

**34937**  
**ADOPTED-BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**NOVEMBER 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**  
**THE OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

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

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

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

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

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

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the revisions to policy and updated *CCC Academic & Student Policies* document be adopted by the Board of Trustees effective November 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 2.09 Credit by Assessment of Prior Learning**– Change the name of Prior Learning Assessment (PLA) to Credit for Prior Learning (CPL)
- **Section 3.13 Appeal Instructional Grading**– Combined online and in-person grade appeal process.
- **Section 6.02 Tuition – Credit & Skills Classes** – Approve specialized course tuition rates
- **Section 10.10 – Summer Term Assignments** – Moved book adoption language to new policy section 10.37.
- **Section 10.36 Faculty and Employee Student Relationship** – Add language where a decision maker must recuse themselves from participating in decisions regarding a student who shares a familial relationship.

#### **Key Procedure Changes**

- **Section 2.09 Credit by Assessment of Prior Learning**– Change the name of PLA to Credit for Prior Learning (CPL)
- **Section 3.13 Appeal Instructional Grading**– Combined online and in-person grade appeal process.

#### **New Policy/Procedure**

- **10.37 Faculty book assignments** – Clarify that books assignments cannot be changed once the bookstore opens to students. Also prohibit the assignment of out-of-print books.

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS  
PROPOSED REVISIONS TO  
ACADEMIC & STUDENT POLICIES  
November 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><b>Section 2.09 Credit by Assessment of Prior Learning</b></p> <p><i>Procedures:</i> <a href="#">Credit by Assessment of Prior Learning – Procedures</a>. College credit may be granted for prior learning (college-level learning) acquired outside the classroom. This prior learning is known as <del>Prior Learning Assessment (PLA)</del>.</p> <p>These learning <i>experiences gained outside the classroom</i> may include work experience, employer training, <a href="#">military training or military occupation experience</a>, independent study/research, non-collegiate learning, professional certifications, civic activities, volunteer service, and more.</p> <p>College credit may be granted for general education, specialized, or elective courses on the student record. Credit earned will not be included in Grade Point Average (GPA) calculations.</p> <p><b>Eligibility</b> PLA credit may be granted to any CCC student, under the following guidelines:</p> <ul style="list-style-type: none"> <li>- Be admitted and enrolled at CCC</li> <li>- Be in good academic standing</li> <li>- Follow program’s residency requirement</li> </ul>	<p><b>Section 2.09 Credit for Prior Learning</b></p> <p><i>Procedures:</i> <a href="#">Credit for Prior Learning – Procedures</a>. College credit may be granted for prior learning (college-level learning) acquired outside the classroom. This prior learning is known as Credit for Prior Learning (CPL).</p> <p>These learning <i>experiences gained outside the classroom</i> may include work experience, employer training, <a href="#">military training or military occupation experience</a>, independent study/research, non-collegiate learning, professional certifications, civic activities, volunteer service, and more.</p> <p>College credit may be granted for general education, specialized, or elective courses on the student record. Credit earned will not be included in Grade Point Average (GPA) calculations.</p> <p><b>Eligibility</b> <b>CPL</b> credit may be granted to any CCC student, under the following guidelines:</p> <ul style="list-style-type: none"> <li>- Be admitted and enrolled at CCC</li> <li>- Be in good academic standing</li> <li>- Follow program’s residency requirement</li> </ul>	<p><b>Changed name from Prior Learning Assessment to Credit for Prior Learning</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 2.09 Credit by Assessment of Prior Learning – Procedures</b></p> <p><i>Policy:</i> <a href="#">Credit by Assessment of Prior Learning</a>.</p> <p>A student may be granted college credit through the methods listed below:</p> <p>A) Methods in Detail</p> <p>Standardized Tests Course credit may be obtained by standardized examinations. Please see <a href="#">Section 2.10 Credit By Standardized Examination/Testing</a></p> <p>Institutional Challenge Exams Course Credit may be obtained by approved Institutional Challenge Exams, in lieu of completing courses, only if standardized exams for the subject are not available. A passing grade for institutional challenge exams is 70% (grade of 'C'). Some specific programs may require a higher passing grade due to program accreditation. This information must be shared with the student before taking the exam. Tests will be administered in the testing center (or by specific circumstances administered by department and virtually). Before completing the exam, students may obtain a copy of the course syllabus. Please note, that some exams may require additional documentation. Examples may include transcripts, professional certification and licenses, employer letters, or other appropriate documentation.</p> <p>Portfolio Assessment Portfolio Assessment requires final approval from the Vice President of Academic and Student Affairs.</p> <p>Credit by Evaluation Course Credit may be obtained through evaluation via Published Guides or Local Faculty Evaluation. Colleges will only accept approved recommendations provided by Published Guides such as American Council on Education (ACE) – (National Guide, Military</p>	<p><b>Section 2.09 Credit for Prior Learning – Procedures</b></p> <p><i>Policy:</i> <a href="#">Credit for Prior Learning</a>.</p> <p>A student may be granted college credit through the methods listed below:</p> <p>A) Methods in Detail</p> <p>Standardized Tests Course credit may be obtained by standardized examinations. Please see <a href="#">Section 2.10 Credit By Standardized Examination/Testing</a></p> <p>Institutional Challenge Exams Course Credit may be obtained by approved Institutional Challenge Exams, in lieu of completing courses, only if standardized exams for the subject are not available. A passing grade for institutional challenge exams is 70% (grade of 'C'). Some specific programs may require a higher passing grade due to program accreditation. This information must be shared with the student before taking the exam. Tests will be administered in the testing center (or by specific circumstances administered by department and virtually). Before completing the exam, students may obtain a copy of the course syllabus. Please note, that some exams may require additional documentation. Examples may include transcripts, professional certification and licenses, employer letters, or other appropriate documentation.</p> <p>Portfolio Assessment Portfolio Assessment requires final approval from the Vice President of Academic and Student Affairs.</p> <p>Credit by Evaluation Course Credit may be obtained through evaluation via Published Guides or Local Faculty Evaluation. Colleges will only accept approved recommendations provided by Published Guides such</p>	<p><b>Changed name from Prior Learning Assessment to Credit for Prior Learning and updated fee structure for Professional Training and Standardized Exams</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Guide), and National College Credit Recommendation Service (NCCRS). The recommendations include military training and industrial/corporate training. Local Faculty Evaluation provides credit recommendations through articulation agreements, bridge programs, local industrial/corporate trainings, and areas deemed equivalent to college level learning. Documentation of prior learning must be provided to receive <del>PLA</del> credit. Documentation examples may include transcripts, professional certification and licenses, employer letters, or other considerable documentation.</p> <p>B) Practices and Standards</p> <ul style="list-style-type: none"> <li>• Students that earn <del>PLA</del> credit may be able to substitute <del>PLA</del> credit for a prerequisite course required in the program of study. However, credit will not be given to both the prerequisite and direct equivalent course. Please see <a href="#">Section 4.12 Prerequisite Course Substitution</a>.</li> <li>• Specific program accreditation may require different guidelines to <del>PLA</del>-credit.</li> <li>• The same course will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs).</li> <li>• Students are advised to request <del>PLA</del> credit prior to enrolling in the same course they have requested credit for. If a <del>PLA</del> request is granted and the student is enrolled in the same course, it is ultimately the student's responsibility to follow the drop/refund guidelines.</li> <li>• The <del>PLA</del> fee is non-refundable, including in the event of not passing. Students will then be able to enroll in the course for the academic program and pay full tuition price.</li> </ul>	<p>as American Council on Education (ACE) – (National Guide, Military Guide), and National College Credit Recommendation Service (NCCRS). The recommendations include military training and industrial/corporate training. Local Faculty Evaluation provides credit recommendations through articulation agreements, bridge programs, local industrial/corporate trainings, and areas deemed equivalent to college level learning. Documentation of prior learning must be provided to receive <b>CPL</b> credit. Documentation examples may include transcripts, professional certification and licenses, employer letters, or other considerable documentation.</p> <p>B) Practices and Standards</p> <ul style="list-style-type: none"> <li>• Students that earn <b>CPL</b> credit may be able to substitute <b>CPL</b> credit for a prerequisite course required in the program of study. However, credit will not be given to both the prerequisite and direct equivalent course. Please see <a href="#">Section 4.12 Prerequisite Course Substitution</a>.</li> <li>• Specific program accreditation may require different guidelines to <b>CPL</b> credit.</li> <li>• The same course will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs).</li> <li>• Students are advised to request <b>CPL</b> credit prior to enrolling in the same course they have requested credit for. If a <b>CPL</b> request is granted and the student is enrolled in the same course, it is ultimately the student's responsibility to follow the drop/refund guidelines.</li> <li>• The <b>CPL</b> fee is non-refundable, including in the event of not passing. Students will then be able to enroll in the</li> </ul>	

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<ul style="list-style-type: none"> <li>• Students are allowed to attempt PLA once per approved course.</li> <li>• All evaluated work must be equivalent to C level coursework.</li> <li>• The PLA assessment is only transcribed if coursework is equivalent to a C or higher.</li> <li>• PLA is considered transfer credit (T) and reflected on the student's academic record when the credit is accepted. PLA carries no grade and credit earned will not be included in Grade Point Average (GPA) calculations.</li> <li>• Students may earn up 75% of college credits through <del>PLA</del> credit towards their program of study.</li> <li>• Specific program accreditation may vary and may limit PLA processes.</li> <li>• Military credit shall not exceed sixty-seven percent (67%) of the total credits required for the academic program, or plan, in which the veteran/student enrolls.</li> <li>• <del>PLA</del> credit from another institution isn't guaranteed to transfer to CCC. However, if an academic program approves previous credit, the exemption may be allowed. All previous documentation must be submitted for department review.</li> <li>• <del>PLA</del> credit is not guaranteed to transfer to other institutions.</li> </ul>	<p>course for the academic program and pay full tuition price.</p> <ul style="list-style-type: none"> <li>• Students are allowed to attempt <b>CPL</b> once per approved course.</li> <li>• All evaluated work must be equivalent to C level coursework.</li> <li>• The <b>CPL</b> assessment is only transcribed if coursework is equivalent to a C or higher.</li> <li>• <b>CPL</b> is considered transfer credit (T) and reflected on the student's academic record when the credit is accepted. <b>CPL</b> carries no grade and credit earned will not be included in Grade Point Average (GPA) calculations.</li> <li>• Students may earn up 75% of college credits through <b>CPL</b> credit towards their program of study.</li> <li>• Specific program accreditation may vary and may limit <b>CPL</b> processes.</li> <li>• Military credit shall not exceed sixty-seven percent (67%) of the total credits required for the academic program, or plan, in which the veteran/student enrolls.</li> <li>• <b>CPL</b> credit from another institution isn't guaranteed to transfer to CCC. However, if an academic program approves previous credit, the exemption may be allowed. All previous documentation must be submitted for department review.</li> <li>• <b>CPL</b> credit is not guaranteed to transfer to other institutions.</li> </ul>	
<p>Type of <del>PLA</del> &amp; <del>PLA</del> Fee</p> <p>Institutional Challenge Exam - \$100</p>	<p>Type of <b>CPL</b> &amp; <b>CPL</b> Fee</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Portfolio - Requires approval from Vice President of Academic &amp; Student Affairs.</p> <p>Standardized Exam - \$30 CCC processing fee in addition to testing vendor fee. CLEP- <del>\$89</del> &amp; ACTFL \$70. Fees subject to change.</p> <p>Credit by Evaluation (Professional Training) - <del>\$50</del></p> <ul style="list-style-type: none"> <li>• <i>Specialized programs may have a different fee associated.</i></li> <li>• <i>Neither financial aid nor veterans educational benefits are available for <b>PLA</b> assessment.</i></li> <li>• <i>Military personnel may be eligible for a CLEP exam waiver. (Speak with Veteran Coordinators for more information).</i></li> <li>• <i><b>PLA</b> partnerships will require no charge.</i></li> <li>• <i>Standardized fees are paid through the third-party vendors.</i></li> </ul>	<p>Institutional Challenge Exam - \$100</p> <p>Portfolio - \$100</p> <p>Standardized Exam - \$30 CCC processing fee in addition to testing vendor fee. CLEP- \$93 &amp; ACTFL \$70. Fees subject to change.</p> <p>Credit by Evaluation (Professional Training) - <b>Varies by evaluation</b></p> <ul style="list-style-type: none"> <li>• <i>Specialized programs may have a different fee associated.</i></li> <li>• <i>Neither financial aid nor veterans educational benefits are available for <b>CPL</b> assessment.</i></li> <li>• <i>Military personnel may be eligible for a CLEP exam waiver. (Speak with Veteran Coordinators for more information).</i></li> <li>• <i><b>CPL</b> partnerships do not require a charge.</i></li> <li>• <i>Standardized fees are paid through the third-party vendors.</i></li> </ul>	



Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 3.13 Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status – Procedures</b></p> <p><i>Policy: <a href="#">Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status.</a></i></p> <p><b>a. Appeal Final Grade or Academic Dishonesty</b></p> <p><i>Students who are appealing a final grade or academic dishonesty are encouraged to contact their instructor informally prior to initiating a formal appeal.</i></p> <p><i>Note: the burden of proof is on the student for final grade appeals, whereas the burden of proof is on the instructor for cases of academic dishonesty.</i></p> <p><b><u>IN PERSON CLASSES</u></b></p> <p><i>Step 1: A student who wishes to <a href="#">appeal a final grade or finding of academic dishonesty</a> must first meet with the instructor to review the criteria applied in assigning the final grade or evidence supporting a finding of academic dishonesty. The student must initiate this appeal within thirty (30) calendar days after the student’s final grade has been posted in the student information system or a finding of academic dishonesty by submitting a Grade or Academic Dishonesty Appeal Form to the instructor with a copy to the Department Chairperson (or Dean of Instruction or equivalent college officer if the instructor is also the Department Chairperson).</i></p> <p><i>Step 2: The instructor shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.</i></p> <p><i>Step 3: If the student is dissatisfied with the instructor’s written decision, the student may appeal in writing to the Department Chairperson (or Dean of Instruction or equivalent College Officer if the instructor is also the Department Chairperson) within fourteen</i></p>	<p><b>Section 3.13 Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status – Procedures</b></p> <p><i>Policy: <a href="#">Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status.</a></i></p> <ul style="list-style-type: none"> <li><b>Appeal Final Grade or Academic Dishonesty</b></li> </ul> <p><i>Students who are appealing a final grade or academic dishonesty are encouraged to contact their instructor informally prior to initiating a formal appeal.</i></p> <p><i>Note: the burden of proof is on the student for final grade appeals, whereas the burden of proof is on the instructor for cases of academic dishonesty.</i></p> <p><i>Step 1: A student who wishes to <a href="#">appeal a final grade or finding of academic dishonesty</a> must first meet with the instructor to review the criteria applied in assigning the final grade or evidence supporting a finding of academic dishonesty. The student must initiate this appeal within thirty (30) calendar days after the student’s final grade has been posted in the student information system or a finding of academic dishonesty by submitting a Grade or Academic Dishonesty Appeal Form to the instructor with a copy to the Department Chairperson (or Dean of Instruction or equivalent college officer if the instructor is also the Department Chairperson).</i></p> <p><i>Step 2: The instructor shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.</i></p> <p><i>Step 3: If the student is dissatisfied with the instructor’s written decision, the student may appeal in writing to the Department Chairperson (or Dean of Instruction or equivalent College Officer if the instructor is also the Department Chairperson) within fourteen (14) calendar days of the instructor’s written decision.</i></p>	<p><b>Combined Online and In-Person appeal process.</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>(14) calendar days of the instructor’s written decision. The Chairperson (or Dean) shall investigate the matter and communicate the outcome of the investigation and a decision to the student in writing within fourteen (14) calendar days after receipt of the appeal. The investigation shall include a meeting with the:</p> <ul style="list-style-type: none"> <li>• Instructor to review the criteria applied to the student’s performance in assigning the final grade or evidence supporting a finding of academic dishonesty; and</li> <li>• Student to hear the basis of the grievance and review the student’s supporting evidence.</li> </ul>	<p>The Chairperson (or Dean) shall investigate the matter and communicate the outcome of the investigation and a decision to the student in writing within fourteen (14) calendar days after receipt of the appeal. The investigation shall include a meeting with the:</p> <ul style="list-style-type: none"> <li>• Instructor to review the criteria applied to the student’s performance in assigning the final grade or evidence supporting a finding of academic dishonesty; and</li> <li>• Student to hear the basis of the grievance and review the student’s supporting evidence.</li> </ul>	
<p>Step 4: If the student is dissatisfied with the Department Chairperson’s (or Dean’s) written decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Department Chair’s (or Dean’s) written decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal. The decision of the Academic Vice President is final.</p>	<p>Step 4: If the student is dissatisfied with the Department Chairperson’s (or Dean’s) written decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Department Chair’s (or Dean’s) written decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal. The decision of the Academic Vice President is final.</p>	
<p><del>Step 5: If at any step in the appeal process the student does not receive a written decision by the deadlines stated above (note: it may not always be possible to meet the written decision deadlines, particularly during periods between terms), the student may proceed to the next level of appeal (the sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal).</del></p>	<p>If at any step in the appeal process the student does not receive a written decision by the deadlines stated above (note: it may not always be possible to meet the written decision deadlines, particularly during periods between terms), the student may proceed to the next level of appeal (the sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal).</p>	
<p><b><u>ONLINE LEARNING CLASSES</u></b></p>	<p><b><u>GRADE CHANGE BY SOMEONE OTHER THAN THE INSTRUCTOR</u></b></p>	
<p><del>The process for online classes is the same as above until Step 3. When appealing to the Department Chairperson (or Dean), all CCC online students should first contact the Office of Instruction at Harold Washington College, which will facilitate communication with the respective Department Chairperson at Harold Washington College. This is done because all CCC online classes are offered</del></p>	<p>A grade may be changed by someone other than the instructor of the course or the Department Chairperson only in the event there is objective evidence to do so and in response to a student appeal. In that event, another instructor who is credentialed to teach the course within the discipline shall be appointed by the</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><del>through Harold Washington College. As of Step 3, the appeal process for online classes will be administered at Harold Washington College.</del></p> <p><b><u>GRADE CHANGE BY SOMEONE OTHER THAN THE INSTRUCTOR</u></b></p> <p>A grade may be changed by someone other than the instructor of the course or the Department Chairperson only in the event there is objective evidence to do so and in response to a student appeal. In that event, another instructor who is credentialed to teach the course within the discipline shall be appointed by the Department Chairperson to conduct an evaluation of the student's performance and award the final grade.</p> <p><b>Appeal Final Enrollment Status</b>  It is the student's responsibility to officially withdraw from classes (<a href="#">see WTH – Class Drop or Withdrawal</a> and the <a href="#">Glossary of Terms</a> for more information).  Students who wish to appeal a final enrollment status or non-grade designation should contact the <a href="#">Office of the Registrar</a> of the college where the class was offered. Students must provide a rationale and supporting documentation as to why the enrollment status should be changed. <a href="#">See Non-Grade Designations for more information.</a></p>	<p>Department Chairperson to conduct an evaluation of the student's performance and award the final grade.</p> <p><b>Appeal Final Enrollment Status</b>  It is the student's responsibility to officially withdraw from classes (<a href="#">see WTH – Class Drop or Withdrawal</a> and the <a href="#">Glossary of Terms</a> for more information).  Students who wish to appeal a final enrollment status or non-grade designation should contact the <a href="#">Office of the Registrar</a> of the college where the class was offered. Students must provide a rationale and supporting documentation as to why the enrollment status should be changed. <a href="#">See Non-Grade Designations for more information.</a></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 10.36 Faculty and Employee Student Relationships</b></p> <p><i>Policy History:</i> <a href="#">Faculty and Employee Student Relationships</a></p> <p>No Faculty, Staff or Employee shall request or accept sexual favors from or engage in a romantic, sexual or intimate relationship with any City Colleges of Chicago student, unless the relationship existed prior to enrollment. Pre-existing relationships should be reported to the appropriate dean, vice president, or the Office of the Provost (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member). In addition, no instructor shall exercise academic responsibility over a student with whom the instructor has or has had a romantic or sexual relationship, regardless of whether the relationship is or was consensual. It is the person in a position of greater authority who will be held responsible for adhering to this policy.</p>	<p><b>Section 10.36 Faculty and Employee Student Relationships</b></p> <p><i>Policy History:</i> <a href="#">Faculty and Employee Student Relationships</a></p> <p>No Faculty, Staff or Employee shall request or accept sexual favors from or engage in a romantic, sexual or intimate relationship with any City Colleges of Chicago student, unless the relationship existed prior to enrollment. Pre-existing relationships should be reported to the appropriate dean, vice president, or the Office of the Provost (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member). In addition, no instructor shall exercise academic responsibility over a student with whom the instructor has or has had a romantic or sexual relationship, regardless of whether the relationship is or was consensual. It is the person in a position of greater authority who will be held responsible for adhering to this policy.</p> <p><b>Department chairpersons and administrators must recuse themselves from making decisions, participating, or being involved in the making of decisions regarding a student with whom they have a familial relationship.</b></p>	<p><b>Add clarifying language regarding decision making around a familial relation.</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p><b>New Policy</b></p> <p><b>Section 10.37 Faculty Book Assignments</b>  Faculty are required to adopt books, post required Open Educational Resources (OER), or other course materials prior to the bookstore opening each term, to allow students to understand the true cost of attendance. Once book adoption occurs and the bookstore is open to students, faculty cannot make changes to the book selection, as students may have started purchasing their books, which may not be refundable.</p> <p>CCC prohibits the adoption of out-of-print textbooks. If an out-of-print book is selected, a change must be made immediately.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Out-of-print books are defined as books that are no longer available from the publisher and unavailable at the bookstore for purchase. Books available in digital copies, are not considered out-of-print.</li> <li>• The Academic Vice President or designee may approve exceptions to the book adoption deadline submission in the following instances: OER adoption, students are not enrolled in the class, a book is unavailable through the bookstore, or to ensure the quality of instruction in instances where there is a change of instructor or a system error.</li> </ul>	<p><b>Clarify book adoption requirements</b></p>