

35038
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 7, 2024

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**ADOPT REVISIONS TO ACADEMIC & STUDENT POLICIES OF THE CITY COLLEGES OF CHICAGO
MARCH 2024
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 March 7, 2024, and posted on the City Colleges of Chicago website.

March 7, 2024 – The Office of Academic and Student Affairs

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 2.04 Assessment and Placement – Credit Students** – Remove testing requirement for students who are eligible to use GPA for placement.
- **Section 3.08 Grade Designation** – Change Audit requirements so students do not need to complete assignments or exams. Also, allow students in the CTP program to enroll as an audit student prior to the first week of class.
- Add a T (Temporary) non-grade designation for remedial classes only.
- **Section 3.13 Non-Grade Designations** – Define terms for TMP (Temporary) non-grade designation.
- **Section 6.02 Tuition – Credit & Skills Classes** – Update tuition to align with board approved tuition changes
- **Section 8.02 Name Change**- Add Tribal ID as a valid form of documentation
- **Section 10.02 Criteria for Approval of Faculty Programs**- Allow office hours to be set at 30 minute blocks instead of 60 minutes.
- **Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses** –Update requirements to comply and align with DOE Regular and Substantive Interaction policy. Also, remove teaching limit for online classes to align with current approved practice.
- **Section 10.25 Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review** – Change from time to terms required for faculty to comply with credential verification if it is not on file.

Key Procedure Changes

- **Section 2.04 Assessment and Placement – Credit Students** – Change World Languages placement test from "webcape" to "placement test" and update placement requirements.
- **Section 3.13 Non-Grade Designations** – Define procedure for TMP (Temporary) non-grade designation.
- **Section 6.06 Tuition Waiver Programs – Discretionary** – Update to classify student athletes as in-district for tuition.
- **Section 7.04 Students Called to Active Military Service**- Update to Incomplete option
- **Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses** – Update requirements to comply and align with DOE Regular and Substantive Interaction policy. Also, remove teaching limit for online classes to align with current approved practice.

New Policy/Procedure

- **Section 1.08 Accreditation** – Add language regarding CCC accreditation.
- **Section 11.01 Data Governance**- Define data governance.

OFFICE OF ACADEMIC AND STUDENT AFFAIRS
PROPOSED REVISIONS TO
ACADEMIC & STUDENT POLICIES
March 2024 – 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 AND PROCEDURE SECTIONS

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<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. <i>Students Placing in Foundational Studies Courses</i></p> <p>Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:</p> <ul style="list-style-type: none"> • 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</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> <ul style="list-style-type: none"> • <i>Students Placing in Foundational Studies Courses</i> <p>Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:</p> <ul style="list-style-type: none"> o High school diploma o Official high school transcript o 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</p>	<p>Remove boost from high school GPA placement option and updated the format for waivers.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>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. <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>to the Adult Education Department. Normal retesting policies apply.</p> <ul style="list-style-type: none"> • Placement Test Waivers Placement test waivers may be granted to students who have completed a placement measure in English and/or Math from any of the following: <ul style="list-style-type: none"> ○ Transfer Credit <ul style="list-style-type: none"> • Students who submit an official transcript from an approved accredited college or university showing successful completion of college level math and/or English (particularly ENGLISH 101 Composition/Freshman Composition), with a grade of “C” or higher; ○ Associate degree or higher; ○ ACT or SAT test scores <ul style="list-style-type: none"> • High school graduates who submit official and sufficiently high; ○ GED or HiSET scores; ○ Transitional Math or Transitional English; ○ High School GPA <ul style="list-style-type: none"> • High school grade point average (GPA) of 3.00 from an official high school transcript. • Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA. • GPA from an accredited high school. 	

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. Transfer Developmental Educational English and Math</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>	<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; <ul style="list-style-type: none"> ○ Transfer Developmental Educational English and Math <ul style="list-style-type: none"> • May be accepted for college level placement. • Official transcripts from an approved accredited college or university with a grade of “C” or higher ○ Additional information on student’s placement eligibility by waiver is outlined in procedures. <p>Admission to CCC does not guarantee entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements).</p>	

Current Policy/Procedure

Section 2.04 Assessment & Placement – Credit Students – Procedures

Policy: [Assessment & Placement – Credit Students](#)

Note: see [Testing & Placement Guidelines](#) for approved exams and more information.

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

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	HiSET English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	High School Transitional English
English 101	24+19+	Allows for English 101 Eligibility	6	53.00 Cum GPA	165+	Writing (16+) Reading (16+) Essay (5+)	540+480+	*Transfer Dev. Ed English	Cumulative-C or better over 2 semesters or grade of "Pass" Transitional English
English 101/97	19-or-20		5	3-or-4			480-540**	**Transfer-Dev-Ed English will place into English 101/English 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	

English Placement Grid

ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY

Proposed Policy/Procedure

Section 2.04 Assessment & Placement – Credit Students – Procedures

Policy: [Assessment & Placement – Credit Students](#)

Note: see [Testing & Placement Guidelines](#) for approved exams and more information.

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

College Level English 101 and English 101/97 Placement Options									
	ACT-English	Associate's Degree	CCC Reading to Write	High School GPA	GED English	HiSET English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	High School Transitional English
English 101	19+	Allows for English 101 Eligibility	6	3.00 Cum GPA	165+	Writing (16+) Reading (16+) Essay (5+)	480+	*Transfer Dev. Ed English	Transitional English
English 101/97			5						

English CCC Reading to Write Placement Grid

English CCC Reading to Write Placement Grid	
	Placement Score
English 101	6
English 101/97	5
English 96	3 or 4
FS Writ 93	1 or 2

ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY

Source & Rationale

Replace "Webcape" exam and label as placement exam.

Updated placement requirements and added clarifying language regarding EC RTW.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><u>REQUIREMENTS</u></p> <ul style="list-style-type: none"> • 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 21 on the ACT English will be required to take the CCC Reading to Write (RTW) as part of the enrollment process. • 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 	<p><u>REQUIREMENTS</u></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. • Early College students can take RTW once per City College semester – twice per year. • 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

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.~~
- ****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

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					

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
ESL Placement	

Proposed Policy/Procedure

- ****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.
- **High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.**

English Placement Expiration

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					

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
ESL Placement	

Source & Rationale

Current Policy/Procedure

ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS

- 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 is 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

College Level Math Placement Options								
	ACT-Math	ALEKS PPL	ALEKS PPL, ALEKS *High School GPA of 3.00	GED Math	HiSet Math	SAT-Math	Transfer DevEd Math	High School Transitional Math
MATH 207, or below	24+	76-100				580+		
MATH 204, MATH 146, MATH 144, MATH 141, or below ¹	24+	61-100				580+		
MATH 143, MATH 140, MATH 125, MATH 124, MATH 121, MATH 118, or below ¹	21+	46-60	30-45	160	13	530+	Eligible Transfer	STEM TM
MATH 125, MATH 124, MATH 121, MATH 118, or below ¹	21+	46-60	30-45.00 Cum GPA	155	11	530+	Dev Ed Math with a 'C' or higher	Quantitative Literacy or Technical Math
MATH 125 + MATH 25 or MATH 124 + MATH 24 or, MATH 118 + MATH 18		30-45	20-29					

Footnotes

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

Proposed Policy/Procedure

ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS

- Students have the option to opt out of ESL enrollment and enroll in the following classes based on placement:
 - Placement into ESLINTG 99 and ESLINTG 100 are eligible to enroll in ENGLISH 96
 - Placement into ESLINTG 98 is 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

College Level Math Placement Options								
	ACT-Math	ALEKS PPL	High School GPA of 3.00	GED Math	HiSet Math	SAT-Math	Transfer DevEd Math	High School Transitional Math
MATH 207, or below	24+	76-100				580+		
MATH 204, MATH 146, MATH 144, MATH 141, or below ¹	24+	61-100				580+		
MATH 143, MATH 140, or below	21+	52-60		160	13	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	STEM TM
MATH 140 + MATH 40, or below	21+	46-51		160	13	530+		
MATH 125, MATH 124, MATH 121, MATH 118, or below ¹	21+	46-60	3.00 Cum GPA	155	11	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	Quantitative Literacy or Technical Math
MATH 125 + MATH 25 or MATH 124 + MATH 24 or MATH 118 + MATH 18		30-45						

Footnotes

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

Source & Rationale

Current Policy/Procedure

Math Placement Grid

Math Placement Grid				
	ALEKS Placement Score	ALEKS Placement AND High School GPA of 3.000	GED	HiSet
MATH 207, or below	76-100			
MATH 204, MATH 146, MATH 144, MATH 141, or below ¹	61-100			
MATH 143, MATH 140, MATH 125, MATH 124, MATH 121, MATH 118, or below ¹	46-60	30-45	160	13
MATH 125, MATH 121, MATH 118, or below ¹	46-60	30-45	155	11
MATH 125 + MATH 25 or MATH 124 + MATH 24 or MATH 118 + MATH 18	30-45	20-29		
Math 100	20-45			
Math 99	30-45	20-29		
MATH 90 or MATH 98	20-29			
Foundational Series 3003 + 3004	20-29			
Foundational Series 3001 + 3002	19 or below			

ADDITIONAL NOTES FOR MATH PLACEMENT AND ELIGIBILITY REQUIREMENTS

- Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.
- 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

Proposed Policy/Procedure

Math Placement Grid

Math Placement Grid			
	ALEKS	GED	HiSet
MATH 207, or below	76-100		
MATH 204, MATH 146, MATH 144, MATH 141, or below ¹	61-100		
MATH 143, MATH 140, or below	52-60	160	13
MATH 140 + MATH 40, or below	46-51	160	13
MATH 125, MATH 124, MATH 121, or MATH 118	46-60	155	11
MATH 125 + MATH 25 or MATH 124 + MATH 24 or MATH 118 + MATH 18	30-45		
Math 100 or MATH 97	20-45	150	10
Math 99	30-45	150	10
MATH 90 or MATH 98	20-29	145	8
Foundational Series 3003 + 3004	20-29		
Foundational Series 3001 + 3002 or FS MATH 3000	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, **but not limited to** 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

Source & Rationale

Current Policy/Procedure

- *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

Math Placement Expiration				
	ALEKS, GED & HiSet Exams	*High School GPA 3.00, Transfer DevEd Math, & Transitional Math from High School	ACT & SAT Exams	Transfer Math, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) Math
Placement is valid for:	1 year	18 months	4 years	No expiration
Note: Expiration is from date of exam				

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 ~~web~~CAPE 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.

Pre-Defined Table

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

French and Spanish Placement

In addition to the above, if you are taking ~~web~~CAPE 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

Proposed Policy/Procedure

- High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.

Math Placement Expiration

Math Placement Expiration				
	ALEKS, GED & HiSet Exams	*High School GPA 3.00, Transfer DevEd Math, & Transitional Math from High School	ACT & SAT Exams	Transfer Math, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) Math
Placement is valid for:	1 year	18 months	4 years	No expiration
Note: Expiration is from date of exam				

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 **placement** 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

French and Spanish Placement

In addition to the above, if you are taking **the placement exam** 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

Source & Rationale

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • SPANISH 104 Fourth Course Spanish <i>and</i> FRENCH 104 Fourth Course French <i>and above all</i> 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 <i>and</i> 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 <i>and</i> 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</i> SPANISH 191 Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion. 	<ul style="list-style-type: none"> • SPANISH 104 Fourth Course Spanish <i>and</i> FRENCH 104 Fourth Course French <i>and above all</i> 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 <i>and</i> 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 <i>and</i> 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</i> SPANISH 191 Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion. 	
<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> • <i>Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status.</i> 	<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> • <i>Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status.</i> 	

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

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>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>Add TMP (Temporary) non-grade designation.</p>
<p><i>(a) Grading Basis for Remedial, Credit and Skills Courses</i></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><i>(a) Grading Basis for Remedial, Credit and Skills Courses</i></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. 	

Current Policy/Procedure

A-F GRADING BASIS

Grade	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failure	0
Grades		

The grading standard for Satisfactory/Unsatisfactory courses is as follows:

- Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale).
- Unsatisfactory grade: equivalent to “D” quality work or below.

SATISFACTORY/UNSATISFACTORY GRADING BASIS

-

Grade	Description	Grade Points
S	Satisfactory	0
U	Unsatisfactory	0
Grades		

(b) Grading Basis for Foundational Studies Courses

Pre-Defined Table

Proposed Policy/Procedure

A-F GRADING BASIS

Grade	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failure	0
Grades		

The grading standard for Satisfactory/Unsatisfactory courses is as follows:

- Satisfactory grade: equivalent to “C” quality work and above (on an A-F grading scale).
- Unsatisfactory grade: equivalent to “D” quality work or below.

SATISFACTORY/UNSATISFACTORY GRADING BASIS

Grade	Description	Grade Points
S	Satisfactory	0
U	Unsatisfactory	0
Grades		

(b) Grading Basis for Foundational Studies Courses

Source & Rationale

Current Policy/Procedure

Grade	Description	Grade Points
S	Satisfactory	-
F	Failure	-
Grades		

(c) Grading Basis for Adult Education Courses

Grade	Description	Grade Points
P	Student has completed all course and level requirements and should take a course at the next level.	-
R	Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.	-
Grades		

(d) Grading Basis for Continuing Education - Professional & Personal Development Courses
Pre-Defined Table

Grade	Description	Grade Points
S	Satisfactory	-

Proposed Policy/Procedure

Grade	Description	Grade Points
S	Satisfactory	-
F	Failure	-
Grades		

(c) Grading Basis for Adult Education Courses

Pre-Defined Table

Grade	Description	Grade Points
P	Student has completed all course and level requirements and should take a course at the next level.	-
R	Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.	-
Grades		

P Student has completed all course and level requirements and should take a course at the next level.

R Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.

Grades

(d) Grading Basis for Continuing Education - Professional & Personal Development Courses

Pre-Defined Table

Grade	Description	Grade Points
S	Satisfactory	-
U	Unsatisfactory	-
Grades		

Source & Rationale

Current Policy/Procedure		Proposed Policy/Procedure	Source & Rationale
U	Unsatisfactory		
Grades			
<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 • 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>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 • 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) • TMP - Temporary grade assigned. Student has the option to complete missed learning outcomes by midterm of the following big term, unless the final grade changes sooner, if no changes are made the grade will default to a D or F. (Remedial courses 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>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 3.13 Non-Grade Designations</p> <p><i>Policy History:</i> Non-Grade Designations <i>Procedures:</i> Non-Grade Designations – Procedures. Non-grade designations are recorded on a student’s permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.</p> <p>a. ADH – Academic Dishonesty Withdrawal A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information).</p> <p>b. ADR – Administrative Removal from College/Class In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College.</p> <p><i>When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (www.ccc.edu).</i> Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed</p>	<p>Section 3.13 Non-Grade Designations <i>Policy History:</i> Non-Grade Designations <i>Procedures:</i> Non-Grade Designations – Procedures. Non-grade designations are recorded on a student’s permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.</p> <ul style="list-style-type: none"> • ADH – Academic Dishonesty Withdrawal A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information). • ADR – Administrative Removal from College/Class In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College. <p><i>When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (www.ccc.edu).</i> Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information</p>	<p>Add definition of TMP non-grade designation and update Audit requirements</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for SIT review. See Supportive Intervention Team (SIT) for more information.</p> <p>An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information).</p> <p>c. ADW – Administrative Withdrawal</p> <p>Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.</p> <p>A student in an ONLINE class may be awarded an administrative withdrawal (ADW) between midterm and the last day for student initiated withdrawal if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system (LMS, see Learning Management System) or another e-learning platform and engages in no other academic activities is NOT actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.</p> <p>Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.</p> <p>If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent</p>	<p>regarding the proposed removal to the Dean of Student Services for SIT review. See Supportive Intervention Team (SIT) for more information.</p> <p>An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information).</p> <p>c. ADW – Administrative Withdrawal</p> <p>Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.</p> <p>A student in an ONLINE class may be awarded an administrative withdrawal (ADW) between midterm and the last day for student initiated withdrawal if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system (LMS, see Learning Management System) or another e-learning platform and engages in no other academic activities is NOT actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.</p> <p>Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.</p> <p>If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory Academic Progress and Academic Standing status. ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation. See Graduation Grade Point Average for more information.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information).</p> <p>d. AUD – Audit Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Students are required to attend and pursue the completion of all required assignments while attending the audited class. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student's Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information)</p> <p>e. I – Incomplete Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades (and a provisional final grade; see Final Grading, Grading after End of Term (for Incomplete "I" Grades), and Glossary of Terms for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly</p>	<p>academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory Academic Progress and Academic Standing status. ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation. See Graduation Grade Point Average for more information.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information).</p> <p>d. AUD – Audit Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Auditing students are required to attend and participate in the class through its completion. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student's Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.</p> <p>CTP Students Only: Are eligible to enroll during their open enrollment period and apply financial aid if the class(es) is a part of their program plan.</p> <p>CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information)</p> <p>e. I – Incomplete Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> • Have completed at least eighty percent (80%) of the course • Be able to complete all remaining course requirements without further classroom instruction <p>"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 COVID-19 policies appendix.</p> <p>All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the "I" grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.</p> <p>f. NSW – No-Show Withdrawal</p> <p>Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstate (in a Class) for more information.</p> <ul style="list-style-type: none"> • Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW. • Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW. 	<p>course assignments due to extenuating circumstances. "I" grades (and a provisional final grade; see Final Grading, Grading after End of Term (for Incomplete "I" Grades), and Glossary of Terms for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> • Have completed at least eighty percent (80%) of the course • Be able to complete all remaining course requirements without further classroom instruction <p>"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 COVID-19 policies appendix.</p> <p>All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the "I" grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.</p> <ul style="list-style-type: none"> • NSW – No-Show Withdrawal <p>Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstate (in a Class) for more information.</p> <ul style="list-style-type: none"> ○ Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>g. NSW – No-Show Withdrawal from Online Courses</p> <p>Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). See Glossary of Terms for more information about the Statistical (STAT) Date.</p> <p>Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see Learning Management System), or acknowledging that you have read the syllabus.</p> <p>Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.</p> <p>h. RNS – Reinstatement (in a Class)</p> <ul style="list-style-type: none"> • Students may not be reinstated after the last date (available on my.ccc.edu) for student initiated withdrawals (WTH). • A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal. • A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time. 	<ul style="list-style-type: none"> ○ Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW. <p>• NSW – No-Show Withdrawal from Online Courses</p> <p>Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). See Glossary of Terms for more information about the Statistical (STAT) Date.</p> <p>Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see Learning Management System), or acknowledging that you have read the syllabus.</p> <p>Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.</p> <p>• RNS – Reinstatement (in a Class)</p> <ul style="list-style-type: none"> ○ Students may not be reinstated after the last date (available on my.ccc.edu) for student initiated withdrawals (WTH). ○ A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal. 	

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

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>visiting my.ccc.edu. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar for more information. See Glossary of Terms for more information about the Statistical (STAT) Date.</p> <p>Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.</p> <p>k. NSW (No-Show Withdrawal) & ADW (Administrative Withdrawal) – Adult Education Students</p> <ul style="list-style-type: none"> • NSW. A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW. • ADW. After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term. <p>i. NC (No Credit)</p> <p>For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student must opt for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC.</p>	<p>on my.ccc.edu). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.</p> <p>A student may drop or withdraw from a class (WTH) by visiting my.ccc.edu. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar for more information. See Glossary of Terms for more information about the Statistical (STAT) Date.</p> <p>Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.</p> <ul style="list-style-type: none"> • NSW (No-Show Withdrawal) & ADW (Administrative Withdrawal) – Adult Education Students <ul style="list-style-type: none"> ○ NSW. A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW. ○ ADW. After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term. • NC (No Credit) <p>For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student</p>	

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<p>A subsequent final grade of C or higher will stand as a letter grade.</p> <p>m. MP (Making Progress) Making Progress. (Remedial Credit Only)</p> <p>Student progressed in the class but did not meet all learning outcomes to move to the next level.</p>	<p>must opt for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade.</p> <ul style="list-style-type: none"> • MP (Making Progress) Making Progress.(Remedial Credit Only) Student progressed in the class but did not meet all learning outcomes to move to the next level. • TMP (Temporary) (Remedial courses only) Temporary grade assigned. Student has the option to complete missed learning outcomes by midterm of the following big term unless the final grade changes sooner, if no changes are made the grade will default to a D or F. <p>Students who fail to complete the minimum requirements for a course may receive TMP provided that they have made significant documented progress, even if they do not meet minimum passing standards to earn a C grade.</p> <p>Students who receive TMP are required to enroll in a continuation course to complete the minimum requirements to pass the course no later than midterm of the semester (excluding summer) immediately following the course in question, or the grade will default to (D or F).</p> <p>TMP is not calculated in the GPA and does not satisfy prerequisite requirements.</p>	

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

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> ○ <i>Complete the remaining coursework and/or final examination no later than the midpoint of the following term (excluding the Summer term).</i> ○ <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the “I” grade will lapse to the provisional final grade entered at the time the “I” grade was entered.</i> ● <i>Course enrollment</i> <ul style="list-style-type: none"> ○ <i>Until the “I” grade is removed, a student who receives an “I” grade may not enroll in any new course for which the “I” grade course is a prerequisite.</i> ○ <i>A student who has an “I” grade may not re-register in that course. However, if the “I” grade lapses to the provisional final grade, then the student may then re-register for the course.</i> ● <i>Department Chair</i> <ul style="list-style-type: none"> ○ <i>Verify that a copy of all assignments and/or tests required for the removal of each “I” grade have been placed in the department files and so certify to the Academic Vice President</i> ● <i>Academic Vice President</i> <ul style="list-style-type: none"> ○ <i>Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> b. COVID - Incomplete (Spring 2020 only) <ul style="list-style-type: none"> ● <i>All applicable procedures for I-Incomplete apply</i> ● <i>Instructor responsibilities specific to COVID Incompletes (or Department Chair in the absence of the instructor)</i> <ul style="list-style-type: none"> ○ <i>Document (and record in the student information system) that the student’s extenuating circumstance, was due to a pause in instruction due to COVID-19 and all requirements which must be met by the student to remove the “I” grade and replace it with a final grade.</i> ○ <i>Enter an “I” grade and a provisional grade in the student information system.</i> 	<ul style="list-style-type: none"> ○ <i>Complete the remaining coursework and/or final examination no later than the midpoint of the following term (excluding the Summer term).</i> ○ <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the “I” grade will lapse to the provisional final grade entered at the time the “I” grade was entered.</i> ● <i>Course enrollment</i> <ul style="list-style-type: none"> ○ <i>Until the “I” grade is removed, a student who receives an “I” grade may not enroll in any new course for which the “I” grade course is a prerequisite.</i> ○ <i>A student who has an “I” grade may not re-register in that course. However, if the “I” grade lapses to the provisional final grade, then the student may then re-register for the course.</i> ● <i>Department Chair</i> <ul style="list-style-type: none"> ○ <i>Verify that a copy of all assignments and/or tests required for the removal of each “I” grade have been placed in the department files and so certify to the Academic Vice President</i> ● <i>Academic Vice President</i> <ul style="list-style-type: none"> ○ <i>Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> b. COVID - Incomplete (Spring 2020 only) <ul style="list-style-type: none"> ● <i>All applicable procedures for I-Incomplete apply</i> ● <i>Instructor responsibilities specific to COVID Incompletes (or Department Chair in the absence of the instructor)</i> <ul style="list-style-type: none"> ○ <i>Document (and record in the student information system) that the student’s extenuating circumstance, was due to a pause in instruction due to COVID-19 and all requirements which must be met by the student to remove the “I” grade and replace it with a final grade.</i> ○ <i>Enter an “I” grade and a provisional grade in the student information system.</i> 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> ○ <i>Inform the student</i> ○ <i>Receive the completed coursework and or schedule any appropriate make up times to complete missing requirements</i> <ul style="list-style-type: none"> • <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the “I” grade will lapse to the provisional final grade entered at the time the “I” grade was entered</i> • <i>Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> <p>c. VMW – Voluntary Medical Withdrawal</p> <p><i>Withdrawals from classes for medical reasons must be made for all classes. An approved Voluntary Medical Withdrawal will result in a VMW indicator on the student’s permanent academic record and transcript.</i></p> <ul style="list-style-type: none"> • <i>Initiate a voluntary medical withdrawal – the student will notify the Dean of Student Services who will determine if a voluntary medical withdrawal is appropriate. The student may be required to consent to the disclosure of relevant medical information to the appropriate CCC personnel. The Dean of Student Services will make a recommendation to the President whether or not to approve a medical withdrawal. Where withdrawal is appropriate, the Dean of Student Services will also recommend an individualized plan which will include conditions necessary to return from the medical withdrawal and may include a recommended length of medical absence. If a withdrawal is granted, the student will meet with the Dean of Student Services to review the individualized plan.</i> • <i>Return from a voluntary medical withdrawal – a student who desires to return to CCC from a voluntary medical withdrawal must notify the Dean of Student Services of the student’s intent to return at least 30 days prior to the start of the relevant term. The student will meet with the Dean of Student Services to ensure that all conditions of the individualized plan have been met. The student may be required to consent to the release of relevant medical information to appropriate CCC personnel. Based upon evaluation of the relevant information, the Dean of</i> 	<ul style="list-style-type: none"> ○ <i>Inform the student</i> ○ <i>Receive the completed coursework and or schedule any appropriate make up times to complete missing requirements</i> <ul style="list-style-type: none"> • <i>Note: if the remaining work is not completed and turned into the instructor by this deadline, the “I” grade will lapse to the provisional final grade entered at the time the “I” grade was entered</i> • <i>Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.</i> <p>c. VMW – Voluntary Medical Withdrawal</p> <p><i>Withdrawals from classes for medical reasons must be made for all classes. An approved Voluntary Medical Withdrawal will result in a VMW indicator on the student’s permanent academic record and transcript.</i></p> <ul style="list-style-type: none"> • <i>Initiate a voluntary medical withdrawal – the student will notify the Dean of Student Services who will determine if a voluntary medical withdrawal is appropriate. The student may be required to consent to the disclosure of relevant medical information to the appropriate CCC personnel. The Dean of Student Services will make a recommendation to the President whether or not to approve a medical withdrawal. Where withdrawal is appropriate, the Dean of Student Services will also recommend an individualized plan which will include conditions necessary to return from the medical withdrawal and may include a recommended length of medical absence. If a withdrawal is granted, the student will meet with the Dean of Student Services to review the individualized plan.</i> • <i>Return from a voluntary medical withdrawal – a student who desires to return to CCC from a voluntary medical withdrawal must notify the Dean of Student Services of the student’s intent to return at least 30 days prior to the start of the relevant term. The student will meet with the Dean of Student Services to ensure that all conditions of the individualized plan have been met. The student may be required to consent to the release of relevant medical</i> 	

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<p><i>Student Services will assess whether the student is prepared to be readmitted and make a recommendation to the President.</i></p> <p>d. NC – No Credit COVID-19</p> <ul style="list-style-type: none"> <i>Student must consent to a possible change to NC before the end of the term. Consent is completed in the student portal and must be request before the end of the term. Student can elect which courses the NC designation should apply.</i> <i>If the final grade awarded is a C or higher, the grade will remain as is. If the final grade awarded is a D or F, the grade will be converted to NC and no hours will be earned for the course.</i> <i>Instructors are not informed that a student has elected this option; final grades of D or F assigned by the instructor are converted to NC when final grades post.</i> <p><i>Note: Students cannot elect to change to NC after final grades are awarded.</i></p> <p>e. Administrative Removal from College</p> <p><i>In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time.</i></p> <p><i>When health concerns arise, additional guidance will be available on the City Colleges website (www.ccc.edu). For more information, see Administrative Removal from College.</i></p> <p><i>Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for review.</i></p>	<p><i>information to appropriate CCC personnel. Based upon evaluation of the relevant information, the Dean of Student Services will assess whether the student is prepared to be readmitted and make a recommendation to the President.</i></p> <p>d. NC – No Credit COVID-19</p> <ul style="list-style-type: none"> <i>Student must consent to a possible change to NC before the end of the term. Consent is completed in the student portal and must be request before the end of the term. Student can elect which courses the NC designation should apply.</i> <i>If the final grade awarded is a C or higher, the grade will remain as is. If the final grade awarded is a D or F, the grade will be converted to NC and no hours will be earned for the course.</i> <i>Instructors are not informed that a student has elected this option; final grades of D or F assigned by the instructor are converted to NC when final grades post.</i> <p><i>Note: Students cannot elect to change to NC after final grades are awarded.</i></p> <p>e. Administrative Removal from College</p> <p><i>In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time.</i></p> <p><i>When health concerns arise, additional guidance will be available on the City Colleges website (www.ccc.edu). For more information, see Administrative Removal from College.</i></p> <p><i>Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for review.</i></p> <p>f. Temporary (TMP)</p> <ul style="list-style-type: none"> o Instructor responsibilities (or Department Chair in the absence of the instructor) <ul style="list-style-type: none"> ▪ Document (and record in the student information system) the student’s missed modules that led to 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p>the “TMP” grade and all requirements which must be met in order for “TMP” grade to change to C.</p> <ul style="list-style-type: none"> ▪ Enter a “TMP” grade and a provisional final grade of D or F in the student information system. ▪ Inform the student in writing of the requirement needed to remove the “TMP” grade and enrolling in the continuation course (no later than the midpoint of the following term, excluding the Summer term). <p>○ Student responsibilities</p> <ul style="list-style-type: none"> ▪ Enroll in a continuation course prior to midterm of the next big term where a “TMP” was assigned. ▪ Note: if the student does not enroll in a continuation course prior to midterm of the next big term, the “TMP” grade will lapse to the provisional final grade entered at the time the “TMP” grade was entered. <p>○ Course enrollment</p> <ul style="list-style-type: none"> ▪ Until the “TMP” grade is removed, a student who receives a “TMP” grade may not enroll in any new course for which the “TMP” grade course is a prerequisite. ▪ A student who has a “TMP” grade may not re-register in that course. However, if the “TMP” grade lapses to the provisional final grade, then the student may then re-register for the course. <p>○ Continuation course</p> <ul style="list-style-type: none"> ▪ Once enrolled in the continuation course, the student is provided instruction to complete the missed modules. A final grade is recorded for the continuation course and students who pass with a grade of C or higher will then receive a grade of C in the class where the “TMP” was assigned. If the student earns a D, F, or does not enroll in a continuation course, the grade will default to the provisional grade assigned. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 6.02 Tuition – Credit & Skills Classes</p> <p>Policy History: Tuition - Credit & Skills Classes Procedures: Tuition- Credit & Skills Classes</p> <p>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</p> <p><u>Pre-Credit</u> In-District - \$73.00 Out-of-District - \$192.00 Out-of-State - \$240.50 International - \$240.50</p> <p>Pre-credit courses will be charged one-half the per credit hour rate. Additional charges may apply (see Non-Refundable Other Charges).</p> <p>Certain academic programs may include courses charged at a specialized tuition rate per credit hour. Effective Spring 2024.</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>Section 6.02 Tuition – Credit & Skills Classes</p> <p>Policy History: Tuition - Credit & Skills Classes Procedures: Tuition- Credit & Skills Classes</p> <p>Effective Summer 2020, tuition is assessed based upon the following credit hour tiers and ranges:</p> <p><u>Credit</u> In-District - \$153.00 Out-of-District - \$403.00 Out-of-State - \$505.00 International - \$505.00</p> <p><u>Pre-Credit</u> In-District - \$77.00 Out-of-District - \$202.00 Out-of-State - \$253.00 International - \$253.00</p> <p>Pre-credit courses will be charged one-half the per credit hour rate. Additional charges may apply (see Non-Refundable Other Charges).</p> <p>Certain academic programs may include courses charged at a specialized tuition rate per credit hour. Effective Spring 2024.</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>Update tuition to align with board approved tuition rate.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 7.04 Students Called to Active Military Service- Procedures</p> <p>Policy: Students Called to Active Military Service.</p> <p>If a student receives military orders, the service member must submit a copy of his/her documentation to the Veterans Services Specialist as soon as possible prior to their departure.</p> <ul style="list-style-type: none"> • <u>If the call to active duty is on or before the midterm date:</u> the college will withdraw the student from all classes and refund all tuition and charges paid. • <u>If the call to active duty is after the midterm date:</u> the student may, at his/her option: <ul style="list-style-type: none"> ○ Request of instructors an early final examination or the assignment of an Incomplete "I" grade, provided the student is in good academic standing in the affected course(s). If the instructor grants an "I" grade, the student will be subject to the normal rules regarding Incomplete Grades (see I – Incomplete); or ○ Choose to withdraw from courses and receive a full refund of all tuition and charges paid. <p>The Veterans Services Specialist completes the Military Leave/Deployment Form and works with the Office of the Registrar to ensure all student records accurately reflect the student's choice. If the student is using Veterans Education Benefits, the Veterans Services Specialist also works with the School Certifying Official to ensure Veterans Affairs is notified of the student's mitigating circumstances due to military orders. The Veterans Services Specialist retains the Military Leave/Deployment Form with accompanying orders.</p>	<p>Section 7.04 Students Called to Active Military Service- Procedures</p> <p>Policy: Students Called to Active Military Service.</p> <p>If a student receives military orders, the service member must submit a copy of his/her documentation to the Veterans Services Specialist as soon as possible prior to their departure.</p> <ul style="list-style-type: none"> • <u>If the call to active duty is on or before the midterm date:</u> the college will withdraw the student from all classes and refund all tuition and charges paid. • <u>If the call to active duty is after the midterm date:</u> the student may, at his/her option: <ul style="list-style-type: none"> ○ Request instructors for an early final examination or the assignment of an Incomplete "I" grade, in the affected course(s). The student will be subject to the normal rules regarding how an Incomplete Grade is granted (see I – Incomplete), a final grade will be posted by midterm of the next big term, if not sooner. However, in the event the students' active duty extends beyond the general Incomplete submission time period, the student may complete the work within 180 days after release from active duty, or return from active duty reassignment, and a grade change may occur; or ○ Choose to withdraw from courses and receive a full refund of all tuition and charges paid. <p>The Veterans Services Specialist completes the Military Leave/Deployment Form and works with the Office of the Registrar to ensure all student records accurately reflect the student's choice. If the student is using Veterans Education Benefits, the Veterans Services Specialist also works with the School Certifying Official to ensure Veterans Affairs is notified of the student's mitigating circumstances due to military orders. The Veterans Services Specialist retains the Military Leave/Deployment Form with accompanying orders.</p>	<p>Update guidance for students who are called to active duty</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 8.02 Name Change</p> <p><i>Procedures:</i> Name Change – Procedures.</p> <p>a. Legal Name Change</p> <p>Name change requests must be made in writing; forms are available in the Office of the Registrar. Two identification documents must accompany the request. All documents must indicate the student’s new name, at least one of the documents must be a valid photo ID, and at least one document must link the change from former name to current name. Approved identification documents include:</p> <ul style="list-style-type: none"> • Marriage certificate • Divorce decree • Driver’s license (with picture) • State ID (with picture) • U.S. military ID (with picture) • Mexican Consular ID (with picture) • Social Security card • Passport • Court order <p>The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student’s name will be changed in the student information system and on the student’s record; the former name will remain as history in the student information system. Note: for financial aid purposes, a student’s legal name is the name that is on file with the Social Security Administration.</p>	<p>Section 8.02 Name Change</p> <p><i>Procedures:</i> Name Change – Procedures.</p> <ul style="list-style-type: none"> • Legal Name Change <p>Name change requests must be made in writing; forms are available in the Office of the Registrar. Two identification documents must accompany the request. All documents must indicate the student’s new name, at least one of the documents must be a valid photo ID, and at least one document must link the change from former name to current name. Approved identification documents include:</p> <ul style="list-style-type: none"> • Marriage certificate • Divorce decree • Driver’s license (with picture) • State ID (with picture) • U.S. military ID (with picture) • Mexican Consular ID (with picture) • Tribal ID (with picture) • Social Security card • Passport • Court order <p>The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student’s name will be changed in the student information system and on the student’s record; the former name will remain as history in the student information system. Note: for financial aid purposes, a student’s legal name is the name that is on file with the Social Security Administration.</p>	<p>Add Tribal ID to approved name change documents.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>b. Preferred First Name</p> <p>CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a preferred first name in addition to their legal (primary) name within the student information system.</p> <p>Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student's preferred pronoun.</p> <p>CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use:</p> <ul style="list-style-type: none"> • Is a first name which the student is already using in day-to-day life • Is not used to avoid a legal obligation or misrepresent oneself, and • Is not offensive or otherwise inappropriate. <p>Students may not change their preferred name more often than once per academic year.</p>	<ul style="list-style-type: none"> • Preferred First Name <p>CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a preferred first name in addition to their legal (primary) name within the student information system.</p> <p>Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student's preferred pronoun.</p> <p>CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use:</p> <ul style="list-style-type: none"> ○ Is a first name which the student is already using in day-to-day life ○ Is not used to avoid a legal obligation or misrepresent oneself, and ○ Is not offensive or otherwise inappropriate. <p>Students may not change their preferred name more often than once per academic year.</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 10.02 Criteria for Approval of Faculty Programs</p> <p><i>Policy history:</i> Criteria for Approval of Faculty Programs.</p> <p>The preparation of teacher programs shall be the responsibility of the Department Chairperson in consultation with the faculty member and subject to the limits established by the seniority provisions listed in the collective bargaining agreement.</p> <ol style="list-style-type: none"> 1. Scheduling must meet the needs of students. 2. All full-time faculty members must have classes on four (4) days of their duty week. No faculty member shall be required to teach on more than five (5) days per week for his/her regular program. A faculty member of variable load light may have a duty week of four (4) days in which case there shall be teaching duties on at least three (3) days. All librarians shall show their meal times, which shall not be the beginning or end of the duty day. (Note: Faculty may select overtime in a manner that leads to a six-day work week.) 3. No additional hours are to be allowed for combined classes. 4. Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit. 5. No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. Article VIII.D.3 of the collective bargaining agreement states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed <ol style="list-style-type: none"> a. to complete the program of a faculty member, or b. where student needs, as determined by the Administration, make such scheduling necessary. 6. Conference and advisement hours are sixty (60) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member's program. No conference and advisement 	<p>Section 10.02 Criteria for Approval of Faculty Programs</p> <p><i>Policy history:</i> Criteria for Approval of Faculty Programs.</p> <p>The preparation of teacher programs shall be the responsibility of the Department Chairperson in consultation with the faculty member and subject to the limits established by the seniority provisions listed in the collective bargaining agreement.</p> <ul style="list-style-type: none"> • Scheduling must meet the needs of students. • All full-time faculty members must have classes on four (4) days of their duty week. No faculty member shall be required to teach on more than five (5) days per week for his/her regular program. A faculty member of variable load light may have a duty week of four (4) days in which case there shall be teaching duties on at least three (3) days. All librarians shall show their meal times, which shall not be the beginning or end of the duty day. (Note: Faculty may select overtime in a manner that leads to a six-day work week.) • No additional hours are to be allowed for combined classes. • Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit. • No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. Article VIII.D.3 of the collective bargaining agreement states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed <ul style="list-style-type: none"> ○ to complete the program of a faculty member, or ○ where student needs, as determined by the Administration, make such scheduling necessary. • Conference and advisement hours are a minimum of thirty (30) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member's program. No conference and 	<p>Update the faculty office hours to be 30 minutes</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>hours may begin or end within ten (10) minutes of the faculty member's class time. Wherever possible, they should not be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member's students.</p> <ol style="list-style-type: none"> 7. Teacher program forms should accurately reflect all activities. 8. Each full-time faculty member shall be available for thirty (30) hours per week for teaching, advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (per Article VIII.D.2 of the collective bargaining agreement). 9. An instructor teaching an online or a hybrid course may use virtual hours proportional to the number of online or hybrid courses she/he is teaching during the academic semester to meet their contractual office hours for that course. The instructor must document virtual hours appropriately by using a medium (e.g., real-time chat or teleconferencing) that will record their virtual hour sessions. All faculty irrespective of the medium (face-to-face, online, or blended/hybrid) are expected to schedule and keep seven office/advising hours as stated in number 8 above. 10. Overtime beyond the 6 hours permitted by Article VI.A.4 of the collective bargaining agreement may not be assigned until authorization is given by the Vice President of Academic Affairs at the college and approved by the District Office. 11. All full-time faculty members are required to participate in the annual graduation ceremony. 	<p>advisement hours may begin or end within ten (10) minutes of the faculty member's class time. Wherever possible, they should not be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member's students.</p> <ul style="list-style-type: none"> • Teacher program forms should accurately reflect all activities. • Each full-time faculty member shall be available for thirty (30) hours per week for teaching, advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (per Article VIII.D.2 of the collective bargaining agreement). • An instructor teaching an online or a hybrid course may use virtual hours proportional to the number of online or hybrid courses she/he is teaching during the academic semester to meet their contractual office hours for that course. The instructor must document virtual hours appropriately by using a medium (e.g., real-time chat or teleconferencing) that will record their virtual hour sessions. All faculty irrespective of the medium (face-to-face, online, or blended/hybrid) are expected to schedule and keep seven office/advising hours as stated in number 8 above. • Overtime beyond the 6 hours permitted by Article VI.A.4 of the collective bargaining agreement may not be assigned until authorization is given by the Vice President of Academic Affairs at the college and approved by the District Office. • All full-time faculty members are required to participate in the annual graduation ceremony. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses</p> <p><i>Policy history:</i> Full-time Faculty Teaching Online Learning and College Success Courses.</p> <ol style="list-style-type: none"> 1. Online Courses Taught for Load In accordance with the Memorandum of Understanding and supported by Article IX.Q of the collective bargaining agreement regarding online learning courses, college credit full-time faculty members may teach one (1) online course as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600) and the faculty member has successfully completed the required training. 2. College Success Courses Taught for Load College Credit full-time faculty members may teach up to three (3) credit hours of College Success as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each term. 3. Online or College Success Courses Taught for Load and Stipend Full-time faculty may teach: <ul style="list-style-type: none"> • One online learning course for load and one online learning course for stipend, or • Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or • Either one (1) online learning course or up to three (3) credit hours of College Success for load, and 	<p>Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses</p> <p><i>Policy history:</i> Full-time Faculty Teaching Online Learning and College Success Courses.</p> <ul style="list-style-type: none"> • College Success Courses Taught for Load College Credit full-time faculty members may teach up to three (3) credit hours of College Success as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each term. <i>Faculty may teach:</i> <ul style="list-style-type: none"> ○ Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or ○ If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly. • Requirements for Teaching College Success Courses Faculty teaching College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses. The credentialing training is facilitated by CCC faculty and administrators and requires active participation. Once credentialed, future professional development for College Success instruction is available and optional. • Requirements for Teaching Online 	<p>Updates to Online teaching requirements</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>either one (1) online learning course or up to three (3) credit hours of College Success for stipend.</p> <ul style="list-style-type: none"> If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly. <p>4. Training Requirements for Teaching Online and College Success Courses Faculty teaching hybrid, online or College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses.</p> <p>Notes:</p> <ul style="list-style-type: none"> College credit full-time faculty cannot teach both online learning courses and College Success courses concurrently in the same term for load. If the online course taught by the faculty member is the college success seminar, then the faculty member may not teach an additional online course for load. All online learning and College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic departments take precedence over faculty load requests for either College Success or online learning. Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses acknowledge that the textbook, online course shell (available via the learning management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. Therefore, online course instructors must agree to use them as a condition of teaching the course. Payment for online learning and College Success courses is based on established payment for full-time load or stipends as stated in the Local 1600 contract. 	<ul style="list-style-type: none"> Faculty teaching asynchronous online and hybrid courses for the City Colleges of Chicago must be credentialed to teach these modalities according to the requirements set forth by the Department of Online Learning to ensure quality teaching of such courses. Faculty assigned to asynchronous online and hybrid courses should attend the online faculty orientation before each semester starts New online faculty should attend new online faculty orientation at the beginning of their first semester teaching asynchronous online and hybrid courses. Thereafter, the faculty should attend the returning online faculty orientation. <p>Notes:</p> <ul style="list-style-type: none"> All College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic departments take precedence over faculty load requests for College Success. Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses acknowledge that the textbook, online course shell (available via the learning management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. Therefore, online course instructors must agree to use them as a condition of teaching the course. For more information, go to procedures. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p data-bbox="961 215 1801 280">Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses – Procedure</p> <p data-bbox="961 321 1423 354">Online Course Content Requirements</p> <ul data-bbox="1010 358 1822 1474" style="list-style-type: none"> <li data-bbox="1010 358 1822 581">• Individual student accommodations must be provided in addition to steps taken to comply with the ADA. Faculty must use the embedded accessibility tool in the CCC Learning Management System to confirm their online courses meet the ADA requirements. Instructional designers are available to support faculty with any online course updates. <li data-bbox="1010 646 1822 751">• All online course content must include evidence of Regular and Substantive Interaction (RSI), as outlined by the U.S. Department of Education: <li data-bbox="1010 781 1822 927">• In distance education, <i>faculty (instructor)</i> is defined as an individual responsible for delivering course content and who meets the qualifications for instruction established by a school’s accrediting agency. <li data-bbox="1010 954 1822 1060">• <i>Substantive interaction</i> is defined as engaging students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following: <ul data-bbox="1010 1089 1822 1382" style="list-style-type: none"> <li data-bbox="1010 1089 1388 1122">• Providing direct instruction <li data-bbox="1010 1149 1766 1182">• Assessing or providing feedback on a student’s coursework <li data-bbox="1010 1209 1766 1279">• Providing information or responding to questions about the content of a course or competency <li data-bbox="1010 1307 1822 1377">• Facilitating a group discussion regarding the content of a course or competency; or <li data-bbox="1010 1404 1766 1474">• Other instructional activities approved by the institutions or program’s accrediting agency 	<p data-bbox="1843 224 2011 329">NEW- Online teaching procedures</p>

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	<ul style="list-style-type: none"> • Faculty must engage in at least two forms of substantive interaction meeting the regulatory requirements <i>during each course or competency</i>. The regulations do not prescribe a specific frequency or combination of each type of interaction except that they must be “predictable and scheduled.” • It is recommended that these “predictable and scheduled” interactions are communicated to students by: <ul style="list-style-type: none"> • Stating in your syllabus and online course when and how often students should expect that you will interact with them • Clearly listing any required synchronous meeting times in your syllabus and online course • A school ensures <i>regular interaction</i> between a student and faculty, prior to the student’s completion of a course or competency by: <ul style="list-style-type: none"> • Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and • Monitoring the student’s academic engagement and success and ensuring that faculty is responsible for promptly and proactively engaging in substantive interaction with the student when needed based on such monitoring, or upon request by the student. • Monitoring a student’s “academic engagement and success” <p>May include:</p> <ul style="list-style-type: none"> • Evaluating a student’s level of participation in synchronous sessions • Monitoring the student’s activity on course/publisher websites or materials 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<ul style="list-style-type: none"> • Considering the quality of the student’s coursework or understanding; or • Other forms of monitoring the student’s engagement and success <p>Textbooks and Resources</p> <p>Faculty may change the textbook or resource in the online course shell if the following conditions are met:</p> <ul style="list-style-type: none"> • Faculty must adhere to Policy 10.37 Faculty Book Assignments and • The change will be made 30 days before the CCC Bookstore opens to students, unless otherwise approved by the Academic Vice President and • Faculty ensures the content in the online course shell aligns with the new textbook or resource and supports the student learning objectives and course outcomes in the PACC approved syllabus. If faculty need assistance with aligning the online content, faculty may contact the Department of Online Learning to partner with an instructional designer to help and • Faculty considers the cost of the textbook or resource. The cost of the new material should remove and not create financial barriers for students and • Faculty believes the new textbook or resource is more inclusive to diverse learners, offering several ways to learn important concepts and • Faculty makes certain that CCC has the resources available for students, such as software or technology that will help students successfully complete the required work in class. 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 10.25 Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review</p> <p><i>Policy history:</i> Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review.</p> <p><i>Procedures:</i> Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review – Procedures.</p> <p>Copies of official transcripts from regionally accredited institutions of higher education showing award of a graduate degree (Masters or doctorate degree as appropriate) accompanied by a current resume/curriculum vitae shall be submitted for all new faculty hires to the college for review and approval. Current licensure documents, as appropriate, as well as copies of an official foreign transcript evaluation must be submitted for review and approval. The College will accept the foreign transcript evaluation without the original transcript. Foreign transcripts must be evaluated by an official foreign educational credential evaluation service accredited by a National Association of Credential Evaluation Services (NACES) member organization (www.naces.org). Faculty official transcripts, resumes/CV, and other licensure documents must be submitted and approved prior to the offer of employment at the City Colleges of Chicago.</p> <p>Utilizing the most current CCC credential guidelines, the appropriate Vice President will determine the teaching field for the given faculty candidate. Whenever a consensus cannot be reached, the Provost & Chief Academic Officer and the College President will determine the teaching field.</p> <p>In addition, copies of official transcripts showing award of degree, as appropriate, accompanied by a current resume/CV shall be submitted for all new hires in Adult Education to the District Office of Adult Education for review and approval. Official transcripts, current resumes/CVs must be submitted for approval prior to the offer of employment at the City Colleges of Chicago.</p> <p>The District Office of Academic & Student Affairs maintains the current list of approved credentials guidelines necessary for the teaching of all</p>	<p>Section 10.25 Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review</p> <p><i>Policy history:</i> Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review.</p> <p><i>Procedures:</i> Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review – Procedures.</p> <p>Copies of official transcripts from regionally accredited institutions of higher education showing award of a graduate degree (Masters or doctorate degree as appropriate) accompanied by a current resume/curriculum vitae shall be submitted for all new faculty hires to the college for review and approval. Current licensure documents, as appropriate, as well as copies of an official foreign transcript evaluation must be submitted for review and approval. The College will accept the foreign transcript evaluation without the original transcript. Foreign transcripts must be evaluated by an official foreign educational credential evaluation service accredited by a National Association of Credential Evaluation Services (NACES) member organization (www.naces.org). Faculty official transcripts, resumes/CV, and other licensure documents must be submitted and approved prior to the offer of employment at the City Colleges of Chicago.</p> <p>Utilizing the most current CCC credential guidelines, the appropriate Vice President will determine the teaching field for the given faculty candidate. Whenever a consensus cannot be reached, the Provost & Chief Academic Officer and the College President will determine the teaching field.</p> <p>In addition, copies of official transcripts showing award of degree, as appropriate, accompanied by a current resume/CV shall be submitted for all new hires in Adult Education to the District Office of Adult Education for review and approval. Official transcripts, current resumes/CVs must be submitted for approval prior to the offer of employment at the City Colleges of Chicago.</p>	<p>Change from time to term requirement to submit credential verification for faculty.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>academic disciplines, including foundational studies, credit and skills courses, and INTDSP 101 College Success Seminar. Grandfathering of credentials will be prohibited, faculty must meet current CCC credential guidelines. If a faculty member does not possess the requisite credentials to teach in a particular field, the faculty has 24 months to comply and provide evidence of obtained credential. In this case, the Office of Instruction will so notify the faculty member and provide a deadline date (24 months in the future) when the required credential must be obtained. In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards and contributes to effective teaching and student learning outcomes, a request for an exception may be approved by the Vice President.</p>	<p>The District Office of Academic & Student Affairs maintains the current list of approved credentials guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit and skills courses, and INTDSP 101 College Success Seminar. Grandfathering of credentials will be prohibited, faculty must meet current CCC credential guidelines. If a faculty member does not possess the requisite credentials to teach in a particular field, the faculty has six terms (including summer) to comply and provide evidence of obtained credential, In this case, the Office of Instruction will so notify the faculty member and provide a deadline date (six terms in the future) when the required credential must be obtained. In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards and contributes to effective teaching and student learning outcomes, a request for an exception may be approved by the Vice President.</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Section 6.06 Tuition Waiver Programs – Discretionary – Procedures</p> <p>Policy: Tuition Waiver Programs – Discretionary.</p> <p>a. Chicago Star Scholarship</p> <p><i>The Chicago Star Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled eligible program courses. To be eligible for waivers a student must:</i></p> <ul style="list-style-type: none"> • Graduate from a Chicago -based partnered high schools <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><i>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.</i></p>	<p>Section 6.06 Tuition Waiver Programs – Discretionary – Procedures</p> <p>Policy: Tuition Waiver Programs – Discretionary.</p> <ul style="list-style-type: none"> • Chicago Star Scholarship <p><i>The Chicago Star Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled eligible program courses. To be eligible for waivers a student must:</i></p> <ul style="list-style-type: none"> • Graduate from a Chicago -based partnered high schools <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><i>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.</i></p>	<p>Update to classify student-athletes as in-district for tuition.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>Misuse of Star Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.</i></p> <p>b. CCC Academic Achievement Award</p> <p><i>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</i></p> <ul style="list-style-type: none"> • <i>Academic achievement:</i> <ul style="list-style-type: none"> ○ <i>Cumulative high school GPA of 3.0 or above, or</i> ○ <i>GED® score of 680 or above and passing score on each of the four (4) content areas, or</i> ○ <i>Cumulative GPA of 3.0 or above, which must be maintained</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Any other attributes recognized, in the College President's judgment, as warranting consideration</i> • <i>Award is decided by committee based on President recommendation</i> <p>c. CCC Service Award</p> <p><i>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</i></p> <ul style="list-style-type: none"> • <i>Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (see Academic Standing)</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Recognized documented (describe type and level of service provided) service to the college community</i> 	<p><i>Misuse of Star Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.</i></p> <ul style="list-style-type: none"> • CCC Academic Achievement Award <p><i>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</i></p> <ul style="list-style-type: none"> • <i>Academic achievement:</i> <ul style="list-style-type: none"> ○ <i>Cumulative high school GPA of 3.0 or above, or</i> ○ <i>GED® score of 680 or above and passing score on each of the four (4) content areas, or</i> ○ <i>Cumulative GPA of 3.0 or above, which must be maintained</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Any other attributes recognized, in the College President's judgment, as warranting consideration</i> • <i>Award is decided by committee based on President recommendation</i> <p>• CCC Service Award</p> <p><i>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</i></p> <ul style="list-style-type: none"> • <i>Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (see Academic Standing)</i> • <i>Chicago residency and eligible for in-district tuition rates</i> • <i>Full-time enrollment in a degree or certificate program for term</i> • <i>Recognized documented (describe type and level of service provided) service to the college community</i> 	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> • Any other attributes recognized, in the College President's judgment, as warranting consideration • Award is decided by committee based on President recommendation <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"> • Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted • Maintain a cumulative and term GPA of 2.75 or higher • 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) • 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 • 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 • The SGA waiver applies only to classes required for the student's academic program 	<ul style="list-style-type: none"> • Any other attributes recognized, in the College President's judgment, as warranting consideration • Award is decided by committee based on President recommendation <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"> • Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted • Maintain a cumulative and term GPA of 2.75 or higher • 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) • 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 • 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 • The SGA waiver applies only to classes required for the student's academic program 	

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<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>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>	<ul style="list-style-type: none"> • Gateway Scholarship <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> <ul style="list-style-type: none"> • Athletic Tuition Waiver Policy <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</i></p>	

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<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 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>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. Student-athletes will receive the in-district tuition rate. 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 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.</i></p>	

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<p>NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook.</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 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</i></p>	<p><i>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. NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook.</i></p> <ul style="list-style-type: none"> • Non-Resident Working in the City of Chicago <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> <ul style="list-style-type: none"> • Chicago Police and Firefighters Training Academy (CPFTA) <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. 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</i></p>	

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<p><i>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 College Business Office for review by the Petition Waiver Committee. 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 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</i></p>	<p><i>financial aid funds have been applied will have the difference of the applicable charges waived.</i></p> <ul style="list-style-type: none"> Employee, Spouse/Domestic Partner and Dependents <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> <ul style="list-style-type: none"> Debt Forgiveness <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>	

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<p><i>error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.</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>	

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	<p><i>New Policies</i></p> <p>Section 1.08 Accreditation</p> <p>All seven City Colleges of Chicago are independently accredited by the Higher Learning Commission (HLC). Some programs also maintain their own specialized accreditation. Click here to find more information about each of the college's accreditation status.</p> <p>Section 11.01 Data Governance</p> <p>City Colleges of Chicago defines Data Management as the principles, responsibilities, and procedures for the management and protection of data at CCC. Data Stewards are responsible for ensuring ethical use of data to support the college's mission, enhance decision-making, and comply with relevant laws and regulations.</p> <p>Glossary of Terms: Data Steward- Appointed administrator for each major data domain to ensure the quality, integrity, and security of data.</p>	<p>Add Language about College Accreditation and Data Governance</p>