

34629

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

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the revisions to policy and updated *CCC Academic & Student Policies* document be adopted by the Board of Trustees effective November 3, 2022, and posted on the City Colleges of Chicago website.

City Colleges of Chicago

Board Approved Academic & Student Policy

Policy Update Executive Summary

Policy/Procedure Revision Goals

- Streamline, simplify, clarify and condense policies.

Key Policy Changes

- **2.07 Transfer Credit:** Adding language to clarify official transcript requirements for selective admission programs.
- **8.18 d10 Academic Integrity:** Updating the language to ensure that the institutional policy connects to and references the clinical policies in the program-specific student handbooks.

Key Procedure Change

- **2.06 Assessment & Placement – Adult Education Students:** Updating the assessment procedures to align with current practice.
- **6.05 Tuition Chargeback:** Updating the procedure to align with current practice.
- **6.06 Tuition Waiver Programs – Discretionary:** Updating the procedure so debt forgiveness requests must be submitted no later than 30 days after the term ends.

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

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

1. Policy changes, including new policy language integrated into existing policy sections
2. New sections of policy
3. **Highlights** = policy changes/ **Highlights** = procedures related to policy changes

| Current Policy/Procedure | Proposed Policy/Procedure | Source & Rationale | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------------|-------------------------------|-----------------|---|-------|------------------------|---|-----------|-------------------|---|-----------|--------------------|---|-----------|----------------------|---|-----------|-----------------------|---|-----------|--------------|--|------|-------------------------------|---|-----------|-------|-----------------|---|-------|------------------------|---|-----------|-------------------|---|-----------|--------------------|---|-----------|----------------------|---|-----------|-----------------------|---|-----------|--------------|--|------|-------------------------------|---|
| <p>Section 2.04 Assessment & Placement – Adult Education Procedure</p> <p><i>Policy: Assessment & Placement – Adult Education Students.</i></p> <p><i>If you are an Adult Education student, you will take a BEST Literacy, BEST Plus or CASAS exam if you want to place into ESL courses, and a TABE test for high school equivalency. All are valid through the current fiscal year, at which point you must test again to re-enroll in anything but Spanish high school equivalency or vocational courses. If you are a new student, you must pre-test by the third class meeting. All post-tests must be the same exam as the pre-test. We will use only the most recent post test score to place you.</i></p> <p>ESL Placement Guidelines</p> <table border="1" data-bbox="46 792 562 1349"> <thead> <tr> <th>NRS Level</th> <th>Score</th> <th>NRS Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>< 180</td><td>ESL Beginning Literacy</td></tr> <tr><td>2</td><td>181 – 190</td><td>ESL Low Beginning</td></tr> <tr><td>3</td><td>191 – 200</td><td>ESL High Beginning</td></tr> <tr><td>4</td><td>201 – 210</td><td>ESL Low Intermediate</td></tr> <tr><td>5</td><td>211 – 220</td><td>ESL High Intermediate</td></tr> <tr><td>6</td><td>221 – 235</td><td>ESL Advanced</td></tr> <tr><td></td><td>235+</td><td>Ineligible for ESL coursework</td></tr> </tbody> </table> <p>High School Equivalency Placement Guidelines</p> | NRS Level | Score | NRS Description | 1 | < 180 | ESL Beginning Literacy | 2 | 181 – 190 | ESL Low Beginning | 3 | 191 – 200 | ESL High Beginning | 4 | 201 – 210 | ESL Low Intermediate | 5 | 211 – 220 | ESL High Intermediate | 6 | 221 – 235 | ESL Advanced | | 235+ | Ineligible for ESL coursework | <p>Section 2.04 Assessment & Placement – Adult Education Procedure</p> <p><i>Policy: Assessment & Placement – Adult Education Students</i></p> <p><i>Adult Education students take the CASAS test if they are enrolled in English as a Second Language (ESL) classes and/or the TABE test if they enroll in high school equivalency (HSE) classes. Students will take a pre-test to establish a baseline for an academic level, and then a post-test to measure academic growth. A pre-test and a post-test are mandatory for Adult Education students taking ESL and HSE classes. Students taking Spanish HSE or only vocational classes are not required to take the CASAS or TABE.”</i></p> <p><i>All Adult Education students are required to have a valid pretest on file by the third class (whether enrolled in-person or virtual). A posttest is required after 40 hours of instruction. All post-tests must be given with the same exam as the pre-test. Only the most recent test will be used for placement.</i></p> <p>ESL Placement Guidelines</p> <p>CASAS Life & Work</p> <table border="1" data-bbox="961 1019 1803 1446"> <thead> <tr> <th>NRS Level</th> <th>Score</th> <th>NRS Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>< 180</td><td>ESL Beginning Literacy</td></tr> <tr><td>2</td><td>181 – 190</td><td>ESL Low Beginning</td></tr> <tr><td>3</td><td>191 – 200</td><td>ESL High Beginning</td></tr> <tr><td>4</td><td>201 – 210</td><td>ESL Low Intermediate</td></tr> <tr><td>5</td><td>211 – 220</td><td>ESL High Intermediate</td></tr> <tr><td>6</td><td>221 – 235</td><td>ESL Advanced</td></tr> <tr><td></td><td>235+</td><td>Ineligible for ESL coursework</td></tr> </tbody> </table> | NRS Level | Score | NRS Description | 1 | < 180 | ESL Beginning Literacy | 2 | 181 – 190 | ESL Low Beginning | 3 | 191 – 200 | ESL High Beginning | 4 | 201 – 210 | ESL Low Intermediate | 5 | 211 – 220 | ESL High Intermediate | 6 | 221 – 235 | ESL Advanced | | 235+ | Ineligible for ESL coursework | <p>DO Academic & Student Affairs –</p> <p>Updating the assessment procedures to align with current practice.</p> |
| NRS Level | Score | NRS Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | < 180 | ESL Beginning Literacy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 181 – 190 | ESL Low Beginning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 191 – 200 | ESL High Beginning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 201 – 210 | ESL Low Intermediate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 211 – 220 | ESL High Intermediate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 221 – 235 | ESL Advanced | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 235+ | Ineligible for ESL coursework | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | 191 – 200 | ESL High Beginning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 201 – 210 | ESL Low Intermediate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 211 – 220 | ESL High Intermediate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 221 – 235 | ESL Advanced | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 235+ | Ineligible for ESL coursework | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

| Current Policy/Procedure | Proposed Policy/Procedure | Source & Rationale | | | | | | | |
|--|--|-----------------------|----------------------|--|--|-----------------------|---------------|-----------|--|
| <ol style="list-style-type: none"> <i>Determine which placement exam—Literacy, Easy, Medium, Difficult, or Advanced—you will take by taking the TABE Locator (see Table 2, below).</i> <i>Then, choose whether to take a Battery or Survey exam.</i> <i>Take the exam to determine Level Placed (see Table 3, below).</i> | <p>High School Equivalency Placement Guidelines TABE Reading (11/12)</p> | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>NRS Level</th> <th>NRS Description</th> <th>Score</th> </tr> </thead> </table> | NRS Level | NRS Description | Score | | | | | |
| NRS Level | NRS Description | Score | | | | | | | |
| <p align="center">Tables 1 and 2, Level Equivalencies and TABE Locator</p> | <table border="1"> <tbody> <tr> <td>1</td> <td>Beginning Literacy</td> <td>441 or Below</td> </tr> </tbody> </table> | 1 | Beginning Literacy | 441 or Below | | | | | |
| 1 | Beginning Literacy | 441 or Below | | | | | | | |
| <table border="1"> <thead> <tr> <th>Level</th> <th>Description</th> <th>Grade Level</th> <th>Content Range</th> </tr> </thead> </table> | Level | Description | Grade Level | Content Range | <table border="1"> <tbody> <tr> <td>2</td> <td>Beginning ABE</td> <td>442 - 500</td> </tr> </tbody> </table> | 2 | Beginning ABE | 442 - 500 | |
| Level | Description | Grade Level | Content Range | | | | | | |
| 2 | Beginning ABE | 442 - 500 | | | | | | | |
| <table border="1"> <tbody> <tr> <td>3</td> <td>Low Intermediate ABE</td> <td>501 - 535</td> </tr> </tbody> </table> | 3 | Low Intermediate ABE | 501 - 535 | <table border="1"> <tbody> <tr> <td>3</td> <td>Low Intermediate ABE</td> <td>501 - 535</td> </tr> </tbody> </table> | 3 | Low Intermediate ABE | 501 - 535 | | |
| 3 | Low Intermediate ABE | 501 - 535 | | | | | | | |
| 3 | Low Intermediate ABE | 501 - 535 | | | | | | | |
| <table border="1"> <tbody> <tr> <td>4</td> <td>High Intermediate ABE</td> <td>536 - 575</td> </tr> </tbody> </table> | 4 | High Intermediate ABE | 536 - 575 | <table border="1"> <tbody> <tr> <td>4</td> <td>High Intermediate ABE</td> <td>536 - 575</td> </tr> </tbody> </table> | 4 | High Intermediate ABE | 536 - 575 | | |
| 4 | High Intermediate ABE | 536 - 575 | | | | | | | |
| 4 | High Intermediate ABE | 536 - 575 | | | | | | | |
| <table border="1"> <tbody> <tr> <td>5</td> <td>Low Advanced ASE</td> <td>576 - 616</td> </tr> </tbody> </table> | 5 | Low Advanced ASE | 576 - 616 | <table border="1"> <tbody> <tr> <td>5</td> <td>Low Advanced ASE</td> <td>576 - 616</td> </tr> </tbody> </table> | 5 | Low Advanced ASE | 576 - 616 | | |
| 5 | Low Advanced ASE | 576 - 616 | | | | | | | |
| 5 | Low Advanced ASE | 576 - 616 | | | | | | | |
| <table border="1"> <tbody> <tr> <td>6</td> <td>High Advanced ASE</td> <td>617 - 800</td> </tr> </tbody> </table> | 6 | High Advanced ASE | 617 - 800 | <table border="1"> <tbody> <tr> <td>6</td> <td>High Advanced ASE</td> <td>617 - 800</td> </tr> </tbody> </table> | 6 | High Advanced ASE | 617 - 800 | | |
| 6 | High Advanced ASE | 617 - 800 | | | | | | | |
| 6 | High Advanced ASE | 617 - 800 | | | | | | | |
| <p>Level Equivalencies</p> | | | | | | | | | |
| <p align="center">TABE LOCATOR, TO DETERMINE LEVEL OF TEST</p> | <p>TABE Math (11/12)</p> | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Reading</th> <th>Math</th> <th>Language</th> </tr> </thead> </table> | Reading | Math | Language | <table border="1"> <thead> <tr> <th>NRS Level</th> <th>NRS Description</th> <th>Score</th> </tr> </thead> </table> | NRS Level | NRS Description | Score | | |
| Reading | Math | Language | | | | | | | |
| NRS Level | NRS Description | Score | | | | | | | |
| <p>Level 2</p> | <table border="1"> <tbody> <tr> <td>1</td> <td>Beginning Literacy</td> <td>300 - 425</td> </tr> </tbody> </table> | 1 | Beginning Literacy | 300 - 425 | | | | | |
| 1 | Beginning Literacy | 300 - 425 | | | | | | | |
| <table border="1"> <tbody> <tr> <td><7</td> <td><7</td> <td><7</td> </tr> </tbody> </table> | <7 | <7 | <7 | <table border="1"> <tbody> <tr> <td>2</td> <td>Beginning ABE</td> <td>426 - 495</td> </tr> </tbody> </table> | 2 | Beginning ABE | 426 - 495 | | |
| <7 | <7 | <7 | | | | | | | |
| 2 | Beginning ABE | 426 - 495 | | | | | | | |
| <p>Level 3</p> | <table border="1"> <tbody> <tr> <td>3</td> <td>Low Intermediate ABE</td> <td>496 - 536</td> </tr> </tbody> </table> | 3 | Low Intermediate ABE | 496 - 536 | | | | | |
| 3 | Low Intermediate ABE | 496 - 536 | | | | | | | |
| <table border="1"> <tbody> <tr> <td>7-10</td> <td>7-11</td> <td>7-9</td> </tr> </tbody> </table> | 7-10 | 7-11 | 7-9 | <table border="1"> <tbody> <tr> <td>4</td> <td>High Intermediate ABE</td> <td>537 - 595</td> </tr> </tbody> </table> | 4 | High Intermediate ABE | 537 - 595 | | |
| 7-10 | 7-11 | 7-9 | | | | | | | |
| 4 | High Intermediate ABE | 537 - 595 | | | | | | | |
| <p>Level 4</p> | <table border="1"> <tbody> <tr> <td>5</td> <td>Low Advanced ASE</td> <td>596 - 656</td> </tr> </tbody> </table> | 5 | Low Advanced ASE | 596 - 656 | | | | | |
| 5 | Low Advanced ASE | 596 - 656 | | | | | | | |
| <table border="1"> <tbody> <tr> <td>11-14</td> <td>12-15</td> <td>10-12</td> </tr> </tbody> </table> | 11-14 | 12-15 | 10-12 | <table border="1"> <tbody> <tr> <td>6</td> <td>High Advanced ASE</td> <td>657 - 800</td> </tr> </tbody> </table> | 6 | High Advanced ASE | 657 - 800 | | |
| 11-14 | 12-15 | 10-12 | | | | | | | |
| 6 | High Advanced ASE | 657 - 800 | | | | | | | |
| <p>Level 5—6</p> | | | | | | | | | |
| <table border="1"> <tbody> <tr> <td>15-17</td> <td>16-18</td> <td>13-15</td> </tr> </tbody> </table> | 15-17 | 16-18 | 13-15 | | | | | | |
| 15-17 | 16-18 | 13-15 | | | | | | | |
| <p>TABE Locator</p> | | | | | | | | | |
| <p align="center">Table 3, TABE Placement Guidelines</p> | <p><i>The only permitted devices for placement tests are non-graphical calculators. If you use any other devices, notes or other materials during a placement test or disturb the testing environment for other students, CCC will remove you from the testing environment immediately and invalidate any scores from the session.</i></p> | | | | | | | | |
| <p align="center">COMPLETE BATTERY 9</p> | | | | | | | | | |

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

| Current Policy/Procedure | | | | | | Proposed Policy/Procedure | Source & Rationale |
|----------------------------|----------|----------|----------|----------|---------------------|---------------------------|--------------------|
| L | E | M | D | A | Level Placed | | |
| <25 | <19 | <14 | <13 | <14 | 1 | | |
| 25-30 | 19-35 | 14-26 | 13-21 | 14-20 | 2 | | |
| 31-32 | 36-44 | 27-38 | 22-31 | 21-28 | 3 | | |
| | 45-50 | 39-44 | 32-39 | 29-37 | 4 | | |
| | | 45-50 | 40-43 | 38-41 | 5 | | |
| | | | 44-50 | 42-50 | 6 | | |
| TABE Placement | | | | | | | |
| COMPLETE BATTERY 10 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 45-50 | | | | | | | |
| | | | | | | | |
| 46-50 | | | | | | | |
| | | | | | | | |
| 45-50 | | | | | | | |
| | | | | | | | |
| SURVEY 9 | | | | | | | |

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

| Current Policy/Procedure | | | | | Proposed Policy/Procedure | Source & Rationale |
|--------------------------|----------|----------|----------|---------------------|---------------------------|--------------------|
| L E | M | D | A | Level Placed | | |
| <10 | <7 | <7 | <7 | 1 | | |
| 10-16 | 7-12 | 7-10 | 7-9 | 2 | | |
| 17-21 | 13-18 | 11-15 | 10-13 | 3 | | |
| 22-25 | 19-22 | 16-18 | 14-17 | 4 | | |
| | 23-25 | 19-20 | 18-19 | 5 | | |
| | | 21-25 | 20-25 | 6 | | |
| TABE Placement | | | | | | |
| SURVEY 10 | | | | | | |
| L E | M | D | A | Level Placed | | |
| <10 | <8 | <7 | <8 | 1 | | |
| 11-17 | 8-13 | 7-10 | 8-10 | 2 | | |
| 18-21 | 14-19 | 11-15 | 11-13 | 3 | | |

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

| Current Policy/Procedure | | | | | Proposed Policy/Procedure | Source & Rationale |
|--|-------|-------|-------|---|--|---|
| 22-25 | 20-22 | 16-19 | 14-17 | 4 | | |
| | 23-25 | 20-21 | 18-20 | 5 | | |
| | | 22-25 | 21-25 | 6 | | |
| <p>TABE Placement</p> <p><i>The only permitted devices for placement tests are non-graphical calculators. If you use any other devices, notes or other materials during a placement test or disturb the testing environment for other students, CCC will remove you from the testing environment immediately and invalidate any scores from the session.</i></p> | | | | | | |
| <p>Section 2.07 Transfer Credit</p> <p><i>Policy History: Transfer Credit.</i></p> <p><i>Procedures: Transfer Credit – Procedures.</i></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"> • Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges • Higher Learning Commission (HLC) • Middle States Commission on Higher Education (MSCHE) • New England Commission of Higher Education (NECHE) | | | | | <p>Section 2.07 Transfer Credit</p> <p><i>Policy History: Transfer Credit.</i></p> <p><i>Procedures: Transfer Credit – Procedures.</i></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"> • Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges • Higher Learning Commission (HLC) • Middle States Commission on Higher Education (MSCHE) | <p>DO Academic & Student Affairs – Add clarification for Selective Admission Program transcript requirements</p> |

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

| Current Policy/Procedure | Proposed Policy/Procedure | Source & Rationale |
|---|---|---|
| <ul style="list-style-type: none"> Northwest Commission on Colleges and Universities (NWCCU) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) WASC Senior College and University Commission (WSCUC) <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 approved accredited institutions (ope.ed.gov/accreditation/Index.aspx) 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 Graduation Requirements for Degrees).</p> | <ul style="list-style-type: none"> New England Commission of Higher Education (NECHE) Northwest Commission on Colleges and Universities (NWCCU) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) WASC Senior College and University Commission (WSCUC) <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 approved accredited institutions (ope.ed.gov/accreditation/Index.aspx) 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 Graduation Requirements for Degrees).</p> <p><i>Students should request their official transcripts be sent to the Office of the Registrar at their home college. Selective admission programs may require additional official transcript(s) go directly to the college the program is offered at.</i></p> | |
| <p>Section 6.05 Tuition Chargeback and Cooperative Agreements- Procedures</p> <p><i>Policy: Tuition Assistance – Chargebacks & Cooperative Agreements. As of Summer 2017, CCC is a participant in the statewide Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement). Under this agreement, CCC students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply to CCC for approval to attend another public Illinois Community</i></p> | <p>Section 6.05 Tuition Chargeback and Cooperative Agreements- Procedures</p> <p><i>Policy: Tuition Assistance – Chargebacks & Cooperative Agreements. As of Summer 2017, CCC is a participant in the statewide Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement). Under this agreement, CCC students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply to CCC for approval to attend</i></p> | <p>DO Academic & Student Affairs – Updating the procedure to align with current practice</p> |

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| Current Policy/Procedure | Proposed Policy/Procedure | Source & Rationale |
|---|--|--------------------|
| <p><i>College where the desired program is offered and pay that college's in-district tuition rates.</i></p> <p><i>Applications for approval under the CAREER Agreement are due no later than thirty (30) days prior to the first day of class at the college the student plans to attend. Application forms and further information, including program rules and requirements which are subject to change without notification, are available by visiting www.ccc.edu/chargeback.</i></p> <p><i>CAREER Agreement approval is granted at the program level. If CCC offers a comparable program, approval will not be granted under the cooperative agreement, even if the receiving college offers the program in a different format from CCC. The determination of eligible programs is made at CCC's sole discretion.</i></p> <p><i>Students may receive CAREER Agreement approval for up to three (3) terms at a time. Students must reapply under the CAREER Agreement each academic year. CAREER Applications will only be approved for students with no debt owed to CCC.</i></p> <p><i>If CCC has authorized a student for the first year of a program in another district under the CAREER Agreement, and subsequently CCC develops a comparable program, the student is not required to transfer back to CCC for the balance of the program. In general, once a program has been approved for a student under the CAREER Agreement, CCC continues that approval, upon reapplication each year, until the program is completed. However if CAREER Agreement approval is granted and the student permanently moves out of the CCC district, authorization is valid only for the remaining unexpired term or semester.</i></p> <p><i>In the case that the desired program is offered by an Illinois public community college that is not participating in the CAREER Agreement, CCC may authorize a tuition assistance via a tuition chargeback. If CCC has a cooperative or joint agreement with another Illinois community college for the desired program, CCC will not offer tuition chargeback assistance for that program at any other college.</i></p> <p><i>CCC does not provide chargeback approval for comparable programs or courses as determined by CCC's sole discretion. CCC will not approve</i></p> | <p><i>another public Illinois Community College where the desired program is offered and pay that college's in-district tuition rates.</i></p> <p><i>Applications for approval under the CAREER Agreement are due prior to the first day of class at the college the student plans to attend. At CCC's sole discretion, exceptions to the deadline within the application term may be made on a case-by-case basis. Application forms and further information, including program rules and requirements which are subject to change without notification, are available by visiting www.ccc.edu/chargeback.</i></p> <p><i>CAREER Agreement approval is granted at the program level. If CCC offers a comparable program, approval will not be granted under the cooperative agreement, even if the receiving college offers the program in a different format from CCC. The determination of eligible programs is made at CCC's sole discretion.</i></p> <p><i>Students may receive CAREER Agreement approval for up to three (3) terms at a time. Students must reapply under the CAREER Agreement each academic year. CAREER Applications will only be approved for students with no debt owed to CCC.</i></p> <p><i>If CCC has authorized a student for the first year of a program in another district under the CAREER Agreement, and subsequently CCC develops a comparable program, the student is not required to transfer back to CCC for the balance of the program. In general, once a program has been approved for a student under the CAREER Agreement, CCC continues that approval, upon reapplication each year, until the program is completed. However if CAREER Agreement approval is granted and the student permanently moves out of the CCC district, authorization is valid only for the remaining unexpired term or semester.</i></p> <p><i>In the case that the desired program is offered by an Illinois public community college that is not participating in the CAREER Agreement, CCC may authorize a tuition assistance via a tuition chargeback. If CCC has a cooperative or joint agreement with another Illinois community</i></p> | |

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| <p><i>chargebacks for general education, developmental education, and/or program prerequisite courses.</i></p> <p><i>Students must apply for chargebacks each term requested. Chargeback applications will only be approved for those students with no debt owed to CCC. CCC does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.</i></p> <p><i>Students may only receive tuition chargeback assistance for courses that have been approved for that student for a given term. Students may not receive tuition chargeback assistance for any course substitutions that are not approved by CCC.</i></p> <p><i>Authorization of a chargeback shall not exceed two (2) consecutive calendar years [maximum six (6) consecutive terms including summer terms] of study for any individual, regardless of program length. Additionally, chargeback authorization is limited to one (1) program per applicant in their lifetime.</i></p> <p><i>Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her chargeback or cooperative agreement letter to the Business Office of the CCC college with which he/she enrolls at the time of registration.</i></p> <p><i>The Tuition Chargeback & Cooperative Agreements application will only be available during the application period and will be posted at www.ccc.edu/chargeback for approximately one month, closing no later than three (3) weeks prior to the start of the application term.</i></p> <p><i>Chargeback and cooperative agreement decisions and notifications will be made on a rolling basis and applicants will be notified of the decision via email.</i></p> | <p><i>college for the desired program, CCC will not offer tuition chargeback assistance for that program at any other college.</i></p> <p><i>CCC does not provide chargeback approval for comparable programs or courses as determined by CCC's sole discretion. CCC will not approve chargebacks for general education, developmental education, and/or program prerequisite courses.</i></p> <p><i>Students must apply for chargebacks each term requested. Chargeback applications will only be approved for those students with no debt owed to CCC. CCC does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.</i></p> <p><i>Students may only receive tuition chargeback assistance for courses that have been approved for that student for a given term. Students may not receive tuition chargeback assistance for any course substitutions that are not approved by CCC.</i></p> <p><i>Authorization of a chargeback shall not exceed two (2) consecutive calendar years [maximum six (6) consecutive terms including summer terms] of study for any individual, regardless of program length. Additionally, chargeback authorization is limited to one (1) program per applicant in their lifetime.</i></p> <p><i>Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her chargeback or cooperative agreement letter to the Business Office of the CCC college with which he/she enrolls at the time of registration.</i></p> <p><i>The Tuition Chargeback & Cooperative Agreements application will only be available during the application period and will be posted at www.ccc.edu/chargeback for approximately one month, closing no later than three (3) weeks prior to the start of the application term. Chargeback and cooperative agreement decisions and notifications will be made on a rolling basis and applicants will be notified of the decision via email.</i></p> | |

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| <p><u>6.06 Tuition Waiver Programs – Discretionary – Procedures</u></p> <p>Policy: Tuition Waiver Programs – Discretionary.</p> <p>a. Chicago STAR Scholarship <i>The Chicago STAR Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled program courses. To be eligible for waivers a student must:</i></p> <ul style="list-style-type: none"> • Graduate from a Chicago Public Schools (CPS) or Chicago charter high school • Have a cumulative high school GPA of 3.0 or higher on a 4.0 scale • Be designated, at the sole discretion of City Colleges, “completion-ready” in Math and English • Enroll in one of City Colleges’ structured, relevant degree programs • Complete the financial aid application process by completing the FAFSA for the appropriate academic year and receiving verification (for students not eligible to apply for financial aid, this requirement must be met by completing the “Chicago STAR Scholarship Certification of Ineligibility for Financial Aid” form) <p><i>Chicago STAR Scholars have up to three (3) years of scholarship eligibility from their high school graduation date (Maximum Timeframe), regardless of when they begin their program. STAR scholarships end upon degree completion or reaching Maximum Timeframe, whichever comes first. They must start at City Colleges and gain completion ready status no later than the third term (excluding Summer term) following their high school graduation and must maintain program eligibility requirements. The Chicago STAR Scholarship program is open to undocumented students. Misuse of STAR Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.</i></p> <p>b. CCC Academic Achievement Award <i>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</i></p> | <p><u>6.06 Tuition Waiver Programs – Discretionary Procedure</u></p> <p>Policy: Tuition Waiver Programs – Discretionary.</p> <p>a. Chicago STAR Scholarship <i>The Chicago STAR Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled program courses. To be eligible for waivers a student must:</i></p> <ul style="list-style-type: none"> • Graduate from a Chicago Public Schools (CPS) or Chicago charter high school • Have a cumulative high school GPA of 3.0 or higher on a 4.0 scale • Be designated, at the sole discretion of City Colleges, “completion-ready” in Math and English • Enroll in one of City Colleges’ structured, relevant degree programs • Complete the financial aid application process by completing the FAFSA for the appropriate academic year and receiving verification (for students not eligible to apply for financial aid, this requirement must be met by completing the “Chicago STAR Scholarship Certification of Ineligibility for Financial Aid” form) <p><i>Chicago STAR Scholars have up to three (3) years of scholarship eligibility from their high school graduation date (Maximum Timeframe), regardless of when they begin their program. STAR scholarships end upon degree completion or reaching Maximum Timeframe, whichever comes first. They must start at City Colleges and gain completion ready status no later than the third term (excluding Summer term) following their high school graduation and must maintain program eligibility requirements. The Chicago STAR Scholarship program is open to undocumented students. Misuse of STAR Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.</i></p> | <p>DO Academic & Student Affairs – Updating the debt forgiveness process to require requests are submitted no later than 30 days after the term ends. In addition, documenting the process and procedures for evaluating institutional error.</p> |

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| <ul style="list-style-type: none"> • <i>Academic achievement:</i> <ul style="list-style-type: none"> ○ <i>Cumulative high school GPA of 3.0 or above, or</i> ○ <i>GED® score of 680 or above and passing score on each of the four (4) content areas, or</i> ○ <i>Cumulative GPA of 3.0 or above, which must be maintained</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Any other attributes recognized, in the College President's judgment, as warranting consideration</i> • <i>Award is decided by committee based on President recommendation</i> <p>c. CCC Service Award <i>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</i></p> <ul style="list-style-type: none"> • <i>Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (see Academic Standing)</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Recognized documented (describe type and level of service provided) service to the college community</i> • <i>Any other attributes recognized, in the College President's judgment, as warranting consideration</i> • <i>Award is decided by committee based on President recommendation</i> <p>d. Student Government Association (SGA) <i>For students serving as a member of the SGA Executive Leadership Team, the City Colleges will waive up to a specified amount of tuition per term for students who meet all eligibility criteria and remain in good standing. In addition to the tuition waiver, students are eligible to receive a book</i></p> | <p>b. CCC Academic Achievement Award <i>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</i></p> <ul style="list-style-type: none"> • <i>Academic achievement:</i> <ul style="list-style-type: none"> ○ <i>Cumulative high school GPA of 3.0 or above, or</i> ○ <i>GED® score of 680 or above and passing score on each of the four (4) content areas, or</i> ○ <i>Cumulative GPA of 3.0 or above, which must be maintained</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Any other attributes recognized, in the College President's judgment, as warranting consideration</i> • <i>Award is decided by committee based on President recommendation</i> <p>c. CCC Service Award <i>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</i></p> <ul style="list-style-type: none"> • <i>Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (see Academic Standing)</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Recognized documented (describe type and level of service provided) service to the college community</i> • <i>Any other attributes recognized, in the College President's judgment, as warranting consideration</i> • <i>Award is decided by committee based on President recommendation</i> <p>d. Student Government Association (SGA) <i>For students serving as a member of the SGA Executive Leadership Team, the City Colleges will waive up to a specified amount of tuition</i></p> | |

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| <p><i>voucher. The amount of the voucher for books will be prorated to the student's enrollment level each term. In order to be eligible for this waiver, the applicant must:</i></p> <ul style="list-style-type: none"> • <i>Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted</i> • <i>Maintain a cumulative and term GPA of 2.75 or higher</i> • <i>Apply for financial aid by completing the FAFSA for the appropriate academic year (this requirement can be waived if the applicant does not qualify for financial aid due to citizenship status)</i> • <i>Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic & Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals</i> • <i>Apply for the tuition waiver at the end of each term and submit the completed application to the Dean of Student Services before the first day of class of the following term to be considered eligible</i> • <i>The SGA waiver applies only to classes required for the student's academic program</i> <p>e. Gateway Scholarship Eligible Adult Education students receive reduced tuition and supportive services as they transition into college credit courses. Gateway scholars' tuition for credit courses is reduced by half for four semesters.</p> <p>To qualify for the Gateway program, students will need to:</p> <ul style="list-style-type: none"> • Complete one or more Adult Education classes at City Colleges during the prior or current academic year • Qualify for in-district tuition by either living in Chicago or working full-time in Chicago • Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term | <p><i>per term for students who meet all eligibility criteria and remain in good standing. In addition to the tuition waiver, students are eligible to receive a book voucher. The amount of the voucher for books will be prorated to the student's enrollment level each term. In order to be eligible for this waiver, the applicant must:</i></p> <ul style="list-style-type: none"> • <i>Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted</i> • <i>Maintain a cumulative and term GPA of 2.75 or higher</i> • <i>Apply for financial aid by completing the FAFSA for the appropriate academic year (this requirement can be waived if the applicant does not qualify for financial aid due to citizenship status)</i> • <i>Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic & Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals</i> • <i>Apply for the tuition waiver at the end of each term and submit the completed application to the Dean of Student Services before the first day of class of the following term to be considered eligible</i> • <i>The SGA waiver applies only to classes required for the student's academic program</i> <p>e. Gateway Scholarship Eligible Adult Education students receive reduced tuition and supportive services as they transition into college credit courses. Gateway scholars' tuition for credit courses is reduced by half for four semesters.</p> <p>To qualify for the Gateway program, students will need to:</p> <ul style="list-style-type: none"> • Complete one or more Adult Education classes at City Colleges during the prior or current academic year | |

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| <ul style="list-style-type: none"> • Complete the online credit application • Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL) • Take the ALEKS placement exam and score a 30 or higher or placement into Math 90. • Enroll in at least six credit hours in their first term, which must include English.* <p>* Students in programs which do not require English are not required to enroll in English.</p> <p><i>Students with F-1 or J-1 visas are ineligible for the Gateway Scholars Program</i></p> <p>f. Athletic Tuition Waiver Policy <i>Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is defined by the NJCAA as an “Athletic Scholarship” that provides financial assistance to a student from any source because of his or her athletic capabilities.</i></p> <p><i>In accordance with NJCAA regulations, waivers are available to sport offerings designated as Division I or Division II. CCC may offer waivers not to exceed the cost of in-district full-time tuition and up to a specified amount per term for required course-related books and course required supplies. The awarded waiver can assist in the cost of tuition at any CCC campus provided the student-athlete is enrolled full-time (minimum of 12 credit hours) at the institution for which he or she participates during a defined NJCAA intercollegiate athletic season. City of Chicago residency is not required to be eligible for the waiver. Waiver details are defined in the annual NJCAA National Letter of Intent issued to each student-athlete. In accordance with NJCAA rules and regulations, student-athletes cannot receive assistance, in cash or in-kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid or scholarship as defined by the NJCAA. Consequently, those student-athletes who receive an Athletic Tuition Waiver that includes the cost of books are not allowed to sell or exchange their books. Therefore, student-</i></p> | <ul style="list-style-type: none"> • Qualify for in-district tuition by either living in Chicago or working full-time in Chicago • Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term • Complete the online credit application • Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL) • Take the ALEKS placement exam and score a 30 or higher or placement into Math 90. • Enroll in at least six credit hours in their first term, which must include English.* <p>* Students in programs which do not require English are not required to enroll in English.</p> <p><i>Students with F-1 or J-1 visas are ineligible for the Gateway Scholars Program</i></p> <p>f. Athletic Tuition Waiver Policy <i>Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is defined by the NJCAA as an “Athletic Scholarship” that provides financial assistance to a student from any source because of his or her athletic capabilities.</i></p> <p><i>In accordance with NJCAA regulations, waivers are available to sport offerings designated as Division I or Division II. CCC may offer waivers not to exceed the cost of in-district full-time tuition and up to a specified amount per term for required course-related books and course required supplies. The awarded waiver can assist in the cost of tuition at any CCC campus provided the student-athlete is enrolled full-time (minimum of 12 credit hours) at the institution for which he or she participates during a defined NJCAA intercollegiate athletic season. City of Chicago residency is not required to be eligible for the waiver.</i></p> | |

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| <p><i>athletes are required to either sign an affidavit attesting their understanding of this regulation or they are required to return all books purchased to the Athletic Department at the end of each term. Student-athletes that have an enrollment change or drop a class and have already purchased books are required to return the books to college online book store within 30 days of the order confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department.</i></p> <p><i>The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete’s academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic & Student Policy.</i></p> <p><i>NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook.</i></p> <p>g. Non-Resident Working in the City of Chicago <i>Out-of-district students working thirty-five (35) or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Proof of employment may be subject to additional verification. Verification must be submitted for each term of enrollment. Acceptable documentation includes:</i></p> <ul style="list-style-type: none"> <i>• A recent pay stub, and</i> <i>• A letter from the student’s employer on the employer’s letterhead signed by an authorized representative of the employer certifying the student’s in-district employment of at least thirty-five (35) hours per week</i> <p><i>Students with Out-of-State residency are not eligible for In-District tuition.</i></p> | <p><i>Waiver details are defined in the annual NJCAA National Letter of Intent issued to each student-athlete. In accordance with NJCAA rules and regulations, student-athletes cannot receive assistance, in cash or in-kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid or scholarship as defined by the NJCAA. Consequently, those student-athletes who receive an Athletic Tuition Waiver that includes the cost of books are not allowed to sell or exchange their books. Therefore, student-athletes are required to either sign an affidavit attesting their understanding of this regulation or they are required to return all books purchased to the Athletic Department at the end of each term. Student-athletes that have an enrollment change or drop a class and have already purchased books are required to return the books to college online book store within 30 days of the order confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department.</i></p> <p><i>The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete’s academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic & Student Policy.</i></p> <p><i>NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook.</i></p> <p>g. Non-Resident Working in the City of Chicago</p> | |

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| <p>h. Chicago Police and Firefighters Training Academy (CPFTA) <i>The (CPFTA) program provides training for high school students interested in careers in public safety, law enforcement, criminal justice, and fire science. The CPFTA curriculum allows juniors and seniors who are city residents to progress seamlessly from high school directly into CCC to complete their associate degree.</i> <i>The waiver is awarded to high school graduates of the academy. Eligible awardees must maintain enrollment in a degree granting program during the award period. The waiver will cover the cost of tuition associated with college credit course work. The waiver may be used in the Fall and Spring terms only. The waiver is renewable for two consecutive terms, however, students must apply each term and maintain the required grade point to qualify for continued eligibility.</i></p> <p><i>Students are required to apply for federal and state financial aid programs. Students whose financial aid covers tuition charges are not eligible to receive a waiver. Students with remaining direct need after financial aid funds have been applied will have the difference of the applicable charges waived.</i></p> <p>1. Employee, Spouse/Domestic Partner and Dependents <i>All full-time non-bargained for Board approved employees are eligible to receive free tuition at City Colleges for themselves, a spouse/domestic partner, and dependent children up to age 25 during terms in which they are employed. Free tuition is limited to credit classes only. The employee is required to pay all applicable charges. The employee must provide documentation (e.g., tax return; divorce decree; or in the case of spouse filing separately, provide a marriage certificate and tax return for the spouse) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.</i></p> <p>i. Debt Forgiveness <i>Circumstances arise where a student may request a tuition waiver (based on a personal situation, emergency circumstances, or potential institutional error). In these cases, the student must complete and submit a written Debt Forgiveness Petition and supporting documentation to the College Business Office for review by the College Petition Waiver Committee.</i></p> | <p><i>Out-of-district students working thirty-five (35) or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Proof of employment may be subject to additional verification. Verification must be submitted for each term of enrollment. Acceptable documentation includes:</i></p> <ul style="list-style-type: none"> <i>• A recent pay stub, and</i> <i>• A letter from the student’s employer on the employer’s letterhead signed by an authorized representative of the employer certifying the student’s in-district employment of at least thirty-five (35) hours per week</i> <p><i>Students with Out-of State residency are not eligible for In-District tuition.</i></p> <p>h. Chicago Police and Firefighters Training Academy (CPFTA) <i>The (CPFTA) program provides training for high school students interested in careers in public safety, law enforcement, criminal justice, and fire science. The CPFTA curriculum allows juniors and seniors who are city residents to progress seamlessly from high school directly into CCC to complete their associate degree.</i> <i>The waiver is awarded to high school graduates of the academy. Eligible awardees must maintain enrollment in a degree granting program during the award period. The waiver will cover the cost of tuition associated with college credit course work. The waiver may be used in the Fall and Spring terms only. The waiver is renewable for two consecutive terms, however, students must apply each term and maintain the required grade point to qualify for continued eligibility.</i></p> <p><i>Students are required to apply for federal and state financial aid programs. Students whose financial aid covers tuition charges are not eligible to receive a waiver. Students with remaining direct need after financial aid funds have been applied will have the difference of the applicable charges waived.</i></p> <p>1. Employee, Spouse/Domestic Partner and Dependents <i>All full-time non-bargained for Board approved employees are eligible to receive free tuition at City Colleges for themselves, a spouse/domestic partner, and dependent children up to age 25 during</i></p> | |

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| <p><i>The student will receive a decision by the College Petition Waiver Committee in writing; although a Debt Forgiveness Waiver will only be granted if it is determined by the committee that there is an institutional error or the student is able to demonstrate that documented mitigating circumstances led to the debt and contribute to the student's inability to repay the debt. The decision of the College Petition Waiver Committee is final and is not subject to appeal.</i></p> | <p><i>terms in which they are employed. Free tuition is limited to credit classes only. The employee is required to pay all applicable charges. The employee must provide documentation (e.g., tax return; divorce decree; or in the case of spouse filing separately, provide a marriage certificate and tax return for the spouse) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.</i></p> <p>i. Debt Forgiveness <i>Circumstances arise where a student may request a tuition waiver (based on a personal situation, emergency circumstances, or potential institutional error). In these cases, the student must complete and submit a written Debt Forgiveness Petition and supporting documentation to the College Business Office or District Office Student Financials for review by the Petition Waiver Committee.</i></p> <p>Appeals must be submitted within thirty (30) calendar days following the end date of term in which the disputed charges(s) were posted in student information system. Appeals submitted after the thirty (30) day-time period will not be considered unless the student provides valid documentation that shows he/she was medically incapacitated or incarcerated, and therefore, unable to appeal during the thirty (30) day timeframe. At the discretion of administrative staff, exceptions may be made to appeals submitted after the thirty (30) day-time period.</p> <p><i>The student will receive a decision by the College Petition Waiver Committee in writing; although a Debt Forgiveness Waiver will only be granted if it is determined by the committee that there is an institutional error or the student is able to demonstrate that documented mitigating circumstances led to the debt and contribute to the student's inability to repay the debt. The decision of the College Petition Waiver Committee is final and is not subject to appeal.</i></p> <p>Processing an Institutional Error When there is a dispute over the validity of charges on a student account, CCC staff will research to determine if an institutional error exists and whether the correction of the error requires adjustment to the amount of debt owed by the student. A CCC</p> | |

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| | <p>employee must complete the Debt Forgiveness Petition form, verify, and document the existence of an institutional error. All institutional errors will require review by the Petition Waiver Committee. If the committee approves the appeal for institutional error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.</p> | |
| <p><u>Section 8.18 Standards of Conduct</u></p> <p><i>Policy History: Standards of Conduct</i></p> <p>a. <i>Definition of “Student”</i> For the purposes of this policy, a “student” means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a “student.” Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a continuing relationship with CCC is considered a “student.” Any person who withdraws after allegedly violating the student code of conduct is considered a “student” for purposes of this policy.</p> <p>b. <i>Definition of “Visitor” and Visitor Standards of Conduct</i> A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.</p> <p>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests</p> | <p><u>Section 8.18 Standards of Conduct</u></p> <p><i>Policy History: Standards of Conduct</i></p> <p>a. <i>Definition of “Student”</i> For the purposes of this policy, a “student” means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a “student.” Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a continuing relationship with CCC is considered a “student.” Any person who withdraws after allegedly violating the student code of conduct is considered a “student” for purposes of this policy.</p> <p>b. <i>Definition of “Visitor” and Visitor Standards of Conduct</i> A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.</p> <p>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must</p> | <p>DO Academic & Student Affairs – Updating the language to ensure that the institutional policy connects to and references the clinical policies in the program-specific student handbooks</p> |

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| <p>who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a “Notice of No Trespass” and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the “Notice of No Trespass” was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all colleges, and the Associate Vice Chancellor of Advising and Student Success.</p> <p>c. Student Misconduct CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See Student Conduct Complaint. <i>“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”</i></p> <p>d. Types of Misconduct Misconduct for which students are subject to college discipline falls into the following categories:</p> <ol style="list-style-type: none"> 1. Academic dishonesty – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See Academic Integrity and Dishonesty. 2. Dishonesty involving college documents, records or identification cards – stealing, forgery, alteration or improper | <p>meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a “Notice of No Trespass” and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the “Notice of No Trespass” was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all colleges, and the Associate Vice Chancellor of Advising and Student Success.</p> <p>c. Student Misconduct CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See Student Conduct Complaint. <i>“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”</i></p> <p>d. Types of Misconduct Misconduct for which students are subject to college discipline falls into the following categories:</p> <ol style="list-style-type: none"> 1. Academic dishonesty – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See Academic Integrity and Dishonesty. | |

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| <p>use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.</p> <ul style="list-style-type: none"> • 2.1a: Forgery of an administrative staff person, faculty member, or student’s name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another. • 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials. • 2.1c: Use of the College’s name, image, or logo without proper authorization or with intent to misrepresent or defraud. • 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID. • Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college. • Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized access to an existing college record is not permitted <p>3. Obstruction or disruption of any learning environment or college activities – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.</p> <ul style="list-style-type: none"> • 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud, lewd behavior, derogatory language and/or images, or otherwise disorderly conduct | <p>2. Dishonesty involving college documents, records or identification cards – stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.</p> <ul style="list-style-type: none"> • 2.1a: Forgery of an administrative staff person, faculty member, or student’s name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another. • 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials. • 2.1c: Use of the College’s name, image, or logo without proper authorization or with intent to misrepresent or defraud. • 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID. • Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college. • Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized access to an existing college record is not permitted <p>3. Obstruction or disruption of any learning environment or college activities – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.</p> | |

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| <p>under any circumstance including in-person, virtual, and/or online. This includes any conduct that causes or provokes a disturbance or disrupts the normal operations of the college.</p> <ul style="list-style-type: none"> 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property 3.1c: Any conduct or behavior that disrupts teaching is a violation. Examples include, but are not limited to, talking during class, playing music, playing games/videos or using headphones for non-class related activities. 3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed. <p>4. Conduct that threatens health or safety – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one’s own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.</p> <ul style="list-style-type: none"> Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3), or Acts of Discrimination including written and verbal actions (4.4) will follow the CCC Equal Opportunity Policy and Complaint Procedures. <p>(4.5) Hazing City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual’s initiation or affiliation into an</p> | <ul style="list-style-type: none"> 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud, lewd behavior, derogatory language and/or images, or otherwise disorderly conduct under any circumstance including in-person, virtual, and/or online. This includes any conduct that causes or provokes a disturbance or disrupts the normal operations of the college. 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property 3.1c: Any conduct or behavior that disrupts teaching is a violation. Examples include, but are not limited to, talking during class, playing music, playing games/videos or using headphones for non-class related activities. 3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed. <p>4. Conduct that threatens health or safety – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one’s own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.</p> <ul style="list-style-type: none"> Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3), or Acts of Discrimination | |

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| <p>organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services.</p> <p>4.5a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.</p> <p>4.5b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.</p> <p>4.5c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.</p> <p>4.5d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.</p> <p>4.5e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.</p> <p>4.5f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings.</p> <p>(4.6) Physical Altercation/Violent/Threatening Behavior The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact.</p> | <p>including written and verbal actions (4.4) will follow the CCC Equal Opportunity Policy and Complaint Procedures.</p> <p>(4.5) Hazing City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual’s initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services.</p> <p>4.5a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.</p> <p>4.5b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.</p> <p>4.5c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.</p> <p>4.5d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.</p> <p>4.5e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.</p> | |

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

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| <p>Note: Students who hold a conceal carry permit are not allowed to be in possession of their firearm within any CCC building. See Disciplinary Hearings Involving Allegations of Sexual Harassment</p> <p>5. Theft or vandalism</p> <ul style="list-style-type: none"> • 5.1a: Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen. • 5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises. <p>6. Failure to comply – failure to comply with college officials acting in the performance of their duties.</p> <p>7. Breaching Campus Safety or Security</p> <ul style="list-style-type: none"> • 7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior security doors. • 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment • 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions. <p>8. Retaliation – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.</p> <p>9. Alcohol and controlled substances</p> <ul style="list-style-type: none"> • 9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages except | <ul style="list-style-type: none"> • Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon; • Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or • Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals. <p>Note: Students who hold a conceal carry permit are not allowed to be in possession of their firearm within any CCC building. See Disciplinary Hearings Involving Allegations of Sexual Harassment</p> <p>5. Theft or vandalism</p> <ul style="list-style-type: none"> • 5.1a: Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen. • 5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises. <p>6. Failure to comply – failure to comply with college officials acting in the performance of their duties.</p> <p>7. Breaching Campus Safety or Security</p> <ul style="list-style-type: none"> • 7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior security doors. | |

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| <p>at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.</p> <ul style="list-style-type: none"> 9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law. See Drug and Alcohol Free Campus 9.1c: Consumption of alcohol and/or controlled substance or intoxication during class in-person or virtually. <p>10. Clinical/Practicum Misconduct Any violation of behavior guidelines as determined and outlined by the academic program. This includes, but not limited to, behavior, which causes the students' temporary suspension or removal from an external placement site, violation of "work rules", etc.</p> <p>11. Violations of CCC policies</p> <ul style="list-style-type: none"> Equal Opportunity in Employment, Programs, Services and Activities policy Equal Opportunity Policy and Complaint Procedures Academic program Handbooks College Rules Drug and Alcohol Free Campus policy Tobacco-Free Campus policy Responsible Computer Use policy Other approved CCC Policies and Procedures | <ul style="list-style-type: none"> 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions. <p>8. Retaliation – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.</p> <p>9. Alcohol and controlled substances</p> <ul style="list-style-type: none"> 9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages. 9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law. See Drug and Alcohol Free Campus 9.1c: Consumption of alcohol and/or controlled substance or intoxication during class in-person or virtually. <p>10. Clinical/Practicum Misconduct Students should refer to clinical program policies and procedures which address academic performance, including adherence to ethical and professional standards. These separate clinical program policies and procedures may result in dismissal of a student from a program or other appropriate action by the program.</p> <p>11. Violations of CCC policies</p> | |

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| | <ul style="list-style-type: none"> • <u>Equal Opportunity in Employment, Programs, Services and Activities policy</u> • <u>Equal Opportunity Policy and Complaint Procedures</u> • Academic program Handbooks • <u>College Rules</u> • <u>Drug and Alcohol Free Campus policy</u> • <u>Tobacco-Free Campus policy</u> • <u>Responsible Computer Use policy</u> • Other approved CCC Policies and Procedures | |

November 3, 2022 - OFFICE OF ACADEMIC AND STUDENT AFFAIRS