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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 2, 2023

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 2023 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 2, 2023, and posted on the City Colleges of Chicago website.

City Colleges of Chicago

Board Approved Academic & Student Policy

Policy Update Executive Summary

Policy Revision Goals

- Streamline, simplify, clarify and condense policies.

Key Policy Changes

- **Section 2.11 Academic Amnesty** - Update the policy to clarify that amnesty can only be approved for courses that were taken prior to a degree or certificate award.
- **Section 3.02 Maximum Credit Hours for Students** – Clarify that the Academic Vice President will approve credit hours beyond the maximum allowed or appoint a designee.
- **Section 3.05 Class Attendance** – Add language “Non-attendance does not withdraw a student from classes.”
- **Section 3.08 Grade Designations** - Change grade designation for Continuing Education classes to Satisfactory/Unsatisfactory from Satisfactory/Fail.
- **Section 3.17 Repeating & Retaking Courses**- Remove language that requires a student to repeat their placement exam if they earn a D or F in a course used for placement and their exam expires.
- **Section 6.01 Residency**- Add home internet/cable to acceptable documents for residency verification.
- **Section 6.02 Tuition – Credit & Skills Classes** – Add course fee approval process.
- **Section 7.05 Postsecondary College Credit Programs, Dual Credit/Dual Enrollment** - Update the Early College Eligibility Revocation policy.
- **Section 8.13 Directory Information** - Remove date and place of birth from directory information.
- **Section 8.17 Academic Integrity and Dishonesty** – Add language to require approval from an instructor for a student to reuse their own work. Prohibit the use of Artificial Intelligence tools without instructor approval.
- **Section 8.18 Standards of Conduct** - Add clarification that guns are not allowed on CCC property, even if you have a conceal and carry permit. Add language regarding 3D printing restrictions.
- **Section 8.24 Equal Opportunity in Employment, Programs, Services and Activities** - Separate identity categories.
- **Section 8.40 Student Conduct Complaint** – Clarify that student notification is required only if the complaint is a potential conduct violation.
- **Section 10.23 Contract Renewal and the Issuance of Tenure** – Add October for an additional tenure approval time.

Key Procedure Changes

- **Section 2.02 Admissions – International Students** - Update the procedure language to outline what a student needs to do if they incorrectly apply as an international student.
- **Section 2.04 Assessment & Placement – Credit Students** – Clarify placement process for students who fail or drop a course used for placement if placement expires. - Define course options for students who place into ESL and want to attend a school that does not offer ESL courses. - Remove “unofficial” as an option for high school transcript submission to remain consistent with approved acceptance of all other transcripts.
- **Section 6.02 Tuition – Credit & Skills Classes** – Add pass-through course charge approval process.
- **Section 6.06 Tuition Waiver Programs – Discretionary**– Updating Star eligibility language to align

with current practices.

New Policy/Procedure

- **Sections 6.18 - Comprehensive Transition and Postsecondary (CTP) Financial Aid Eligibility**– Update language in the policy manual to address requirements of the program and financial aid policies.
- **Section 7: Comprehensive Transition and Postsecondary (CTP)** – Update language in the policy manual to address requirements of the program.

OFFICE OF ACADEMIC AND STUDENT AFFAIRS
PROPOSED REVISIONS TO
ACADEMIC & STUDENT POLICIES
March 2023 – 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

1. POLICY CHANGES, INCLUDING NEW POLICY LANGUAGE INTEGRATED INTO EXISTING POLICY SECTIONS

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 2.02 Admissions – International Students – Procedures <i>Policy: Admissions – International Students.</i></p> <p>International Students with F-1 Academic Student Visas <i>F-1 academic students seeking foreign transfer credits must submit evaluated results completed by a CCC approved vendor.</i> <i>International students must comply with the following requirements:</i></p> <ol style="list-style-type: none"> 1. Submit an International Students Admissions Application 2. Submit transcripts from all secondary (high school equivalent) institutions attended 3. Pay the Form I-20 student visa processing fee 4. Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement). <p><i>International students already in the United States on F-1 academic student visas must:</i></p> <ol style="list-style-type: none"> 1. Complete the International Students Admissions Application 2. Complete the transfer verification form 3. Submit transcripts: <ul style="list-style-type: none"> • If no previous U.S. college or university attendance, submit the secondary (high school equivalent) transcript showing diploma award • If previous U.S. college or university attendance, submit official transcripts from all U.S. colleges or universities attended 4. Pay the Form I-20 student visa processing fee 	<p>Section 2.02 Admissions – International Students – Procedures <i>Policy: Admissions – International Students.</i></p> <p>International Students with F-1 Academic Student Visas <i>F-1 academic students seeking foreign transfer credits must submit evaluated results completed by a CCC approved vendor.</i> <i>International students must comply with the following requirements:</i></p> <ol style="list-style-type: none"> 5. Submit an International Students Admissions Application 6. Submit transcripts from all secondary (high school equivalent) institutions attended 7. Pay the Form I-20 student visa processing fee 8. Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement). <p><i>International students already in the United States on F-1 academic student visas must:</i></p> <ol style="list-style-type: none"> 6. Complete the International Students Admissions Application 7. Complete the transfer verification form 8. Submit transcripts: <ul style="list-style-type: none"> • If no previous U.S. college or university attendance, submit the secondary (high school equivalent) transcript showing diploma award • If previous U.S. college or university attendance, submit official transcripts from all U.S. colleges or universities attended 9. Pay the Form I-20 student visa processing fee 	<p>Add list of approved documentation to remove International Student application from record, if applying incorrectly</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>5. <i>Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement)</i></p> <p><i>The I-20 student seeking a change of status will only be granted after providing one of the following documents:</i></p> <ul style="list-style-type: none"> • <i>Notice of Action INS Form I-797 with approval</i> • <i>Passport with the INS stamp showing approval for 1-551c</i> • <i>Permanent Alien Card I-551-B 6</i> <hr/> <p>International Students in All Other Visa Classes (Not F-1 Academic Student)</p> <p><i>Students holding non-immigrant visas other than F-1 academic student visas (see Admissions – International Students) must complete the same steps as new students (see New Credit Students (degree/certificate seeking)). Additionally, the prospective student may be required to submit additional documentation proving his or her eligibility to study. For more information see: www.ccc.edu/internationalstudents.</i></p>	<p>10. <i>Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement)</i></p> <p><i>The I-20 student seeking a change of status will only be granted after providing one of the following documents:</i></p> <ul style="list-style-type: none"> • <i>Notice of Action INS Form I-797 with approval</i> • <i>Passport with the INS stamp showing approval for 1-551c</i> • <i>Permanent Alien Card I-551-B 6</i> <hr/> <p>International Students in All Other Visa Classes (Not F-1 Academic Student)</p> <p><i>Students holding non-immigrant visas other than F-1 academic student visas (see Admissions – International Students) must complete the same steps as new students (see New Credit Students (degree/certificate seeking)). Additionally, the prospective student may be required to submit additional documentation proving his or her eligibility to study. For more information see: www.ccc.edu/internationalstudents.</i></p> <p>Note: Students who incorrectly or mistakenly apply for credit admission as an International Student must provide one of the following approved documents to remove the International Student Application from their record and the International Student Hold associated with the application:</p> <ul style="list-style-type: none"> • Birth certificate showing birth in the United States • Form N-550, Certificate of Naturalization • Form N-560, Certificate of Citizenship • Valid unexpired U.S. passport 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<ul style="list-style-type: none"> • Valid unexpired Green Card • Affidavit of Authenticity 	
<p>Section 2.04 Assessment & Placement – Credit Students</p> <p><i>Procedures:</i> Assessment & Placement – Credit Students – Procedures.</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 Placement Test Waivers) prior to registration.</p> <p>Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate ENGLISH 101 Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver.</p> <p>a. Students Placing in Foundational Studies Courses Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:</p>	<p>Section 2.04 Assessment & Placement – Credit Students</p> <p><i>Procedures:</i> Assessment & Placement – Credit Students – Procedures.</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 Placement Test Waivers) prior to registration.</p> <p>Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate ENGLISH 101 Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver.</p> <p>a. Students Placing in Foundational Studies Courses Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the</p>	<p>Remove Unofficial as an option to submit a high school transcript as this is inconsistent with other areas of policy.</p> <p>Updating approved accrediting agencies for higher education transcripts.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • High school diploma • Official or unofficial high school transcript • High school equivalency certificate <p>Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.</p> <p>b. Placement Test Waivers Placement test waivers may be granted to:</p> <ul style="list-style-type: none"> • Transfer students who submit an official transcript from a regionally-accredited college or university showing successful completion of college level math, English (particularly ENGLISH 101 Composition/Freshman Composition), and reading with a grade of “C” or higher; • Students who have already earned an Associate degree or higher; or, • High school graduates who submit official and sufficiently high ACT or SAT test scores. ACT and SAT test scores are valid for a period of four (4) years. A writing test may still be required. • GED or HiSET score as outlined in procedures • Transitional Math or Transitional English grade as outlined in procedures; <p>c. Placement Boost by GPA</p> <ul style="list-style-type: none"> • High school grade point average (GPA) of 3.00 from an official high school transcript in conjunction with a placement exam. Outlined in procedures. <ul style="list-style-type: none"> ○ Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA. ○ GPA from an accredited high school 	<p>following documents to the Office of the Registrar prior to the first day of class:</p> <ul style="list-style-type: none"> • High school diploma • Official high school transcript • High school equivalency certificate <p>Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.</p> <p>b. Placement Test Waivers Placement test waivers may be granted to:</p> <ul style="list-style-type: none"> • Transfer students who submit an official transcript from an approved accredited college or university showing successful completion of college level math, English (particularly ENGLISH 101 Composition/Freshman Composition), and reading with a grade of “C” or higher; • Students who have already earned an Associate degree or higher; or, • High school graduates who submit official and sufficiently high ACT or SAT test scores. ACT and SAT test scores are valid for a period of four (4) years. A writing test may still be required. • GED or HiSET score as outlined in procedures • Transitional Math or Transitional English grade as outlined in procedures; <p>c. Placement Boost by GPA</p> <ul style="list-style-type: none"> • High school grade point average (GPA) of 3.00 from an official high school transcript in conjunction with a placement exam. Outlined in procedures. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> ○ GPA requirements are based on an unweighted 4.00 scale. If a GPA is submitted based on a different scale, it will be converted. <p>d. <i>Transfer Developmental Educational English and Math</i></p> <ul style="list-style-type: none"> ● May be accepted for college level placement as outlined in procedures. ● Official transcripts from a regionally accredited college or university with a grade of “C” or higher <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"> ○ Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA. ○ GPA from an accredited high school ○ GPA requirements are based on an unweighted 4.00 scale. If a GPA is submitted based on a different scale, it will be converted. <p>d. <i>Transfer Developmental Educational English and Math</i></p> <ul style="list-style-type: none"> ● May be accepted for college level placement as outlined in procedures. ● Official transcripts from an approved accredited college or university with a grade of “C” or higher <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>Section 2.04 Assessment & Placement – Credit Students – Procedures</p> <p><i>Policy: Assessment & Placement – Credit Students</i> <i>Note: see Testing & Placement Guidelines for approved exams and more information.</i></p>	<p>Section 2.04 Assessment & Placement – Credit Students – Procedures</p> <p><i>Policy: Assessment & Placement – Credit Students</i> <i>Note: see Testing & Placement Guidelines for approved exams and more information.</i></p>	<p>Added clarification for:</p> <p>ESL-Placement guidelines for students who place into ESL courses but</p>

Current Policy/Procedure

English Placement

If you are a credit student attempting to place into [ENGLISH 101](#) Composition

College Level English 101 and English 101/97 Placement Options

	ACT-English	Associate's Degree	CCC Reading to Write	CCC Reading to Write AND *High School GPA of 3.00	GED-English	HSET-English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	Transitional English
English 101	21+	Allows for English 101 Eligibility	6	5	165+	Writing (16+) Reading (16+) Essay (5+)	540+		Cumulative 'C' or better over 2 semesters or grade of "Pass"
English 101/97	19 or 20		5	3 or 4			480-540	Transfer Dev-Ed English will place into English 101/97	

English CCC Reading to Write Placement Grid

	Placement Score	Placement Score AND *High School GPA of 3.00
English 101	6	5
English 101/97	5	3 or 4
English 96	3 or 4	
FS Writ 93	1 or 2	

ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS

- Students, excluding those students in the Early College Program, who score 480 or above but under 540 on the SAT Evidence Based Reading & Writing or who score 19 or above but under a

Proposed Policy/Procedure

English Placement

If you are a credit student attempting to place into [ENGLISH 101](#) Composition

College Level English 101 and English 101/97 Placement Options

	ACT-English	Associate's Degree	CCC Reading to Write	CCC Reading to Write AND *High School GPA of 3.00	GED-English	HSET-English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	Transitional English
English 101	21+	Allows for English 101 Eligibility	6	5	165+	Writing (16+) Reading (16+) Essay (5+)	540+		**Must successfully complete 2 semesters
English 101/97	19 or 20		5	3 or 4			480-540	Transfer Dev-Ed English will place into English 101/97	

English CCC Reading to Write Placement Grid

	Placement Score	Placement Score AND *High School GPA of 3.00
English 101	6	5
English 101/97	5	3 or 4
English 96	3 or 4	
FS Writ 93	1 or 2	

ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS

- Students, excluding those students in the Early College Program, who score 480 or above but under 540 on the SAT Evidence Based Reading & Writing or who score 19

Source & Rationale

attend a college that does not offer their courses.

All Placement-Clarify enrollment options after a failing grade.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>21 on the ACT English will be required to take the CCC Reading to Write (RTW) as part of the enrollment process.</p> <ul style="list-style-type: none"> • 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"> ○ Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time. • 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. • Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance. • Students who are required to take English 101 Composition & 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. • 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. • 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. • *Students must have a cumulative high school GPA of 3.00 AND a valid RTW score, if student is using GPA for placement. • A grade of C or better in Transitional English. • <i>GED and HiSET exams must be taken in the English language.</i> 	<p>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> <ul style="list-style-type: none"> • 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"> ○ Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time. • 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. • Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance. • Students who are required to take English 101 Composition & 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. • 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. • 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. 	

Current Policy/Procedure

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

Note: Expiration is from date of exam

ESL Placement

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

ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS

- Students who choose to attend a college that does not offer their placement have the following options:
 - option 1
 - option 2
 - option 3

Math Placement

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

Proposed Policy/Procedure

- *Students must have a cumulative high school GPA of 3.00 AND a valid RTW score, if student is using GPA for placement.
- **Transitional English requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C or "pass".
- GED and HiSET exams must be taken in the English language.
- Students who receive a D or F in English 101, are unable to enroll in courses that require English 101 eligibility without concurrent enrollment in English 101 or (English 101/097), if their placement exam expired.

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

Note: Expiration is from date of exam

ESL Placement

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

ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS

Source & Rationale

Current Policy/Procedure

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	24+	61-100				580+		
MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below	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	21+	46-60	30-45	155	11	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	Quantitative Literacy TM
MATH 125 + MATH 25 or MATH 118 + MATH 18		30-45	20-29				Eligible Transfer Dev Ed Math with a 'C' or higher	

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

Math Placement Grid

Proposed Policy/Procedure

- Students who choose to attend a college that does not offer the ESL course required for placement have the following options:

- Placement into ESLINTG 99 and ESLINTG 100 are eligible to enroll in ENGLISH 96

- Placement into ESLINTG 98 are eligible to enroll in FS WRIT 93

Speak to a College Advisor for registration assistance.

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	24+	61-100				580+		
MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below	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	21+	46-60	30-45	155	11	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	Quantitative Literacy TM
MATH 125 + MATH 25 or MATH 118 + MATH 18		30-45	20-29				Eligible Transfer Dev Ed Math with a 'C' or higher	

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

Math Placement Grid

Source & Rationale

Current Policy/Procedure

MATH 125 + MATH 25 or MATH 118 + MATH 18	30-45	20-29	150	10
MATH 100	20-45		150	10
MATH 99	30-45	20-29	150	10
MATH 90 or MATH 98	20-29		145	8
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.
- 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.
- Enrolling in a co-requisite pair including Math 118 General Education Math/Math 125 Introductory Statistics **does not** make one eligible for courses with the pre-requisite of Math 118 General Education Math/Math 125 Introductory Statistics eligibility.
- Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C
- *Students must have a cumulative high school GPA of 3.00 AND valid ALEKS score if student is using GPA for placement

Math Placement Expiration

Proposed Policy/Procedure

	ALEKS Placement Score	ALEKS Placement Score AND *High School GPA of 3.00	GED	HiSet
MATH 207, or below	76-100			
MATH 204, MATH 146, MATH 144, MATH 141, or below	61-100			
MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below	46-60	30-45	160	13
MATH 125, MATH 121, MATH 118, or below	46-60	30-45	155	11
MATH 125 + MATH 25 or MATH 118 + MATH 18	30-45	20-29		
MATH 100	20-45		150	10
MATH 99	30-45	20-29	150	10
MATH 90 or MATH 98	20-29		145	8
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.
- 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.
- Enrolling in a co-requisite pair including Math 118 General Education Math/Math 125 Introductory Statistics **does not** make one eligible for courses with the

Source & Rationale

Current Policy/Procedure

	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 School
Placement is valid for:	1 year	18 months	4 years	No expiration

French and Spanish Placement

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.

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

In addition to the above, if you are taking webCAPE to place, note that:

- Placement test scores expire after one (1) year.
- Both French and Spanish placements of 103 or higher are subject to departmental chairperson review
- [SPANISH 104](#) Fourth Course Spanish and [FRENCH 104](#) Fourth Course French and above all require [ENGLISH 101](#) Composition eligibility
- [SPANISH 191](#) Survival Spanish Nursing, [SPANISH 192](#) Survival Span for Law Enforcement Officers, [SPANISH 206](#) Intensive Oral Practice Spanish, [SPANISH 210](#) Modern Civilization & Culture Spanish, [SPANISH 213](#) Intro To Modern Literature

Proposed Policy/Procedure

pre-requisite of Math 118 General Education Math/Math 125 Introductory Statistics eligibility.

- Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C
- *Students must have a cumulative high school GPA of 3.00 AND valid ALEKS score if student is using GPA for placement

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 School
Placement is valid for:	1 year	18 months	4 years	No expiration

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Source & Rationale

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Spanish and SPANISH 214 Readings In Literature Spanish require ENGLISH 100 Basic Writing Skills <i>eligibility</i></p> <ul style="list-style-type: none"> • SPANISH 111 Spanish For Hispanos, SPANISH 113 Spanish For Near Native Speakers I and SPANISH 114 Spanish for Near-Native Speakers II <i>are for native or near native speakers</i> • <i>Placement testing is encouraged but not required for SPANISH 191 Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion.</i> <hr/> <p>Additional College-Credit Placement Notes</p> <ul style="list-style-type: none"> • <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> • <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> 	<ul style="list-style-type: none"> • <i>Both French and Spanish placements of 103 or higher are subject to departmental chairperson review</i> • SPANISH 104 Fourth Course Spanish and FRENCH 104 Fourth Course French and above all require ENGLISH 101 Composition <i>eligibility</i> • SPANISH 191 Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 206 Intensive Oral Practice Spanish, SPANISH 210 Modern Civilization & Culture Spanish, SPANISH 213 Intro To Modern Literature Spanish and SPANISH 214 Readings In Literature Spanish require ENGLISH 100 Basic Writing Skills <i>eligibility</i> • SPANISH 111 Spanish For Hispanos, SPANISH 113 Spanish For Near Native Speakers I and SPANISH 114 Spanish for Near-Native Speakers II <i>are for native or near native speakers</i> • <i>Placement testing is encouraged but not required for SPANISH 191 Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion.</i> <hr/> <p>Additional College-Credit Placement Notes</p> <ul style="list-style-type: none"> • <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> • <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> 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<ul style="list-style-type: none"> • <i>Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status.</i> • <i>Students who drop with a reason of NSW, ADW, WTH, or VMW are required to retake the placement exam if their placement exam expired.</i> 	
<p>Section 2.11 Academic Amnesty</p> <p><i>Policy History:</i> Academic Amnesty <i>Procedures:</i> Academic Amnesty – Procedures.</p> <p>Effective January 1, 2018, academic amnesty provides a “second chance” for eligible students who earned “F” grade(s) earlier in their academic careers, but now wish to return to CCC to earn a degree or certificate.</p> <p>a. Eligibility</p> <ul style="list-style-type: none"> • Students who have not enrolled and received a final grade in credit bearing coursework at CCC for five (5) or more consecutive calendar years (minimum 15 academic terms) may apply for academic amnesty. • Upon their return, students must complete at least one (1) term of credit bearing coursework (minimum 6 credit hours, excluding any development education coursework) and earn a term grade point average (GPA) of 2.0 or higher calculated from their return to City Colleges. Academic amnesty will not be applied until this requirement is met. See Cumulative Grade Point Average for more information. <p>b. Effect of Academic Amnesty If academic amnesty is granted, all college credit coursework (including development education coursework) with a final grade of “F” earned during the Amnesty Period (period prior to the five</p>	<p>Section 2.11 Academic Amnesty</p> <p><i>Policy History:</i> Academic Amnesty <i>Procedures:</i> Academic Amnesty – Procedures.</p> <p>Effective January 1, 2018, academic amnesty provides a “second chance” for eligible students who earned “F” grade(s) earlier in their academic careers, but now wish to return to CCC to earn a degree or certificate.</p> <p>a. Eligibility</p> <ul style="list-style-type: none"> • Students who have not enrolled and received a final grade in credit bearing coursework at CCC for five (5) or more consecutive calendar years (minimum 15 academic terms) may apply for academic amnesty. • Upon their return, students must complete at least one (1) term of credit bearing coursework (minimum 6 credit hours, excluding any development education coursework) and earn a term grade point average (GPA) of 2.0 or higher calculated from their return to City Colleges. Academic amnesty will not be applied until this requirement is met. See Cumulative Grade Point Average for more information. <p>b. Effect of Academic Amnesty If academic amnesty is granted, all college credit coursework (including development education coursework) with a final grade of “F” earned during the Amnesty Period (period prior to</p>	<p>Add clarification on eligibility if CCC degree was earned.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>year break) will be removed from the student's grade point average (GPA) calculations.</p> <p>c. Academic Amnesty Approval The Registrar at the college where the application is submitted will process, approve, and retain applications and update the academic records of approved applicants.</p> <p>d. Important Notes</p> <ul style="list-style-type: none"> • Academic amnesty applies only to courses completed at the City Colleges of Chicago. • Courses for which academic amnesty is granted: <ul style="list-style-type: none"> ○ Remain a part of the student's academic record; courses are not removed from the student's record ○ Are marked with an academic amnesty indicator ○ Appear on the student's official transcript along with an academic amnesty indicator ○ May not be applied to satisfy requirements of a CCC degree or certificate • The academic amnesty effective date will be recorded in the student's academic record. • While academic amnesty benefits a student's GPA, it has no effect on SAP GPA, Pace or Timeframe measures. See Satisfactory Academic Progress for more information. • Academic amnesty applies only to the City Colleges of Chicago. Students granted academic amnesty at CCC will be subject to the admissions policies of other institutions to which they may transfer after attending CCC. • Once submitted, an academic amnesty application may not be withdrawn or cancelled by the student. However, applications not approved in one (1) year from the submission date will be cancelled by the college. Students may reapply. 	<p>the five year break) will be removed from the student's grade point average (GPA) calculations.</p> <p>c. Academic Amnesty Approval The Registrar at the college where the application is submitted will process, approve, and retain applications and update the academic records of approved applicants.</p> <p>d. Important Notes</p> <ul style="list-style-type: none"> • Academic amnesty applies only to courses completed at the City Colleges of Chicago. • Courses for which academic amnesty is granted: <ul style="list-style-type: none"> ○ Remain a part of the student's academic record; courses are not removed from the student's record ○ Are marked with an academic amnesty indicator ○ Appear on the student's official transcript along with an academic amnesty indicator ○ May not be applied to satisfy requirements of a CCC degree or certificate • The academic amnesty effective date will be recorded in the student's academic record. • While academic amnesty benefits a student's GPA, it has no effect on SAP GPA, Pace or Timeframe measures. See Satisfactory Academic Progress for more information. • Academic amnesty applies only to the City Colleges of Chicago. Students granted academic amnesty at CCC will be subject to the admissions policies of other institutions to which they may transfer after attending CCC. • Once submitted, an academic amnesty application may not be withdrawn or cancelled by the student. However, applications not approved in one (1) year from the submission date will be cancelled by the college. Students may reapply. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> Academic amnesty may be granted to an applicant only once in his/her lifetime, regardless of the institutions attended, and is irreversible. 	<ul style="list-style-type: none"> Academic amnesty may be granted to an applicant only once in his/her lifetime, regardless of the institutions attended, and is irreversible. Coursework with a final grade of "F" completed prior to degree conferral is ineligible for Amnesty, as the final GPA has been approved and cannot be changed. 	
<p>Section 3.02 Maximum Credit Hours for Students</p> <p><i>Policy history: Maximum Credit Hours for Students.</i> All students will need a minimum cumulative GPA of 3.0 as well as the written permission of the Vice President (or designee) to enroll in 19 or more credit hours for Fall or Spring terms or 10 or more credit hours during the Summer term.</p>	<p>Section 3.02 Maximum Credit Hours for Students</p> <p><i>Policy history: Maximum Credit Hours for Students.</i> All students will need a minimum cumulative GPA of 3.0 as well as the written permission Academic Vice President (or designee) to enroll in 19 or more credit hours for Fall or Spring terms or 10 or more credit hours during the Summer term.</p>	<p>Clarify that the Vice President of Academic & Student Affairs is the approved VP</p>
<p>Section 3.05 Class Attendance</p> <p>City Colleges of Chicago is a non-attendance taking institution. For program or course specific attendance policies, refer to the instructor's syllabus. The Instructor has the right to establish his/her own attendance policy for a course. <i>It is the student's responsibility to officially withdraw from classes</i> (see WTH – Class Drop or Withdrawal). <i>Failure to withdraw may result in mandatory payment of tuition/charges and/or a failing grade. Colleges reserve the right to administratively withdraw a student from classes for non-attendance.</i></p>	<p>Section 3.05 Class Attendance</p> <p>City Colleges of Chicago is a non-attendance taking institution. For program or course specific attendance policies, refer to the instructor's syllabus. The Instructor has the right to establish his/her own attendance policy for a course. <i>It is the student's responsibility to officially withdraw from classes. Non-attendance does not withdraw a student from classes</i> (see WTH – Class Drop or Withdrawal). <i>Failure to withdraw may result in mandatory payment of tuition/charges and/or a failing grade. colleges reserve the right to administratively withdraw a student from classes for non-attendance.</i></p>	<p>Add additional clarification that it is the students responsibility to withdraw from classes</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 3.08 Grade Designations</p> <p><i>Policy History:</i> Grade Designations</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 Academic Standing, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student's GPA calculation.</p> <p>(a) Grading Basis for Remedial, Credit and Skills Courses</p> <p>The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p> <ul style="list-style-type: none"> • A, B, C, D, and F; and • Satisfactory (S) / Unsatisfactory (U) <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> • Students who enroll in A-F courses are graded using the A-F grading basis. • Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis. <p style="text-align: center;"><u>A-F GRADING BASIS</u></p> <ul style="list-style-type: none"> • 	<p>Section 3.08 Grade Designations</p> <p><i>Policy History:</i> Grade Designations</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 Academic Standing, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student's GPA calculation.</p> <p>(a) Grading Basis for Remedial, Credit and Skills Courses</p> <p>The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:</p> <ul style="list-style-type: none"> • A, B, C, D, and F; and • Satisfactory (S) / Unsatisfactory (U) <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> • Students who enroll in A-F courses are graded using the A-F grading basis. • Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis. <p style="text-align: center;"><u>A-F GRADING BASIS</u></p> <ul style="list-style-type: none"> • 	<p>Change Continuing Education Grading Basis</p>

Current Policy/Procedure			Proposed Policy/Procedure			Source & Rationale																	
Grade	Description	Grade Points	Grade	Description	Grade Points																		
A	Excellent	4	A	Excellent	4																		
B	Good	3	B	Good	3																		
C	Average	2	C	Average	2																		
D	Below average	1	D	Below average	1																		
F	Failure	0	F	Failure	0																		
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<ul style="list-style-type: none"> Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale). Unsatisfactory grade: equivalent to “D” quality work or below. 			<ul style="list-style-type: none"> Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale). Unsatisfactory grade: equivalent to “D” quality work or below. 																				
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<p>Grades</p> <p>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:</p> <ul style="list-style-type: none"> ADH – courses from which the student was withdrawn due to a finding of academic dishonesty ADR – courses from which the student was withdrawn as a result administrative removal from college or classes, if the withdrawal occurred after the Statistical Date ADW – courses from which the student was administratively withdrawn AUD – courses that the student audited MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only) VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date 	<p>Grades</p> <p>(d) Grading Basis for Continuing Education - Professional & Personal Development Courses</p> <table border="1"> <tbody> <tr> <td data-bbox="947 789 1094 846">S</td> <td data-bbox="1094 789 1472 846">Satisfactory</td> <td data-bbox="1472 789 1577 846">-</td> </tr> </tbody> </table> <p>Note: Continuing Education courses had a grading basis of Satisfactory/Fail (S/F) prior to Summer 2023.</p> <p>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:</p> <ul style="list-style-type: none"> ADH – courses from which the student was withdrawn due to a finding of academic dishonesty ADR – courses from which the student was withdrawn as a result administrative removal from college or classes, if the withdrawal occurred after the Statistical Date 	S	Satisfactory	-										
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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date <p>See Glossary of Terms for more information about the Statistical (STAT) Date.</p>	<ul style="list-style-type: none"> ADW – courses from which the student was administratively withdrawn AUD – courses that the student audited MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only) VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date <p>See Glossary of Terms for more information about the Statistical (STAT) Date.</p>	
<p>Section 3.17 Repeating & Retaking Courses</p> <p><i>Renamed: formerly Repeating Courses.</i> <i>Policy History: Repeating & Retaking Courses</i> <i>Procedures: Repeating & Retaking Courses – Procedures.</i></p> <p>Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) or (b) to improve a grade, as covered below.</p> <p>Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (d) and (e) of this policy. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated or retaken and be eligible for financial aid and federal veterans educational benefits.</p>	<p>Section 3.17 Repeating & Retaking Courses</p> <p><i>Renamed: formerly Repeating Courses.</i> <i>Policy History: Repeating & Retaking Courses</i> <i>Procedures: Repeating & Retaking Courses – Procedures.</i></p> <p>Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) or (b) to improve a grade, as covered below.</p> <p>Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (d) and (e) of this policy. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated or retaken and be eligible for financial aid and federal veterans educational benefits.</p>	<p>Adding clarification for repeating a course taken based on English/Math placement.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student’s Satisfactory Academic Progress (SAP). • For the purpose of federal veterans educational benefits (see Veterans Education Benefits), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking a class more than twice may lead to a revision of the student’s enrollment certification in a previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated or retaken courses with the School Certifying Official (in the Financial Aid Office) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30)). <p>a. Allowed Repeatable Courses (ARC) Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student’s permanent record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an “F” grade on an ARC course may repeat the course to improve the “F” grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the “F” grade).</p> <p>b. Retaking Courses Students may retake a course to improve a grade as long as they meet the enrollment requirements for the course: students who earn a “D” or “F” grade in a course may repeat the course; students who earn a grade of “C” or better may repeat the course</p>	<ul style="list-style-type: none"> • For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student’s Satisfactory Academic Progress (SAP). • For the purpose of federal veterans educational benefits (see Veterans Education Benefits), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking a class more than twice may lead to a revision of the student’s enrollment certification in a previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated or retaken courses with the School Certifying Official (in the Financial Aid Office) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30)). <p>a. Allowed Repeatable Courses (ARC) Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student’s permanent record and transcript, but only the last credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an “F” grade on an ARC course may repeat the course to improve the “F” grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the “F” grade).</p> <p>b. Retaking Courses Students may retake a course to improve a grade: students who earn a “D” or “F” grade in a course may repeat the course; students who earn a grade of “C” or better may repeat</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>only once. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.</p> <p>c. Repeating Courses that are no longer offered. Students who earn a grade of "D" or "F" in a course that is no longer offered by any of the City Colleges of Chicago, can enroll in an appropriate replacement course, as long as they meet the enrollment requirements for that course, to replace the GPA calculation for the previous course. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.</p> <p>d. Retaking a Course – Adult Education A student may take an Adult Education course up to four times if required.</p> <p>e. Retaking a Course – Continuing Education - Professional & Personal Development Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times.</p>	<p>the course only once without approval from the Academic Vice President. Students who earn a "D" or "F" in a placement course may repeat to improve their grade regardless of placement score status. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.</p> <p>c. Repeating Courses that are no longer offered. Students who earn a grade of "D" or "F" in a course that is no longer offered by any of the City Colleges of Chicago, can enroll in an appropriate replacement course, as long as they meet the enrollment requirements for that course, to replace the GPA calculation for the previous course. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.</p> <p>d. Retaking a Course – Adult Education A student may take an Adult Education course up to four times if required.</p> <p>e. Retaking a Course – Continuing Education - Professional & Personal Development Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times.</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 6.01 Residency <i>Policy History:</i> Residency <i>Procedures:</i> Residency – Procedures.</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>a. <i>Definition of an Independent Student</i> 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. <i>Residency Verification – New Students</i> 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. <i>Residency Verification – Independent Students</i> 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"> • Valid driver's license, State of Illinois, or City of Chicago identification card • Valid voter registration card • Copy of current lease or mortgage statement • Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) • Valid Foreign Consular ID card that includes a current address 	<p>Section 6.01 Residency <i>Policy History:</i> Residency <i>Procedures:</i> Residency – Procedures.</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>n. <i>Definition of an Independent Student</i> 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>o. <i>Residency Verification – New Students</i> 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>p. <i>Residency Verification – Independent Students</i> 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"> • Valid driver's license, State of Illinois, or City of Chicago identification card • Valid voter registration card • Copy of current lease or mortgage statement 	<p>Add Home Cable/Internet bill to approved documents for residency verification</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • Current orders or a letter from Command for military service persons • Signed letter on letterhead from a homeless shelter confirming residency in the shelter • Bank statement (dated within 90 days prior to verification) • Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> ○ CPS transcript must be official: <ul style="list-style-type: none"> ▪ Mailed from CPS in sealed envelope, or ▪ Sent from CPS electronically via secure vendor, or ▪ Hand delivered from student or other designee in sealed envelope from CPS ○ CPS transcript must show senior year semester either in progress, completed, or graduation date <ul style="list-style-type: none"> ▪ For Early College students only, semester in progress may be sophomore, junior, or senior year ○ CPS transcript address must match CCC records from admission application ○ CPS transcript can be used: <ul style="list-style-type: none"> ▪ While enrolled at CPS, or ▪ Up to nine (9) months after the graduation date from CPS, or ▪ If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcribed <p>d. Residency Verification – Dependent Students 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"> • Current utility bill (60 days or less): water, electric, gas, home internet/cable, or home phone (mobile phone bills are not accepted) • Valid Foreign Consular ID card that includes a current address • Current orders or a letter from Command for military service persons • Signed letter on letterhead from a homeless shelter confirming residency in the shelter • Bank statement (dated within 90 days prior to verification) • Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> ○ CPS transcript must be official: <ul style="list-style-type: none"> ▪ Mailed from CPS in sealed envelope, or ▪ Sent from CPS electronically via secure vendor, or ▪ Hand delivered from student or other designee in sealed envelope from CPS ○ CPS transcript must show senior year semester either in progress, completed, or graduation date <ul style="list-style-type: none"> ▪ For Early College students only, semester in progress may be sophomore, junior, or senior year ○ CPS transcript address must match CCC records from admission application ○ CPS transcript can be used: <ul style="list-style-type: none"> ▪ While enrolled at CPS, or ▪ Up to nine (9) months after the graduation date from CPS, or ▪ If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcript 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • Copy of current lease or mortgage statement • Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) • 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. <p>e. Residency Verification – Returning Students The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> • Students with a Discontinued status • 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. <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>f. Student’s Responsibility to Maintain Current Address Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct. 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. In-District Students 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.</p>	<p>q. Residency Verification – Dependent Students 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"> • Copy of current lease or mortgage statement • Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) • 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. <p>r. Residency Verification – Returning Students The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> • Students with a Discontinued status • 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. <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>s. Student’s Responsibility to Maintain Current Address Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct. 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</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>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. Out-of-District Students 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 & Cooperative Agreements.</p> <p>i. Out-of-State Students 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. International Students 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"> • Copies of employment documents and visa • Proof of City of Chicago residency • Letter from employer authorizing college attendance • Proof of age for dependent visa holders <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</p>	<p>additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>t. In-District Students 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>u. Out-of-District Students 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 & Cooperative Agreements.</p> <p>v. Out-of-State Students 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>w. International Students 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</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>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. Online Learning Students 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. Adult Education Students 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"> • Students who reside outside of the State of Illinois, and • Students holding an F-1 academic student or J-1 visa. <p>m. Alternate Residency Certification If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate</p>	<p>international student's application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> • Copies of employment documents and visa • Proof of City of Chicago residency • Letter from employer authorizing college attendance • Proof of age for dependent visa holders <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 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>x. Online Learning Students 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</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Residency Certification. Student must follow requirements listed on the CCC website.</p>	<p>must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>y. Adult Education Students 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"> • Students who reside outside of the State of Illinois, and • Students holding an F-1 academic student or J-1 visa. <p>z. Alternate Residency Certification 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>Section 6.02 Tuition – Credit & Skills Classes</p> <p><i>Policy History:</i> Tuition - Credit & Skills Classes Effective Summer 2020, tuition is assessed based upon the following credit hour tiers and ranges:</p> <p><u>Credit</u> In-District - \$146.00 Out-of-District - \$384.00 Out-of-State - \$481.00 International - \$481.00 <u>Pre-Credit</u> In-District - \$73.00 Out-of-District - \$192.00 Out-of-State - \$240.50 International - \$240.50 Pre-credit courses will be charged one-half the per credit hour rate. Certain academic programs may be charged a separate</p>	<p>Section 6.02 Tuition – Credit & Skills Classes</p> <p><i>Policy History:</i> Tuition - Credit & Skills Classes Effective Summer 2023, tuition is assessed based upon the following credit hour tiers and ranges:</p> <p><u>Credit</u> In-District - \$146.00 Out-of-District - \$384.00 Out-of-State - \$481.00 International - \$481.00 <u>Pre-Credit</u> In-District - \$73.00 Out-of-District - \$192.00 Out-of-State - \$240.50 International - \$240.50 Pre-credit courses will be charged one-half the per credit hour rate. Certain academic programs may be charged a</p>	<p>Update tuition structure</p> <p>Pass-through course charges will be added to courses approved by the Board of Trustees.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>tuition rate. Additional charges may apply (see Non-Refundable Other Charges).</p> <p>Certain academic programs may be charged a separate tuition rate. Additional charges may apply (see Non-Refundable Other Charges).</p>	<p>separate tuition rate. Additional charges may apply (see Non-Refundable Other Charges).</p> <p>Certain academic programs may be charged a separate tuition rate. Additional charges may apply (see Non-Refundable Other Charges).</p> <p>Certain courses may receive a pass-through course charge to cover costs that would otherwise be incurred by the student separate from tuition expenses. All courses that will incur a pass-through charge must be approved by the Board of Trustees. Effective Fall 2023.</p>	
<p>New Procedure</p>	<p>Section 6.02 Tuition- Pass-Through Course Charge Procedure</p> <p><i>Tuition – Pass-Through Course Charge Approval - Procedures</i> <i>Policy: Tuition - Credit & Skills Classes</i></p> <p>1. The Board of Trustees will consider a proposal for a pass-through course charge if it complies with the following:</p> <ul style="list-style-type: none"> a. The charge will only cover costs that would otherwise be incurred by the student separate from tuition expense (“pass through” costs). b. The pass-through charge will not be implemented to generate revenue or cover operating costs that are not currently passed to the student. c. The pass-through charge reduces the overall educational cost to students, creates greater transparency regarding the students’ total educational cost, or serves to advance educational excellence, 	<p>Pass-through course charges will be added to courses approved by the Board of Trustees.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p>improve student outcomes, or increase the number of students that attain industry-recognized credentials.</p> <p>d. The pass-through charge is implemented at the course-level (not class-level), and therefore, will only cover costs that are universally associated with the course regardless of instructor, method of delivery, or location of the course.</p> <p>e. The pass-through charge has been vetted with faculty from the program to ensure alignment with course and program learning outcomes.</p> <p>2. Proposals for pass-through course charges must be accompanied by a justification showing that each of the above criteria are met and must be reviewed and approved by the department and discipline (where applicable).</p> <p>3. Following department/discipline approval, the proposed pass-through charge must be reviewed and approved by the Academic Vice President at each college that offers the course associated with the charge.</p> <p>4. Following approval by the Vice Presidents, the proposed pass-through course charge and justification will be sent to the Provost for final prior to submitting to the Board of Trustees for approval.</p> <p>5. Pass-through course charges will be reviewed and updated annually, in alignment with CCC's budgeting cycle, by a designated working group that includes representation from the academic arm of all Colleges that have approved pass-through course charges. Updated pass-through charges will be sent to the Provost with justifications regarding any proposed changes or modifications. New pass-through course charges must be</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	vetted and approved through the process described in steps 1-4.	
<p>Section 6.06 Tuition Waiver Programs – Discretionary – Procedures</p> <p>Policy: Tuition Waiver Programs – Discretionary.</p> <p>a. Chicago STAR Scholarship</p> <p>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:</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>Chicago STAR Scholars have up to three (3) years of scholarship eligibility from their high school graduation date</p>	<p>Section 6.06 Tuition Waiver Programs – Discretionary – Procedures</p> <p>Policy: Tuition Waiver Programs – Discretionary.</p> <p>a. Chicago Star Scholarship</p> <p>The Chicago Star Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled eligible program courses. To be eligible for waivers a student must:</p> <ul style="list-style-type: none"> • Graduate from a Chicago -based partnered high school <ul style="list-style-type: none"> ○ Chicago Public Schools (CPS) or Chicago charter/options high school ○ Partnered Big Shoulders Fund Catholic high schools • Have a cumulative high school GPA of 3.0 or higher (weighted or unweighted) • 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 to complete FAFSA” form) 	<p>Updating Star requirement language to align with current practices</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>(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.</p> <p>b. CCC Academic Achievement Award</p> <p>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</p> <ul style="list-style-type: none"> • Academic achievement: <ul style="list-style-type: none"> ○ Cumulative high school GPA of 3.0 or above, or ○ GED® score of 680 or above and passing score on each of the four (4) content areas, or ○ Cumulative GPA of 3.0 or above, which must be maintained • Chicago residency and eligible for in-district tuition rates • Full-time enrollment in a degree or certificate program for term • Any other attributes recognized, in the College President's judgment, as warranting consideration • Award is decided by committee based on President recommendation <p>c. CCC Service Award</p> <p>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</p> <ul style="list-style-type: none"> • 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) 	<p>Chicago Star Scholars have up to three (3) years of scholarship eligibility starting from the first Fall semester after their high school graduation date, regardless of when they begin their program. Star scholarship funding ends upon degree completion or reaching the scholarship expiration date, whichever comes first. They must start at City Colleges no later than the third term (excluding Summer term) or second Fall semester 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.</p> <p>b. CCC Academic Achievement Award</p> <p>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</p> <ul style="list-style-type: none"> • Academic achievement: <ul style="list-style-type: none"> ○ Cumulative high school GPA of 3.0 or above, or ○ GED® score of 680 or above and passing score on each of the four (4) content areas, or ○ Cumulative GPA of 3.0 or above, which must be maintained • Chicago residency and eligible for in-district tuition rates • Full-time enrollment in a degree or certificate program for term • Any other attributes recognized, in the College President's judgment, as warranting consideration • Award is decided by committee based on President recommendation <p>c. CCC Service Award</p> <p>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</p>	

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<ul style="list-style-type: none"> • <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)</p> <p><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 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> 	<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)</p> <p><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 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</i> 	

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<ul style="list-style-type: none"> • <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</p> <p>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 • 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><i>Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals</i></p> <ul style="list-style-type: none"> • <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</p> <p>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 • 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.* 	

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<p>f. Athletic Tuition Waiver Policy</p> <p><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-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</i></p>	<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</p> <p><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-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</i></p>	

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<p><i>or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department. 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> <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)</p> <p><i>The (CPFTA) program provides training for high school students interested in careers in public safety, law</i></p>	<p><i>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> <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> 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>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></p> <p><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. 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</p> <p><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</p> <p><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</i></p>	<ul style="list-style-type: none"> • <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)</p> <p><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></p> <p><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</p> <p><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</i></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>College Business Office for review by the Petition Waiver Committee.</i></p> <p><i>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.</i></p> <p><i>The student will receive a decision by the 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>Processing an Institutional Error</i></p> <p><i>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 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.</i></p>	<p><i>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</p> <p><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 Petition Waiver Committee.</i></p> <p><i>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. The student will receive a decision by the 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>Processing an Institutional Error</i></p> <p><i>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 employee must complete the Debt</i></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p><i>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.</i></p>	
<p>New Policy</p>	<p>Section 6.18 Comprehensive Transition and Postsecondary (CTP) Program Financial Aid Eligibility</p> <p>Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must:</p> <ul style="list-style-type: none"> • Complete all requested forms accurately • Use all financial aid received solely for educational expenses related to attending CCC • Submit in a timely manner all additional documentation requested by the Financial Aid Office • Meet all Satisfactory Academic Progress (SAP) policies <p>Satisfactory Academic Progress (SAP) policy for CTP CCC established a Satisfactory Academic Progress (SAP) policy for CTP recipients in accordance with United States Department of Education regulations. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their CTP Certificate can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress.</p> <p>Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy regarding CTP, as well as all</p>	<p>Creating Financial Aid Policy for students in the CTP program</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p>other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term.</p> <p>If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year.</p> <p>Students accepted into the CTP program are eligible to apply for the following federal and state financial aid programs:</p> <ul style="list-style-type: none"> • Federal Pell Grant • Federal Supplemental Education Opportunity Grant • Federal Work-Study Program <p>Eligible Course Requirements: At least 50% of a student's participation in the program focuses on academic components through one of more of the following:</p> <p>(i) Taking credit-bearing courses with students without disabilities.</p> <p>(ii) Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit.</p> <p>(iii) Taking non-credit-bearing, nondegree courses (Continuing Education courses) with students without disabilities.</p> <p>(iv) Participating in internships or work-based training in settings with individuals without disabilities, if taken for Credit or</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p data-bbox="961 159 1329 191">Continuing Education hours.</p> <p data-bbox="961 269 1314 305">CTP Program SAP Policy</p> <p data-bbox="961 334 1801 618">Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. The SAP policy below is specific to students enrolled in the CTP program only.</p> <p data-bbox="961 649 1793 933">Satisfactory Academic Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by hours earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their program of study before attempting 150% of the hours required to complete the program.</p> <p data-bbox="961 964 1797 1330">The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credit hours in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.</p> <p data-bbox="961 1360 1759 1515">The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student's academic</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p>program, administrative withdrawals (ADW), student-initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") grade was earned. Remedial courses are excluded from the Pace and Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures-</p> <p>A student who earns a final grade of "D" or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program</p> <p>A student who fails to maintain satisfactory academic progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.</p> <p>Student's Satisfactory Academic Progress (SAP) Status: The following items are indicators of a student's financial aid status.</p> <ol style="list-style-type: none"> a. SAP Good Standing: Students who are meeting all aspects of the Satisfactory Academic Progress policy. b. SAP Warning: Students who fail to meet Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. No appeal is required during this Warning period, but the student will be required to attend a Student Success Workshop. Students who fail to meet Satisfactory Academic Progress 	

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	<p>requirements at the end of the Warning status term will be placed on a Financial Aid Hold. However, with a successful SAP appeal, those students will be placed on Financial Aid probation and will retain financial aid eligibility.</p> <p>c. SAP Probation: Students who have successfully appealed their Financial Aid Hold are placed on Probation. Students on Probation are eligible to receive Financial Aid for one (1) semester, after which they MUST be in Good Standing or meeting the requirements of an academic progress plan.</p> <p>d. SAP Hold: Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their academic progress plan, will be placed on a Financial Aid Hold. Students on a Financial Aid Hold are not eligible to receive Financial Aid.</p> <p>Student Notification</p> <p>e. All credit students currently receiving Financial Aid will receive notification of their Satisfactory Academic Progress status through their CCC e-mail at the conclusion of end of term processing.</p> <p>f. Students who have been placed on a Financial Aid Warning or a Financial Aid Hold will also have an alert in their MyCCC.edu Student Portal.</p> <p>Evaluating Progress</p> <p>g. The Office of Student Financial Aid evaluates Satisfactory Academic Progress for Financial Aid applicants three times a year (at the end of each semester). Returning students, who were not enrolled for the prior semester evaluation, are</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale								
	<p>reviewed for Satisfactory Academic Progress when CCC receives their Free Application for Federal Student Aid (FAFSA).</p> <p>Standards of Satisfactory Academic Progress</p> <p>Standard 1: Progressive Grade Point Average (GPA): Students must maintain a minimum cumulative GPA according to the following chart:</p> <table border="1" data-bbox="949 553 1822 850"> <thead> <tr> <th data-bbox="949 553 1478 630">Total Credit and Continuing Education Hours Attempted</th> <th data-bbox="1478 553 1822 630">GPA Requirement</th> </tr> </thead> <tbody> <tr> <td data-bbox="949 630 1478 721">1-15</td> <td data-bbox="1478 630 1822 721">1.5</td> </tr> <tr> <td data-bbox="949 721 1478 786">16-30</td> <td data-bbox="1478 721 1822 786">1.75</td> </tr> <tr> <td data-bbox="949 786 1478 850">31 or more</td> <td data-bbox="1478 786 1822 850">2.0</td> </tr> </tbody> </table> <p>*Grades for Remedial courses are included in the GPA calculation.</p> <p>*Courses that receive a grade designation of Satisfactory "S" or Unsatisfactory "U" do not count towards the GPA.</p> <p>*Non-grade designations of ADW, WTH, NSW, AUD, or Incomplete ("I") will be part of the student's transcript, but will not count towards the GPA.</p> <p>*Non-grade designations of NC will be a part of student's transcript, but will not count towards GPA, PACE or TIMEFRAME</p>	Total Credit and Continuing Education Hours Attempted	GPA Requirement	1-15	1.5	16-30	1.75	31 or more	2.0	
Total Credit and Continuing Education Hours Attempted	GPA Requirement									
1-15	1.5									
16-30	1.75									
31 or more	2.0									

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale								
	<p data-bbox="949 151 1822 337">Standard 2: Progressive Rate of Completion (Pace): A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of hours. Only non-remedial courses are included in this calculation.</p> <table border="1" data-bbox="949 337 1822 643"> <thead> <tr> <th data-bbox="949 337 1514 451">Total Credit and Continuing Education Hours Attempted</th> <th data-bbox="1514 337 1822 451">Pass Percentage Requirement</th> </tr> </thead> <tbody> <tr> <td data-bbox="949 451 1514 513">1-15</td> <td data-bbox="1514 451 1822 513">50%</td> </tr> <tr> <td data-bbox="949 513 1514 574">16-30</td> <td data-bbox="1514 513 1822 574">60%</td> </tr> <tr> <td data-bbox="949 574 1514 643">31 or more</td> <td data-bbox="1514 574 1822 643">67%</td> </tr> </tbody> </table> <p data-bbox="949 704 1822 1117"><i>*This includes earned letter grades of A,B,C,D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, AUD courses, Non-Credit Courses, administrative withdrawals (ADW), student initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete("I") was earned. This also includes courses a student may have taken at any one of the City Colleges of Chicago many years ago or during Dual Enrollment while in high school. This excludes remedial coursework.</i></p> <p data-bbox="949 1149 1822 1435">Standard 3: Maximum Timeframe: Students must complete their degree or certificate program at City Colleges of Chicago (CCC) within a time frame that is no longer than 150% of the program hours. The time frame includes all attempted course work at CCC, as well as courses from other schools accepted for transfer at CCC (regardless of any change in program or any prerequisite course work necessary for admission to a program).</p>	Total Credit and Continuing Education Hours Attempted	Pass Percentage Requirement	1-15	50%	16-30	60%	31 or more	67%	
Total Credit and Continuing Education Hours Attempted	Pass Percentage Requirement									
1-15	50%									
16-30	60%									
31 or more	67%									

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale														
	<p data-bbox="961 159 1795 272">*Non-grade designations of ADW, WTH, NSW AUD, or Incomplete ("I") will be part of the student's transcript and will count towards a student's timeframe.</p> <table border="1" data-bbox="1150 305 1789 945"> <thead> <tr> <th data-bbox="1150 305 1789 337">Factors that Affect Maximum Timeframe</th> </tr> </thead> <tbody> <tr> <td data-bbox="1150 337 1789 474">Credit Hours Attempted for Which the Student Did Not Receive Financial Aid That Are Applicable Toward the Current Program of Study</td> </tr> <tr> <td data-bbox="1150 474 1789 548">Transfer Credit Hours That Are Applicable Toward the Current Program of Study</td> </tr> <tr> <td data-bbox="1150 548 1789 581">Grade Designations of A, B, C, D,F, S</td> </tr> <tr> <td data-bbox="1150 581 1789 613">Academic Dishonesty Withdrawal (ADH)</td> </tr> <tr> <td data-bbox="1150 613 1789 646">Administrative Removal from College (ADR)</td> </tr> <tr> <td data-bbox="1150 646 1789 678">Administrative Withdrawal (ADW)</td> </tr> <tr> <td data-bbox="1150 678 1789 711">Change of Academic Program</td> </tr> <tr> <td data-bbox="1150 711 1789 743">Incomplete Courses</td> </tr> <tr> <td data-bbox="1150 743 1789 776">Repeated Courses</td> </tr> <tr> <td data-bbox="1150 776 1789 808">Satisfactory/Unsatisfactory Grades</td> </tr> <tr> <td data-bbox="1150 808 1789 841">Subsequent Degrees/Certificates</td> </tr> <tr> <td data-bbox="1150 841 1789 873">Voluntary Medical Withdrawal (VMW)</td> </tr> <tr> <td data-bbox="1150 873 1789 906">Withdrawn (WTH)</td> </tr> </tbody> </table> <p data-bbox="961 1003 1801 1036">Appeal Process and Reinstatement of Financial Aid Eligibility</p> <p data-bbox="961 1042 1759 1269">a. If a student has been suspended from Financial Aid eligibility because of failure to meet the minimum SAP requirements, and the student feels that severe, extenuating or unusual circumstances have kept them from making progress toward their degree, the student may appeal.</p> <p data-bbox="961 1328 1759 1474">b. To appeal, the student must submit an appeal online at ccc.edu/sap. The appeal should include all of the items below. Additional documentation may be requested in the review process.</p>	Factors that Affect Maximum Timeframe	Credit Hours Attempted for Which the Student Did Not Receive Financial Aid That Are Applicable Toward the Current Program of Study	Transfer Credit Hours That Are Applicable Toward the Current Program of Study	Grade Designations of A, B, C, D,F, S	Academic Dishonesty Withdrawal (ADH)	Administrative Removal from College (ADR)	Administrative Withdrawal (ADW)	Change of Academic Program	Incomplete Courses	Repeated Courses	Satisfactory/Unsatisfactory Grades	Subsequent Degrees/Certificates	Voluntary Medical Withdrawal (VMW)	Withdrawn (WTH)	
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Voluntary Medical Withdrawal (VMW)																
Withdrawn (WTH)																

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	<ul style="list-style-type: none"> <li data-bbox="1066 180 1766 570">i. Identify the circumstance(s) that kept the student from meeting the satisfactory academic progress standards in the past. The student must detail the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework, and what has changed that will allow them to achieve future academic success. Attach documentation that supports the appeal. <li data-bbox="1058 618 1766 927">ii. In lieu of third-party documentation, students may submit a signed statement detailing the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework, and what has changed that will allow them to achieve future academic success. <li data-bbox="1050 976 1766 1130">iii. Students with a Maximum Timeframe must account for the hours that exceed 150%. Students do not need to account for semesters that were previously accounted for in prior appeals that were approved. <li data-bbox="963 1162 1745 1357">c. To provide consistency in decision-making, a committee of three or more administrators from two or more student facing departments at the attending institution will make all appeal decisions within ten business days upon review of the appeal and any applicable documentation. <li data-bbox="963 1430 1745 1503">d. Should an appeal be approved, with the exception of students who have had approvals granted on the basis of a 	

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	<p>program change/program completion reset or for meeting terms of a prior approval, students will then need to meet with an Academic Advisor at their attending institution and develop an Academic Improvement Plan for the upcoming semester with the student.</p> <p>e. At the end of the semester, grades will be evaluated. If the student has met the required terms of the Academic Plan, the student may remain on Financial Aid Probation and continue to receive Financial Aid the following semester. If the student fails to meet the terms of the Academic Plan in any subsequent semester, the student will become ineligible to participate in all federal and state Financial Aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy.</p> <p>f. If an appeal is denied, the student is not eligible to receive Financial Aid until SAP standards have been met. Students who wish to appeal their denial may do so by sending additional documentation in support of their appeal to the dedicated SAP e-mail address of their institution. Students whose appeal has been denied due to a finding of falsified documentation will not be able to appeal the denial.</p> <p>g. Appeals submitted after the respective date will be cancelled. Students who are appealing a denial will be granted three weeks from the denial date to submit additional documentation for review. Students who do not</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale			
	<p>submit this additional documentation within this timeframe will have their appeals stand as denied.</p> <p>h. Neither paying for one's classes nor sitting out a term affects a student's academic progress standing, so neither is sufficient to re-establish financial aid eligibility.</p> <p>City Colleges of Chicago has a responsibility to provide a safe and nondiscriminatory environment. Please be aware that if an appeal references sexual misconduct or protected class discrimination or harassment, the Office of Student Financial Aid is obligated to report allegations of this nature to the Equal Opportunity Office (EEO) in addition to considering the appeal on these grounds. EEO may contact the student appealing in this case, but the student is not required to respond.</p> <p>Deadline to Appeal</p> <table border="1" data-bbox="1087 987 1776 1219"> <tr> <td>Friday, 3rd Week of September to receive Financial Aid for Fall</td> </tr> <tr> <td>Friday, 3rd Week of February to receive Financial Aid for Spring</td> </tr> <tr> <td>Friday, 3rd Week of June to receive Financial Aid for Summer</td> </tr> </table>	Friday, 3 rd Week of September to receive Financial Aid for Fall	Friday, 3 rd Week of February to receive Financial Aid for Spring	Friday, 3 rd Week of June to receive Financial Aid for Summer	
Friday, 3 rd Week of September to receive Financial Aid for Fall					
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Friday, 3 rd Week of June to receive Financial Aid for Summer					
<p>Section 7.05 Early College Program <i>Renamed: formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment.</i> <i>Policy history: Early College Program.</i> a. Definitions</p>	<p>Section 7.05 Early College Program <i>Renamed: formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment.</i> <i>Policy history: Early College Program.</i> a. Definitions</p>	<p>Update to the Early College Eligibility Revocation policy</p>			

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • Early College Program: CCC’s Dual Enrollment and Dual Credit program for eligible currently enrolled high school students. • Dual Enrollment: An instructional arrangement where an academically qualified junior or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F). • Dual Credit: An instructional arrangement where an academically qualified junior or senior student currently enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F). • Continuing Education - Professional & Personal Development Courses: Continuing Education - Professional & Personal Development courses are not eligible for Dual Enrollment or Dual Credit. <p>Note: high school seniors are not eligible for dual enrollment/dual credit (DE/DC) courses in the summer following their graduation.</p> <p>b. Tuition and Charges Tuition and charges are waived for Early College participants enrolled in approved Dual Enrollment/Dual Credit classes (DE/DC). All high school students enrolled in Early College programs must comply with the requirements of CCC’s Early College Program regardless of funding source or location of classes. Students are limited in the number of DE/DC classes they may take per term:</p> <ul style="list-style-type: none"> • Students may take only one dual enrollment class per term, tuition and charges free. However, students may enroll in additional courses but are responsible for all tuition and charges associated with them. 	<ul style="list-style-type: none"> • Early College Program: CCC’s Dual Enrollment and Dual Credit program for eligible currently enrolled high school students. • Dual Enrollment: An instructional arrangement where an academically qualified junior or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F). • Dual Credit: An instructional arrangement where an academically qualified junior, or senior student currently enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F). • Continuing Education - Professional & Personal Development Courses: Continuing Education - Professional & Personal Development courses are not eligible for Dual Enrollment or Dual Credit. <p>Note: high school seniors are not eligible for dual enrollment/dual credit (DE/DC) courses in the summer following their graduation.</p> <p>b. Tuition and Charges Tuition and charges are waived for Early College participants enrolled in approved Dual Enrollment/Dual Credit classes (DE/DC). All high school students enrolled in Early College programs must comply with the requirements of CCC’s Early College Program regardless of funding source or location of classes. Students are limited in the number of DE/DC classes they may take per term:</p> <ul style="list-style-type: none"> • Students may take only one dual enrollment class per term, tuition and charges free. However, students may 	

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<ul style="list-style-type: none"> Students may not enroll in more than 29 credits (lifetime limit) of dual credit course offerings, tuition and charges free. <p>c. Eligibility Requirements Early College students must meet the following eligibility requirements:</p> <ul style="list-style-type: none"> Admissions requirements for high school students (see High School Students). Must be either: <ul style="list-style-type: none"> Currently enrolled at a Chicago Public Schools (CPS) high school, or A City of Chicago resident enrolled in high school, including home schooled students. Residency verification requirements, see Residency. Home schooled students: Must be at least 16 years old, completing high school coursework, and must prove age by a valid State of Illinois ID card or driver's license. Submit a Parental Permission Form completed with signatures from their parent/guardian and high school guidance counselor. Meet all course entry (prerequisites) and academic program requirements. <p>d. Revocation of Early College Eligibility A student's Early College eligibility will be revoked if any of the following occur:</p> <ul style="list-style-type: none"> Earn a final grade "D" or "F" in a Dual Enrollment or Dual Credit course. Receive an NSW for a Dual Enrollment or Dual Credit course. Are administratively withdrawn (ADW) from a Dual Enrollment or Dual Credit course. 	<p>enroll in additional courses but are responsible for all tuition and charges associated with them.</p> <ul style="list-style-type: none"> Students may not enroll in more than 29 credits (lifetime limit) of dual credit course offerings, tuition and charges free. <p>c. Eligibility Requirements Early College students must meet the following eligibility requirements:</p> <ul style="list-style-type: none"> Admissions requirements for high school students (see High School Students). Must be either: <ul style="list-style-type: none"> Currently enrolled at a Chicago Public Schools (CPS) high school, or A City of Chicago resident enrolled in high school, including home schooled students. Residency verification requirements, see Residency. Home schooled students: Must be at least 16 years old, completing high school coursework, and must prove age by a valid State of Illinois ID card or driver's license. Submit a Parental Permission Form completed with signatures from their parent/guardian and high school guidance counselor. Meet all course entry (prerequisites) and academic program requirements. <p>d. Revocation of Early College Eligibility A student's Early College eligibility will be revoked if any combination of the following occurs twice:</p> <ul style="list-style-type: none"> Earn a final grade "D" or "F" in a Dual Enrollment or Dual Credit course. Receive an NSW for a Dual Enrollment or Dual Credit course. 	

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<ul style="list-style-type: none"> • Withdraw (WTH) from a Dual Enrollment or Dual Credit course after the Statistical Date. See Glossary of Terms for more information about the Statistical (STAT) Date. • Students who earn a final grade of D or F during Spring 2020 will not have their eligibility revoked. • Students who withdraw (WTH) or are administratively withdrawn (ADW) after March 16, 2020 will not have their eligibility revoked (Spring 2020 only) <p>e. Reinstatement of Early College Eligibility A student whose Early College eligibility has been revoked may be reinstated into the Early College program by:</p> <ul style="list-style-type: none"> • Repeating a previously enrolled Early College course in which he/she earned a final grade of “D” or “F,” received an NSW or ADW, or from which they withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and • Successfully completing the course with a final grade of “C” or higher. <p>f. Discretionary Status The Early College Program is offered at the sole discretion of CCC. Accordingly, it may be awarded or limited at the discretion of the District, is subject to available funding, is non- refundable, and may be changed or cancelled at any time without prior notice.</p>	<ul style="list-style-type: none"> • Are administratively withdrawn (ADW) from a Dual Enrollment or Dual Credit course. • Withdraw (WTH) from a Dual Enrollment or Dual Credit course after the Statistical Date. See Glossary of Terms for more information about the Statistical (STAT) Date. • Students who earn a final grade of D or F during Spring 2020 will not have their eligibility revoked. • Students who withdraw (WTH) or are administratively withdrawn (ADW) after March 16, 2020 will not have their eligibility revoked (Spring 2020 only) <p>e. Reinstatement of Early College Eligibility A student whose Early College eligibility has been revoked may be reinstated into the Early College program by:</p> <ul style="list-style-type: none"> • Repeating a previously enrolled Early College course in which he/she earned a final grade of “D” or “F,” received an NSW or ADW, or from which they withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and • Successfully completing the course with a final grade of “C” or higher. <p>f. Discretionary Status The Early College Program is offered at the sole discretion of CCC. Accordingly, it may be awarded or limited at the discretion of the District, is subject to available funding, is non- refundable, and may be changed or cancelled at any time without prior notice.</p>	

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<p>New Policy</p>	<p>Section 7.08 Comprehensive Transition and Postsecondary (CTP) Program</p> <p>This two-year post-secondary initiative is for adults with intellectual disabilities. It offers academic and occupational coursework and a rich cultural and social college experience. The completion time for the program is two years. This program is built on the principles of access and equity and the advancement of academic knowledge, life skills, and career options.</p> <p>a. Eligibility</p> <p>a. Individuals with a documented intellectual or developmental disability who are currently or formerly (must be able to show proof of eligibility) eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA), including a student who was determined eligible for special education or related services under IDEA but was home-schooled or attended private school.</p> <p>b. Requirements:</p> <p>a. At least 50% of a student's participation in the program focuses on academic components through one of more of the following:</p> <ul style="list-style-type: none"> (i) Taking credit-bearing courses with students without disabilities, whereby hours are counted toward certificate completion. (ii) Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit, whereby hours are counted toward certificate completion. (iii) Taking non-credit-bearing, nondegree courses (Continuing Education courses) with students without disabilities, whereby hours are counted toward certificate completion. (iv) Participating in internships or work-based training in settings with individuals without disabilities, as part of 	<p>Add the requirements for the new CTP program.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p>the learning experience, but hours performing an integrated internship or employment experience may not count toward hours earned for certificate completion</p> <p>b. Must be declared in the CTP program.</p> <p>c. Must maintain CTP SAP requirements, if using financial aid.</p> <p>c. Status</p> <p>a. Full-time is 6 or more hours</p> <p>b. Part-time is 1-5 hours</p> <p>c. Total hours are a combination of credit and contact hours</p> <p>d. Tuition and Charges</p> <p>a. Credit classes follow the approved tuition rate.</p> <p>b. Continuing Education class tuition is per class.</p> <p>e. Completion</p> <p>a. Earn a total of 34 hours combined between Credit and Continuing Education (Contact hours are used for total hour calculation for Continuing Education classes).</p> <p>a. Students can enroll in all Credit and Continuing Education classes CCC offers, as long the course pre-requisites are met.</p> <p>b. Students are given a CTP Completion Certificate through the Continuing Education Department (this is not listed on the transcript).</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 8.13 Directory Information</p> <p>City Colleges of Chicago hereby designates the following student information as “Directory Information.” Such information may be disclosed by the colleges for any purpose, at their discretion.</p> <p><i>Student’s name, address, telephone listing, electronic mail (email) address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/certificates, honors and awards received, and the most recent educational agency or institution attended.</i></p> <p>Currently enrolled students may withhold disclosure of any of the above “Directory Information” under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be received in the Office of Admissions and Registration. Forms requesting the withholding of “Directory Information” are available in the Office of the Registrar at each of the City Colleges of Chicago.</p> <p>Failure on the part of a student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure. The FERPA hold remains on the student's record until removal requested in writing by student and they apply districtwide. For additional information regarding FERPA, please check its web site at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.</p>	<p>Section 8.13 Directory Information</p> <p>City Colleges of Chicago hereby designates the following student information as “Directory Information.” Such information may be disclosed by the colleges for any purpose, at their discretion.</p> <p><i>Student’s name, address, telephone listing, CCC electronic mail (email) address, photograph, major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/certificates, honors and awards received, and the most recent educational agency or institution attended.</i></p> <p>Currently enrolled students may withhold disclosure of any of the above “Directory Information” under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be received in the Office of Admissions and Registration. Forms requesting the withholding of “Directory Information” are available in the Office of the Registrar at each of the City Colleges of Chicago.</p> <p>Failure on the part of a student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure. The FERPA hold remains on the student's record until removal requested in writing by student and they apply districtwide. For additional information regarding FERPA, please check its web site at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.</p>	<p>Remove date, and place of birth from directory information.</p> <p>Clarify email is CCC email only.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 8.17 Academic Integrity and Dishonesty</p> <p>CCC is committed to the ideals of truth and honesty. Students are expected to adhere to high standards of honesty and integrity in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards.</p> <p>Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student’s paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing another’s ideas as one’s own.</p> <p>In individual cases of academic dishonesty, sanctions may include one or more of the following: an F grade on an assignment where academic dishonesty occurred, a written warning, a failing grade for the course, and/or issuing of an academic dishonesty withdrawal (see ADH – Academic Dishonesty Withdrawal). The severity of the penalty is left to the discretion of the instructor, except the issuing of an academic dishonesty withdrawal which requires Vice President approval. A student may appeal a finding of academic</p>	<p>Section 8.17 Academic Integrity and Dishonesty</p> <p>CCC is committed to the ideals of truth and honesty. Students are expected to adhere to high standards of honesty and integrity in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards.</p> <p>Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student’s paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. In addition, students who reuse their own material (coursework, published material, research, etc) must receive approval from their current instructor prior to submitting work used in another class, otherwise this may be considered a form of plagiarism. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing other source material as one’s own work. The use of artificial intelligence tools without the</p>	<p>Address students who reuse their own course work without instructor approval and address the use of Artificial Intelligence tools as a form of plagiarism.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>dishonesty (see Appeal Instructional Grading, Academic Dishonesty).</p> <p>Additional sanctions may be imposed up to and including dismissal from CCC when circumstances warrant it and/or the revocation of a previously awarded degree or certificate (see Revocation of Degrees or Certificates). A student may appeal additional sanctions (see Disciplinary Hearings and Appeal of Discipline).</p>	<p>explicit permission of the instructor is a form of academic dishonesty.</p> <p>In individual cases of academic dishonesty, sanctions may include one or more of the following: an F grade on an assignment where academic dishonesty occurred, a written warning, a failing grade for the course, and/or issuing of an academic dishonesty withdrawal (see ADH – Academic Dishonesty Withdrawal). The severity of the penalty is left to the discretion of the instructor, except the issuing of an academic dishonesty withdrawal which requires Vice President approval. A student may appeal a finding of academic dishonesty (see Appeal Instructional Grading, Academic Dishonesty).</p> <p>Additional sanctions may be imposed up to and including dismissal from CCC when circumstances warrant it and/or the revocation of a previously awarded degree or certificate (see Revocation of Degrees or Certificates). A student may appeal additional sanctions (see Disciplinary Hearings and Appeal of Discipline).</p>	
<p>Section 8.18 Standards of Conduct</p> <p><i>Policy History:</i> Standards of Conduct</p> <p>a. Definition of “Student”</p> <p>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>Section 8.18 Standards of Conduct</p> <p><i>Policy History:</i> Standards of Conduct</p> <ul style="list-style-type: none"> • Definition of “Student” <p>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</p>	<p>Adding clarification that guns are not allowed on CCC property, even if you have a conceal and carry permit.</p> <p>Added language regarding 3D printing restrictions.</p>

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<p>b. Definition of “Visitor” and Visitor Standards of Conduct A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.</p> <p>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a “Notice of No Trespass” and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the “Notice of No Trespass” was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all 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</i></p>	<p>allegedly violating the student code of conduct is considered a “student” for purposes of this policy.</p> <ul style="list-style-type: none"> • Definition of “Visitor” and Visitor Standards of Conduct 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>In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a “Notice of No Trespass” and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the “Notice of No Trespass” was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean</p>	

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<p><i>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 use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college. <ul style="list-style-type: none"> • 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 	<p>of Student Services at all colleges, and the Associate Vice Chancellor of Advising and Student Success.</p> <ul style="list-style-type: none"> • 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> • Types of Misconduct Misconduct for which students are subject to college discipline falls into the following categories: <ul style="list-style-type: none"> ○ 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. ○ 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. <ul style="list-style-type: none"> ▪ 2.1a: Forgery of an administrative staff person, faculty member, or 	

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<p>appropriate permission and/or to falsely attribute an activity to the college.</p> <ul style="list-style-type: none"> 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 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>student's name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another.</p> <ul style="list-style-type: none"> 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 	

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<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 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>access to an existing college record is not permitted</p> <ul style="list-style-type: none"> ○ 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. <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. 	

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<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>(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"> ▪ 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. ○ 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. <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 organization, intentionally</p>	

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<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>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. 	<p>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</p>	

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<ul style="list-style-type: none"> • 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 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 	<p>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</p> <p>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.</p> <p>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 	

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<ul style="list-style-type: none"> 9.1c: Consumption of alcohol and/or controlled substance or intoxication during class in-person or virtually. <p>10. Clinical/Practicum Misconduct</p> <p>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> <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 	<p>inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or</p> <ul style="list-style-type: none"> 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>Notes:</p> <ul style="list-style-type: none"> Students who hold a conceal carry permit are not allowed to be in possession of their firearm on CCC property, including parking lots, campus grounds, buildings, or elsewhere on college premises. 3D printing, machining, or otherwise producing/drawing/designing any of the above-described items or their parts using CCC property or on CCC premises is also a violation of this policy. See Disciplinary Hearings Involving Allegations of Sexual Harassment Theft or vandalism <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. 	

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	<ul style="list-style-type: none"> • Failure to comply – failure to comply with college officials acting in the performance of their duties. • Breaching Campus Safety or Security <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. • 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. • Alcohol and controlled substances <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. 	

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	<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. <ul style="list-style-type: none"> ● Clinical/Practicum Misconduct <p>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> <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 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 8.24 Equal Opportunity in Employment, Programs, Services and Activities</p> <p>EQUAL EMPLOYMENT OPPORTUNITY POLICY, TITLE IX – GENDER DISCRIMINATION POLICY, SECTION 504/ADA COMPLIANCE POLICY¹</p> <p><i>Procedures:</i> Equal Opportunity in Employment, Programs, Services and Activities – Procedures.</p> <p>The City Colleges of Chicago is strongly committed to ensuring that its learning and working environments are free of discrimination and harassment, including sexual harassment. CCC will take action to stop discrimination or harassment, remedy discrimination or harassment and prevent recurrence of discrimination or harassment. The Board of Trustees of the City Colleges of Chicago (“CCC”) prohibits unlawful discrimination or harassment with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board programs, services, or activities (regardless of whether such programs, services or activities occur on CCC property) on the basis of race, color, national origin, ethnicity, sex, age, religion, citizenship status, sexual orientation including gender identity, marital status, pregnancy, order of protection status, disability, genetic information, military status, or status as a member of any other protected class under federal, state, or city law.²</p> <p>Prohibited harassment under this policy includes: using racial or ethnic slurs, making religious, ethnic, or gender specific jokes, distributing offensive cartoons or figures, spreading sexual rumors, and other conduct which interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.</p> <p>Sexual harassment is a form of sex discrimination and is prohibited by this policy, Title VII of the Civil Rights Act of 1964 (“Title VII”), and Title IX of the Education Amendments of 1972</p>	<p>Section 8.24 Equal Opportunity in Employment, Programs, Services and Activities</p> <p>EQUAL EMPLOYMENT OPPORTUNITY POLICY, TITLE IX – GENDER DISCRIMINATION POLICY, SECTION 504/ADA COMPLIANCE POLICY¹</p> <p><i>Procedures:</i> Equal Opportunity in Employment, Programs, Services and Activities – Procedures.</p> <p>The City Colleges of Chicago is strongly committed to ensuring that its learning and working environments are free of discrimination and harassment, including sexual harassment. CCC will take action to stop discrimination or harassment, remedy discrimination or harassment and prevent recurrence of discrimination or harassment. The Board of Trustees of the City Colleges of Chicago (“CCC”) prohibits unlawful discrimination or harassment with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board programs, services, or activities (regardless of whether such programs, services or activities occur on CCC property) on the basis of race, color, national origin, ethnicity, sex, age, religion, citizenship status, sexual orientation, gender identity, marital status, pregnancy, order of protection status, disability, genetic information, military status, or status as a member of any other protected class under federal, state, or city law.²</p> <p>Prohibited harassment under this policy includes: using racial or ethnic slurs, making religious, ethnic, or gender specific jokes, distributing offensive cartoons or figures, spreading sexual rumors, and other conduct which interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.</p> <p>Sexual harassment is a form of sex discrimination and is prohibited by this policy, Title VII of the Civil Rights Act of</p>	<p>Removed the word "including" in the description of “Sexual orientation, including gender identity” and separated the categories.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>(“Title IX”). Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where:</p> <ul style="list-style-type: none"> • Submission to such conduct is made a condition of employment or education; • Submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or • Such conduct interferes with the individual’s academic or work performance or creates an intimidating, hostile or offensive learning or work environment. <p>Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault. Under Illinois law (720 ILCS 5/12-13) the crime of criminal sexual assault is committed when a person does any of the following:</p> <ul style="list-style-type: none"> • Commits an act of sexual penetration by the use of force or threat of force • Commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent • Commits an act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member • Commits an act of sexual penetration with a victim who was at least 13 years of age but less than 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim 	<p>1964 (“Title VII”), and Title IX of the Education Amendments of 1972 (“Title IX”). Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where:</p> <ul style="list-style-type: none"> • Submission to such conduct is made a condition of employment or education; • Submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or • Such conduct interferes with the individual’s academic or work performance or creates an intimidating, hostile or offensive learning or work environment. <p>Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault. Under Illinois law (720 ILCS 5/12-13) the crime of criminal sexual assault is committed when a person does any of the following:</p> <ul style="list-style-type: none"> • Commits an act of sexual penetration by the use of force or threat of force • Commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent • Commits an act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member • Commits an act of sexual penetration with a victim who was at least 13 years of age but less than 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim 	

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<p>2 City Colleges' EEO Policy can be viewed in its entirety at www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx.</p> <p>As a public community college district, CCC adheres to federal, state and city laws and regulations regarding non-discrimination. Should any federal, state or city law or regulations be adopted that prohibits discrimination based on characteristics not included in this policy, discrimination on those additional bases will also be prohibited by this policy.</p>	<p>1 City Colleges' EEO Policy can be viewed in its entirety at www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx.</p> <p>2 As a public community college district, CCC adheres to federal, state and city laws and regulations regarding non-discrimination. Should any federal, state or city law or regulations be adopted that prohibits discrimination based on characteristics not included in this policy, discrimination on those additional bases will also be prohibited by this policy.</p>	
<p>Section 8.40 Student Conduct Complaint</p> <p><i>Procedures:</i> Student Conduct Complaint – Procedures Any student or member of the faculty, staff, or administration may file a student conduct complaint with the Dean of Student Services. The student against whom a complaint is made shall have the right to be notified in writing of the complaint, including the specifics of the alleged student conduct policy violation(s) and shall be provided the opportunity to present his/her version of the facts in writing no later than two (2) academic days after receipt of the complaint notification. See Glossary of Terms for the definition of “academic days.” Matters involving complaints of sexual harassment, sexual assault, relationship violence, and similar Title IX concerns are addressed through the process for Disciplinary Hearings Involving Allegations of Sexual Harassment and are immediately reported to the Title IX District Director.</p>	<p>Section 8.40 Student Conduct Complaint</p> <p><i>Procedures:</i> Student Conduct Complaint – Procedures Any student or member of the faculty, staff, or administration may file a student conduct complaint with the Dean of Student Services. If the complaint constitutes a violation of the student conduct policy, then the student against whom a complaint is made shall have the right to be notified in writing of the complaint, including the specifics of the alleged student conduct policy violation(s) and shall be provided the opportunity to present his/her version of the facts in writing no later than two (2) academic days after receipt of the complaint notification. See Glossary of Terms for the definition of “academic days.” Matters involving complaints of sexual harassment, sexual assault, relationship violence, and similar Title IX concerns are addressed through the process for Disciplinary Hearings Involving Allegations of Sexual Harassment and are immediately reported to the Title IX District Director.</p>	<p>Update the language to remove required notification if a complaint is not deemed a violation of the conduct committee.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 10.23 Contract Renewal and the Issuance of Tenure</p> <p><i>Policy history:</i> Contract Renewal and the Issuance of Tenure. Faculty members hired for full-time employment after the Spring 2013 term must comply with the following policy:</p> <ol style="list-style-type: none"> 1. External Jurisdictions Tenure at CCC must comply with both Illinois state law and the Agreement between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter “the contract”). 2. Faculty Progress in the Talents of Teaching Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows: <ol style="list-style-type: none"> a. In the first term, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching. b. In the second term, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution. c. In the third term, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan. d. Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth term. e. In the fifth term, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching. 3. Tenure Assistance Program Tenure-track faculty members will participate in and complete the Tenure Assistance Program (hereafter “TAP”). This program includes an orientation before the faculty member’s first term of 	<p>Section 10.23 Contract Renewal and the Issuance of Tenure</p> <p><i>Policy history:</i> Contract Renewal and the Issuance of Tenure. Faculty members hired for full-time employment after the Spring 2013 term must comply with the following policy:</p> <ol style="list-style-type: none"> 1. External Jurisdictions Tenure at CCC must comply with both Illinois state law and the Agreement between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter “the contract”). 2. Faculty Progress in the Talents of Teaching Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows: <ol style="list-style-type: none"> a. In the first term, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching. b. In the second term, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution. c. In the third term, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan. d. Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth term. e. In the fifth term, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching. 3. Tenure Assistance Program Tenure-track faculty members will participate in and complete 	<p>Add October as a time tenure can is also board approved</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale						
<p>full-time teaching, a seminar during the second term, and participation in a mentor program. Faculty members hired for full-time employment for the Spring 2013 term or earlier may not participate in the TAP.</p> <p>The initial orientation of faculty members will be a formalized in service program.</p> <div style="background-color: #0056b3; height: 20px; width: 100%;"></div> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Tenure Track Faculty</td> <td style="width: 33%;">Orientation Completed</td> <td style="width: 33%;">Credit earned = two (2) graduate credit hours toward Lane Advancement</td> </tr> </table> <div style="background-color: #e0e0e0; height: 40px; width: 100%;"></div> <div style="background-color: #0056b3; height: 20px; width: 100%;"></div>	Tenure Track Faculty	Orientation Completed	Credit earned = two (2) graduate credit hours toward Lane Advancement	<p>the Tenure Assistance Program (hereafter "TAP"). This program includes an orientation before the faculty member's first term of full-time teaching, a seminar during the second term, and participation in a mentor program. Faculty members hired for full-time employment for the Spring 2013 term or earlier may not participate in the TAP.</p> <p>The initial orientation of faculty members will be a formalized in service program.</p> <div style="background-color: #0056b3; height: 20px; width: 100%;"></div> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Tenure Track Faculty</td> <td style="width: 33%;">Orientation Completed</td> <td style="width: 33%;">Credit earned = two (2) graduate credit hours toward Lane Advancement</td> </tr> </table> <div style="background-color: #e0e0e0; height: 40px; width: 100%;"></div> <div style="background-color: #0056b3; height: 20px; width: 100%;"></div>	Tenure Track Faculty	Orientation Completed	Credit earned = two (2) graduate credit hours toward Lane Advancement	
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<p>4. Required Evidence for Evaluation</p> <p>Evidence of a tenure-track faculty member's teaching quality and progress towards achieving tenure will be evaluated using the following sources of evidence:</p> <ol style="list-style-type: none"> a. Formal classroom observations b. Student course evaluations c. Retention and course success data d. Second Term Review Report e. Self-evaluative and reflective documents in each portfolio f. Teaching and service philosophy. g. Individualized Learning and Service Plan, h. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching. <p>5. Evaluation Procedures</p> <p>A faculty member's department will recommend to the college president for or against contract renewal (first and third terms) and on the issuance of a tenure contract (fifth term). The college</p>	<p>4. Required Evidence for Evaluation</p> <p>Evidence of a tenure-track faculty member's teaching quality and progress towards achieving tenure will be evaluated using the following sources of evidence:</p> <ol style="list-style-type: none"> a. Formal classroom observations b. Student course evaluations c. Retention and course success data d. Second Term Review Report e. Self-evaluative and reflective documents in each portfolio f. Teaching and service philosophy. g. Individualized Learning and Service Plan, h. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching. <p>5. Evaluation Procedures</p> <p>A faculty member's department will recommend to the college</p>							

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>president will submit for board approval either a contract renewal or tenure contract recommendation as appropriate.</p> <p>a. Evaluation by the Department As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.</p> <p>Before voting, the members of the department will review the completed portfolio.</p> <p>As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.</p> <p>b. Evaluation by the College Administration and President</p> <ol style="list-style-type: none"> i. Use the Talents of Teaching to evaluate tenure track faculty members. ii. Complete a portfolio rubric and recommendation with rationale based upon a review of the portfolio and department chair letter. iii. Submit the portfolio rubric and recommendation with rationale for board approval. Provide copy for tenure track member. iv. Meet deadlines for February Board approval. <p>c. Action by the Board Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract. The faculty member is informed of the Board decision by the</p>	<p>president for or against contract renewal (first and third terms) and on the issuance of a tenure contract (fifth term). The college president will submit for board approval either a contract renewal or tenure contract recommendation as appropriate.</p> <p>a. Evaluation by the Department As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.</p> <p>Before voting, the members of the department will review the completed portfolio.</p> <p>As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.</p> <p>b. Evaluation by the College Administration and President</p> <ol style="list-style-type: none"> i. Use the Talents of Teaching to evaluate tenure track faculty members. ii. Complete a portfolio rubric and recommendation with rationale based upon a review of the portfolio and department chair letter. iii. Submit the portfolio rubric and recommendation with rationale for board approval. Provide copy for tenure track member. iv. Meet submission deadlines for February or October Board agenda for approval consideration. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>College President. All Board decisions are documented in the minutes which are posted on the CCC website.</p> <p>6. Ongoing Process Review</p> <ul style="list-style-type: none"> a. TAP leaders, Deans, and District administration will meet regularly to review the tenure process and its implementation. b. In instances where there is a conflict between the timing of college wide events and district-wide tap events all efforts should be made by college administrators to support the TTFM's attendance of the district-wide tenure assistance program event. c. Annual College Administration Tenure Process Report. <ul style="list-style-type: none"> i. Each college will conduct a self-study of their tenure process and activities for the preceding year that examines: <ul style="list-style-type: none"> i. The College TAP and Mentor Program ii. TAP Leader performance ii. Submit an annual Tenure Process Report Part 1 that: <ul style="list-style-type: none"> i. Describes the process used to conduct the self-study. ii. Summarizes the results of the self-study. d. District Review – District Tenure Process Report District administration will review each College's Annual College Administration Tenure Process Report and conduct a review of portfolios submitted by tenure-track faculty members following Board approval of renewal/tenure decisions for the purpose of: <ul style="list-style-type: none"> i. Establishing whether the college is adhering to the district process. ii. Affirming effective use of rubrics and application of standards to support tenure decisions. iii. Reporting college adherence to established Tenure Process to the Provost & Chief Academic Officer. 	<ul style="list-style-type: none"> c. Action by the Board Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract. The faculty member is informed of the Board decision by the College President. All Board decisions are documented in the minutes which are posted on the CCC website. <p>6. Ongoing Process Review</p> <ul style="list-style-type: none"> a. TAP leaders, Deans, and District administration will meet regularly to review the tenure process and its implementation. b. In instances where there is a conflict between the timing of college wide events and district-wide tap events all efforts should be made by college administrators to support the TTFM's attendance of the district-wide tenure assistance program event. c. Annual College Administration Tenure Process Report. <ul style="list-style-type: none"> i. Each college will conduct a self-study of their tenure process and activities for the preceding year that examines: <ul style="list-style-type: none"> i. The College TAP and Mentor Program ii. TAP Leader performance ii. Submit an annual Tenure Process Report Part 1 that: <ul style="list-style-type: none"> i. Describes the process used to conduct the self-study. ii. Summarizes the results of the self-study. d. District Review – District Tenure Process Report District administration will review each College's Annual College Administration Tenure Process Report and conduct a review of portfolios submitted by tenure-track 	

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<ul style="list-style-type: none"> iv. Meeting with each college to review strengths and areas for growth. v. Working with each college to author an action plan and timeline for addressing and correcting any noted compliance concerns. e. Review of the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the CCC policy will be a collaborative process between District administration and the district wide faculty council. 	<p>faculty members following Board approval of renewal/tenure decisions for the purpose of:</p> <ul style="list-style-type: none"> i. Establishing whether the college is adhering to the district process. ii. Affirming effective use of rubrics and application of standards to support tenure decisions. iii. Reporting college adherence to established Tenure Process to the Provost & Chief Academic Officer. iv. Meeting with each college to review strengths and areas for growth. v. Working with each college to author an action plan and timeline for addressing and correcting any noted compliance concerns. e. Review of the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the CCC policy will be a collaborative process between District administration and the district wide faculty council. 	