the AC and give them to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs.</i>  <i>Note: students enrolled in online learning courses should follow the above instructions. The AC will forward a copy of the Accommodation Letters for online learning students to the online learning Associate Dean of Student Services, who is available to assist if needed.</i></p> <p><b>c. Inform the AC of Schedule Changes</b></p>	<p><b>DO Academic &amp; Student Affairs –</b>  Add process for when a support worker attends class</p>

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<p><i>learning Associate Dean of Student Services, who is available to assist if needed.</i></p> <p><b>c. Inform the DAC of Schedule Changes</b>  <i>Students with disabilities should inform the DAC immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class).</i></p>	<p><i>Students with disabilities should inform the AC immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class).</i></p> <p><b>d. Support Worker in the Classroom</b></p> <ul style="list-style-type: none"> <li>• The support worker is permitted in the classroom per the developmental disability and mental disability services act. The personal support worker will also be noted on the Letter of Accommodation.</li> <li>• The ACCESS Center will inform the faculty member and the Office of Instruction of the class capacity change.</li> <li>• The Office of Instruction will make a best effort to adjust classroom location if the class fills to capacity</li> </ul>	
<p><b>Section 8.03 Educational Records – Student Access</b></p> <p>Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the chief administrator of the office in which the desired education records are located. The requested educational records will be made available to the student within forty-five (45) calendar days of the student’s written request. A staff member of the college office where the student’s records are located must be present at all times during the course of the inspection.</p> <p>During the inspection, the student has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• The college may refuse the copy but may not limit the student’s right to inspect and review that record. <del>For example, a copy of a student’s transcript may be refused if a negative service indicator</del></li> </ul>	<p><b>Section 8.03 Educational Records – Student Access</b></p> <p>Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the chief administrator of the office in which the desired education records are located. The requested educational records will be made available to the student within forty-five (45) calendar days of the student’s written request. A staff member of the college office where the student’s records are located must be present at all times during the course of the inspection.</p> <p>During the inspection, the student has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• The college may refuse the copy but may not limit the student’s right to inspect and review that record.</li> <li>• The City Colleges does not provide original or copies of third-party educational records that have been submitted to the City Colleges.</li> </ul>	<p><b>DO Academic &amp; Student Affairs –</b>            Remove language that prevents transcript review from a student because of a financial hold.</p>

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<p><del>(hold) for a financial obligation exists. In such a case, no transcripts will be released to other educational institutions.</del></p> <ul style="list-style-type: none"> <li>The City Colleges does not provide original or copies of third-party educational records that have been submitted to the City Colleges,</li> </ul>		
<p><b>8.21 Disciplinary Hearings – Procedures</b></p> <p>Policy: <a href="#">Disciplinary Hearings</a>.</p> <p>a. <b>Due Process Hearing</b></p> <p><i>Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions:</i></p> <ul style="list-style-type: none"> <li><i>Dismissal of the complaint if it does not constitute a violation of student conduct policy.</i></li> <li><i>Non-judicial intervention if the matter is deemed to be of a minor nature.</i></li> <li><i>Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above.</i></li> <li><i>Mediation involving the affected parties.</i></li> <li><i>Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.</i></li> <li><i>Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.</i></li> </ul> <p><i>When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is</i></p>	<p><b>8.21 Disciplinary Hearings – Procedures</b></p> <p>Policy: <a href="#">Disciplinary Hearings</a>.</p> <p>a. <b>Due Process Hearing</b></p> <p><i>Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions:</i></p> <ul style="list-style-type: none"> <li><i>Dismissal of the complaint if it does not constitute a violation of student conduct policy.</i></li> <li><i>Non-judicial intervention if the matter is deemed to be of a minor nature.</i></li> <li><i>Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above.</i></li> <li><i>Mediation involving the affected parties.</i></li> <li><i>Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.</i></li> <li><i>Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.</i></li> </ul> <p><i>When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional</i></p>	<p><b>DO Academic &amp; Student Affairs –</b></p> <p>Include the option for an approved designee to approve specific disciplinary decisions</p>



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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review.</i></p> <p><b>b. Interim Suspension</b>  <i>A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing.</i></p> <p><b>c. Formal Disciplinary Hearing</b></p> <ul style="list-style-type: none"> <li>• <i>The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members.</i></li> <li>• <i>The College President, or designee, will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges.</i></li> <li>• <i>The hearing will be scheduled to reasonably accommodate the student’s schedule within the designated time frame for due process to occur.</i></li> <li>• <i>The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.</i></li> <li>• <i>If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on</i></li> </ul>	<p><i>instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review.</i></p> <p><b>b. Interim Suspension</b>  <i>A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing.</i></p> <p><b>c. Formal Disciplinary Hearing</b></p> <ul style="list-style-type: none"> <li>• <i>The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members.</i></li> <li>• <i>The College President, or designee, will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges.</i></li> <li>• <i>The hearing will be scheduled to reasonably accommodate the student’s schedule within the designated time frame for due process to occur.</i></li> <li>• <i>The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.</i></li> <li>• <i>If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student’s participation.</i></li> <li>• <i>The hearing committee’s written recommendation to the College President will be based solely upon evidence submitted at the hearing.</i></li> </ul>	



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<p><i>the charges against the student, and render a recommendation to the College President without the student’s participation.</i></p> <ul style="list-style-type: none"> <li><i>The hearing committee’s written recommendation to the College President will be based solely upon evidence submitted at the hearing.</i></li> <li><i>After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence upon which that recommendation was made. See <a href="#">Glossary of Terms</a> for the definition of “academic days.”</i></li> <li><i>The College President may accept or reject the committee’s recommendation or lessen sanctions or conditions. The College President may not increase the level of sanctions or conditions. The College President will advise the student, in writing, via CCC official email and/or certified U.S. mail, of his/her decision within five (5) academic days of the receipt of the written recommendation of the committee.</i></li> <li><i>Any written decision by a College President to suspend for more than five (days), dismiss, or expel the student shall be forwarded to the Provost &amp; Chief Academic Officer for approval and shall contain a summary of the evidence on which the decision is based.</i></li> <li><i>The College notifies the student of the President’s decision using official CCC email and/or certified U.S. mail.</i></li> </ul> <p><b>d. Disciplinary Hearings Involving Allegations of Sexual Harassment</b></p> <ul style="list-style-type: none"> <li><i>In cases where a student is alleged to have engaged in sexual harassment, CCC’s EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures (“Equal Opportunity Policy”). The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity Policy and more information about the EEO Office can be found at <a href="http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-">www.ccc.edu/departments/Pages/Equal-Opportunity-Office-</a></i></li> </ul>	<ul style="list-style-type: none"> <li><i>After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence upon which that recommendation was made. 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The Equal Opportunity Policy and more information about the EEO Office can be found at <a href="http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx">www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx</a> and at <a href="#">Equal Opportunity in Employment, Programs, Services and Activities</a></i></li> <li><i>The preponderance of the evidence standard will be used by the EEO Office in reviewing evidence to reach its finding. Preponderance of the evidence means that there is more credible information supporting the position of one party, in comparison to the other, so that the facts in question were more likely than not to have occurred. Both the accused</i></li> </ul>	

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