

**35258**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**NOVEMBER 7, 2024**

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

**RESOLUTION**  
**ADOPT REVISIONS TO ACADEMIC & STUDENT POLICIES**  
**OF THE CITY COLLEGES OF CHICAGO**  
**THE OFFICE OF ACADEMIC AFFAIRS**

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

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

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

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

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

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the revisions to policy and updated *CCC Academic & Student Policies* document be adopted by the Board of Trustees effective November 7, 2024 and posted on the City Colleges of Chicago website.

# City Colleges of Chicago

## Board Approved Academic & Student Policy

### *Policy Update Executive Summary*

#### **Policy Revision Goals**

- Streamline, simplify, clarify and condense policies.

#### **Key Policy Changes**

- **Section 2.10 Credit by Standardized Examination/Testing:** Add Dantes Subject Standardized Tests (DSST)
- **Section 3.08 Grade Designation** – Define No Grade (NG)
- **Section 3.13 Non-Grade Designations** – Define No Grade (NG)
- **Section 6.01 Residency** – Add language to clarify how to submit proof a student is a dependent and clarify residency exceptions.
- **Section 8.13 Directory Information-** Clarify the Field of Study is Program and Plan.
- **Section 8.22 Appeal of Discipline** – Add the Executive Vice Chancellor and Chief Student Experience Officer as a part of the appeal process.

#### **Key Procedure Changes**

- **Section 2.04: Assessment & Placement – Credit Students – Procedure-** Add language to accept 1 semester block course for Transitional Math/English for placement
- **Section 6.04 Financial Obligation – Procedures** - Clarify delinquent account enrollment exception for Adult Education students
- **Section 6.06 Tuition Waiver Programs- Discretionary-Procedure –**
  - Clarify that financial hardship is a valid circumstance for requesting debt forgiveness.
  - Clarify how waivers are applied when students have other tuition-restricted funding.
  - Allow students who receive SGA waivers to have in-district tuition and receive up to 18 credit hours waived per term.
- **Section 6.07 Tuition Waiver Programs - State – Procedures** - Clarify how waivers are applied when students have other tuition-restricted funding.
- **Section 6.08 Tuition Waiver Programs - Federal – Procedures** - Clarify how waivers are applied when students have other tuition-restricted funding.
- **Section 6.09 Tuition Waiver Programs - Contractual – Procedures** - Clarify how waivers are applied when students have other tuition-restricted funding.

**OFFICE OF ACADEMIC AND STUDENT AFFAIRS**  
**PROPOSED REVISIONS TO**  
**ACADEMIC & STUDENT POLICIES**  
**November 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><b>Section 2.04 Assessment &amp; Placement – Credit Students – Procedures</b></p> <p><i>Policy: <a href="#">Assessment &amp; Placement – Credit Students</a></i>  <i>Note: see <a href="#">Testing &amp; Placement Guidelines</a> for approved exams and more information.</i></p> <hr/> <p>English Placement</p> <p><i>If you are a credit student attempting to place into <a href="#">ENGLISH 101</a> Composition</i>  <b>College Level English 101 and English 101/97 Placement Options</b></p> <table border="1" data-bbox="65 716 915 1019"> <caption>College Level English 101 and English 101/97 Placement Options</caption> <thead> <tr> <th></th> <th>ACT-English</th> <th>Associate's Degree</th> <th>CCC Reading to Write</th> <th>*High School GPA of 3.00</th> <th>GED English</th> <th>HiSET English</th> <th>SAT-Evidence Based Reading &amp; Writing</th> <th>Transfer DevEd English</th> <th>Transitional English</th> </tr> </thead> <tbody> <tr> <td>English 101</td> <td>19+</td> <td>Allows for English 101 Eligibility</td> <td>6</td> <td>3.00 Cum GPA</td> <td>165+</td> <td>Writing (16+) Reading (16+) Essay (5+)</td> <td>480+</td> <td>Transfer Dev Ed English</td> <td>**Must successfully complete 2 semesters</td> </tr> <tr> <td>English 101/97</td> <td></td> <td></td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="65 1057 915 1321"> <caption>English CCC Reading to Write Placement Grid</caption> <thead> <tr> <th></th> <th>Placement Score</th> </tr> </thead> <tbody> <tr> <td>English 101</td> <td>6</td> </tr> <tr> <td>English 101/97</td> <td>5</td> </tr> <tr> <td>English 96</td> <td>3 or 4</td> </tr> <tr> <td>FS Writ 93</td> <td>1 or 2</td> </tr> </tbody> </table> <p><b><u>ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS</u></b></p>		ACT-English	Associate's Degree	CCC Reading to Write	*High School GPA of 3.00	GED English	HiSET English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	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	**Must successfully complete 2 semesters	English 101/97			5								Placement Score	English 101	6	English 101/97	5	English 96	3 or 4	FS Writ 93	1 or 2	<p><b>Section 2.04 Assessment &amp; Placement – Credit Students – Procedures</b></p> <p><i>Policy: <a href="#">Assessment &amp; Placement – Credit Students</a></i>  <i>Note: see <a href="#">Testing &amp; Placement Guidelines</a> for approved exams and more information.</i></p> <hr/> <p>English Placement</p> <p><i>If you are a credit student attempting to place into <a href="#">ENGLISH 101</a> Composition</i>  <b>College Level English 101 and English 101/97 Placement Options</b></p> <table border="1" data-bbox="966 716 1816 1019"> <caption>College Level English 101 and English 101/97 Placement Options</caption> <thead> <tr> <th></th> <th>ACT-English</th> <th>Associate's Degree</th> <th>CCC Reading to Write</th> <th>*High School GPA of 3.00</th> <th>GED English</th> <th>HiSET English</th> <th>SAT-Evidence Based Reading &amp; Writing</th> <th>Transfer DevEd English</th> <th>Transitional English</th> </tr> </thead> <tbody> <tr> <td>English 101</td> <td>19+</td> <td>Allows for English 101 Eligibility</td> <td>6</td> <td>3.00 Cum GPA</td> <td>165+</td> <td>Writing (16+) Reading (16+) Essay (5+)</td> <td>480+</td> <td>Transfer Dev Ed English</td> <td>**Must successfully complete 2 semesters</td> </tr> <tr> <td>English 101/97</td> <td></td> <td></td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="966 1057 1816 1321"> <caption>English CCC Reading to Write Placement Grid</caption> <thead> <tr> <th></th> <th>Placement Score</th> </tr> </thead> <tbody> <tr> <td>English 101</td> <td>6</td> </tr> <tr> <td>English 101/97</td> <td>5</td> </tr> <tr> <td>English 96</td> <td>3 or 4</td> </tr> <tr> <td>FS Writ 93</td> <td>1 or 2</td> </tr> </tbody> </table> <p><b><u>ADDITIONAL NOTES FOR ENGLISH PLACEMENT AND ELIGIBILITY REQUIREMENTS</u></b></p>		ACT-English	Associate's Degree	CCC Reading to Write	*High School GPA of 3.00	GED English	HiSET English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	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	**Must successfully complete 2 semesters	English 101/97			5								Placement Score	English 101	6	English 101/97	5	English 96	3 or 4	FS Writ 93	1 or 2	<p><b>Add approval of one semester Transitional Math/English placement</b></p>
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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>• Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed. <ul style="list-style-type: none"> <li>◦ Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time.</li> </ul> </li> <li>• Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.</li> <li>• Early College students can take RTW once per City College semester – twice per year.</li> <li>• Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance.</li> <li>• Students who are required to take English 101 Composition &amp; English 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for English 101 Composition' only if they are concurrently enrolled in English 101 Composition, English 97 Written Communication Skills, and the other course.</li> <li>• If English 97 Written Communications or English 101 Composition is dropped prior to the start of the term, all other courses that require English 101 eligibility must be dropped as well.</li> <li>• Students who would like to drop or are withdrawn from English 97 Written Communications or English 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have English 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.</li> <li>• <i>**Transitional English requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C or "pass".</i></li> </ul>	<ul style="list-style-type: none"> <li>• Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed. <ul style="list-style-type: none"> <li>◦ Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time.</li> </ul> </li> <li>• Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.</li> <li>• Early College students can take RTW once per City College semester – twice per year.</li> <li>• Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance.</li> <li>• Students who are required to take English 101 Composition &amp; English 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for English 101 Composition' only if they are concurrently enrolled in English 101 Composition, English 97 Written Communication Skills, and the other course.</li> <li>• If English 97 Written Communications or English 101 Composition is dropped prior to the start of the term, all other courses that require English 101 eligibility must be dropped as well.</li> <li>• Students who would like to drop or are withdrawn from English 97 Written Communications or English 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have English 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.</li> </ul>	

## Current Policy/Procedure

- *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

	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

## Proposed Policy/Procedure

- **\*\*Transitional English requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C or "pass". Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.**
  - **CPS high school transcripts will list "Transitional English Portability" under the Honors and Activities section to indicate that the student has successfully completed the Transitional English course.**
- *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.

## Source & Rationale

### 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 <a href="#">ESLINTG 100</a>
22	ESL 98, or <a href="#">ESLINTG 99</a>
11	<a href="#">ESLINTG 98</a>

### 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:

English Placement Expiration

	GED & HiSet Exams	CCC Reading to Write	*High School GPA of 3.00, Transfer DevEd English, & Transitional English from High School English	ACT & SAT Exams	Associate's Degree Earned, Transfer English, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) English
Placement is valid for:	1 year	2 years	3 years	4 years	No expiration

Note: Expiration is from date of exam

### ESL Placement

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

**Current Policy/Procedure**

- o Placement into [ESLINTG 99](#) and [ESLINTG 100](#) is eligible to enroll in [ENGLISH 96](#) Aligned Reading and Composition
- o Placement into [ESLINTG 98](#) is eligible to enroll in [FS WRIT 93](#) Foundational Studies in Literacy
- 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**

1

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

2

Placement is based on meeting any one of the listed measures.

**Proposed Policy/Procedure**

CCC Reading to Write ESL	Course Placement
33	ESL 100, or <a href="#">ESLINTG 100</a>
22	ESL 98, or <a href="#">ESLINTG 99</a>
11	<a href="#">ESLINTG 98</a>

**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:
  - o Placement into [ESLINTG 99](#) and [ESLINTG 100](#) is eligible to enroll in [ENGLISH 96](#) Aligned Reading and Composition
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**Math Placement**

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

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

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Placement is based on meeting any one of the listed measures.

**Source & Rationale**

## Current Policy/Procedure

### College Level Math Placement Options

	ACT- Math	ALEKS PPL	*High School GPA of 3.00	GED Math	HiSet Math	SAT- Math	Transfer DevEd Math	Transitional Math
<a href="#">MATH 207</a> , or below	24+	76-100				580+		
<a href="#">MATH 204</a> , <a href="#">MATH 146</a> , <a href="#">MATH 144</a> , <a href="#">MATH 141</a> , or below	24+	61-100				580+		
<a href="#">MATH 143</a> , <a href="#">MATH 140</a> , <a href="#">MATH 143 + MATH 40*</a> , <a href="#">MATH 140 + MATH 40*</a> , or below (*recommended if ALEKS score is 46-51 starting Spring 2025)	21+	46-60		160	13	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	STEM TM
<a href="#">MATH 125</a> , <a href="#">MATH 121</a> , <a href="#">MATH 118</a> , or below	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
<a href="#">MATH 125 + MATH 25</a> , <a href="#">MATH 124 + MATH 24</a> , or <a href="#">MATH 118 + MATH 18</a>		30-45					Eligible Transfer Dev Ed Math with a 'C' or higher	

- <sup>1</sup> Multiple course options are available based on your academic plan; see your College Advisor.  
<sup>2</sup> Placement is based on meeting any one of the listed measures.

## Proposed Policy/Procedure

### College Level Math Placement Options

	ACT- Math	ALEKS PPL	*High School GPA of 3.00	GED Math	HiSet Math	SAT- Math	Transfer DevEd Math	Transitional Math
<a href="#">MATH 207</a> , or below	24+	76-100				580+		
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<a href="#">MATH 143</a> , <a href="#">MATH 140</a> , <a href="#">MATH 143 + MATH 40*</a> , <a href="#">MATH 140 + MATH 40*</a> , or below (*recommended if ALEKS score is 46-51 starting Spring 2025)	21+	46-60		160	13	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	STEM TM
<a href="#">MATH 125</a> , <a href="#">MATH 121</a> , <a href="#">MATH 118</a> , or below	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
<a href="#">MATH 125 + MATH 25</a> , <a href="#">MATH 124 + MATH 24</a> , or <a href="#">MATH 118 + MATH 18</a>		30-45					Eligible Transfer Dev Ed Math with a 'C' or higher	

- <sup>1</sup> Multiple course options are available based on your academic plan; see your College Advisor.  
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## Source & Rationale



## Current Policy/Procedure

Math Placement Grid

	ALEKS Placement Score	GED	HiSet
<a href="#">MATH 207</a> , or below	76-100		
<a href="#">MATH 204</a> , <a href="#">MATH 146</a> , <a href="#">MATH 144</a> , <a href="#">MATH 141</a> , or below	61-100		
<a href="#">MATH 143</a> , <a href="#">MATH 140</a> , or below	52-60	160	13
<a href="#">MATH 143</a> , <a href="#">MATH 140</a> , <a href="#">MATH 143</a> + <a href="#">MATH 40*</a> , <a href="#">MATH 140</a> + <a href="#">MATH 40*</a> , or below (*recommended if ALEKS score is 46-51 starting Spring 2025)	46-60	160	13
<a href="#">MATH 125</a> , <a href="#">MATH 124</a> , <a href="#">MATH 121</a> , <a href="#">MATH 118</a> , or below	46-60	155	11
<a href="#">MATH 125</a> + <a href="#">MATH 25</a> , <a href="#">MATH 124</a> + <a href="#">MATH 24</a> , or <a href="#">MATH 118</a> + <a href="#">MATH 18</a>	30-45		
<a href="#">MATH 100</a> or <a href="#">MATH 97</a>	20-45	150	10
<a href="#">MATH 99</a>	30-45	150	10
<a href="#">MATH 90</a> or <a href="#">MATH 98</a>	20-29	145	8
<a href="#">FS MATH 3003</a> + <a href="#">FS MATH 3004</a>	20-29		
<a href="#">FS MATH 3001</a> + <a href="#">FS MATH 3002</a> , or <a href="#">FS MATH 3000</a>	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](#), [MATH 124](#), [MATH 125](#), or [MATH 140](#) **does not** make one eligible for courses with the pre-requisite

## Proposed Policy/Procedure

Math Placement Grid

	ALEKS Placement Score	GED	HiSet
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<a href="#">MATH 100</a> or <a href="#">MATH 97</a>	20-45	150	10
<a href="#">MATH 99</a>	30-45	150	10
<a href="#">MATH 90</a> or <a href="#">MATH 98</a>	20-29	145	8
<a href="#">FS MATH 3003</a> + <a href="#">FS MATH 3004</a>	20-29		
<a href="#">FS MATH 3001</a> + <a href="#">FS MATH 3002</a> , or <a href="#">FS MATH 3000</a>	19 or below		

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## Source & Rationale

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale																																																
<p>of <a href="#">MATH 118</a>, <a href="#">MATH 124</a>, <a href="#">MATH 125</a>, or <a href="#">MATH 140</a> eligibility.</p> <ul style="list-style-type: none"> <li>Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C</li> <li>High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.</li> </ul> <p style="text-align: center;"><b>Math Placement Expiration</b></p> <table border="1" data-bbox="46 496 905 769"> <tr> <td>ALEK</td> <td>*High School GPA</td> <td>ACT</td> <td>Transfer Math,</td> </tr> <tr> <td>S,</td> <td>3.00,</td> <td>Transfer</td> <td>&amp; Advanced Placement</td> </tr> <tr> <td>GED &amp; DevEd Math, &amp;</td> <td>SAT</td> <td>(AP),</td> <td>College Level</td> </tr> <tr> <td>HiSet</td> <td>Transitional Math</td> <td>Exa</td> <td>Exam (CLEP), &amp;</td> </tr> <tr> <td>Exams from High School</td> <td>ms</td> <td>International</td> <td>Baccalaureate (IB)</td> </tr> <tr> <td></td> <td></td> <td>Math</td> <td></td> </tr> </table> <p>Placement is valid for: 1 year 18 months 4 years No expiration</p> <p style="text-align: center;"><b>Math Placement Expiration</b></p>	ALEK	*High School GPA	ACT	Transfer Math,	S,	3.00,	Transfer	& Advanced Placement	GED & DevEd Math, &	SAT	(AP),	College Level	HiSet	Transitional Math	Exa	Exam (CLEP), &	Exams from High School	ms	International	Baccalaureate (IB)			Math		<p>of <a href="#">MATH 118</a>, <a href="#">MATH 124</a>, <a href="#">MATH 125</a>, or <a href="#">MATH 140</a> eligibility.</p> <ul style="list-style-type: none"> <li>Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C. <b>Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.</b> <ul style="list-style-type: none"> <li>CPS high school transcripts will list "Transitional Math (STEM or (QL))" under the Honors and Activities section to indicate that the student has successfully completed the Transitional Math course.</li> </ul> </li> <li>High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.</li> </ul> <p style="text-align: center;"><b>Math Placement Expiration</b></p> <table border="1" data-bbox="966 802 1824 1075"> <tr> <td>ALEK</td> <td>*High School GPA</td> <td>ACT</td> <td>Transfer Math,</td> </tr> <tr> <td>S,</td> <td>3.00,</td> <td>Transfer</td> <td>&amp; Advanced Placement</td> </tr> <tr> <td>GED &amp; DevEd Math, &amp;</td> <td>SAT</td> <td>(AP),</td> <td>College Level</td> </tr> <tr> <td>HiSet</td> <td>Transitional Math</td> <td>Exa</td> <td>Exam (CLEP), &amp;</td> </tr> <tr> <td>Exams from High School</td> <td>ms</td> <td>International</td> <td>Baccalaureate (IB)</td> </tr> <tr> <td></td> <td></td> <td>Math</td> <td></td> </tr> </table> <p>Placement is valid for: 1 year 18 months 4 years No expiration</p> <p style="text-align: center;"><b>Math Placement Expiration</b></p>	ALEK	*High School GPA	ACT	Transfer Math,	S,	3.00,	Transfer	& Advanced Placement	GED & DevEd Math, &	SAT	(AP),	College Level	HiSet	Transitional Math	Exa	Exam (CLEP), &	Exams from High School	ms	International	Baccalaureate (IB)			Math		
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<p><b>French and Spanish Placement</b></p> <p><i>In addition to the above, if you are taking the placement exam to place, note that:</i></p> <ul style="list-style-type: none"> <li>• Placement test scores expire after one (1) year.</li> <li>• Both French and Spanish placements of 103 or higher are subject to departmental chairperson review</li> <li>• <a href="#">SPANISH 104</a> Fourth Course Spanish and <a href="#">FRENCH 104</a> Fourth Course French and above all require <a href="#">ENGLISH 101</a> Composition eligibility</li> <li>• <a href="#">SPANISH 191</a> Survival Spanish Nursing, <a href="#">SPANISH 192</a> Spanish for Law Enforcement, <a href="#">SPANISH 206</a> Intensive Oral Practice Spanish, <a href="#">SPANISH 210</a> Modern Civilization &amp; Culture Spanish, <a href="#">SPANISH 213</a> Intro To Modern Literature Spanish and <a href="#">SPANISH 214</a> Readings In Literature Spanish require <a href="#">ENGLISH 100</a> Basic Writing Skills eligibility</li> <li>• <a href="#">SPANISH 111</a> Spanish For Hispanos, <a href="#">SPANISH 113</a> Spanish For Near Native Speakers I and <a href="#">SPANISH 114</a> Spanish for Near-Native Speakers II are for native or near native speakers</li> <li>• Placement testing is encouraged but not required for <a href="#">SPANISH 191</a> Survival Spanish Nursing, <a href="#">SPANISH 192</a> Spanish for Law Enforcement, <a href="#">SPANISH 198</a> Study Abroad: Intensive, <a href="#">SPANISH 199</a> Study Abroad: Immersion.</li> </ul>			<p><b>French and Spanish Placement</b></p> <p><i>In addition to the above, if you are taking the placement exam to place, note that:</i></p> <ul style="list-style-type: none"> <li>• Placement test scores expire after one (1) year.</li> <li>• Both French and Spanish placements of 103 or higher are subject to departmental chairperson review</li> <li>• <a href="#">SPANISH 104</a> Fourth Course Spanish and <a href="#">FRENCH 104</a> Fourth Course French and above all require <a href="#">ENGLISH 101</a> Composition eligibility</li> <li>• <a href="#">SPANISH 191</a> Survival Spanish Nursing, <a href="#">SPANISH 192</a> Spanish for Law Enforcement, <a href="#">SPANISH 206</a> Intensive Oral Practice Spanish, <a href="#">SPANISH 210</a> Modern Civilization &amp; Culture Spanish, <a href="#">SPANISH 213</a> Intro To Modern Literature Spanish and <a href="#">SPANISH 214</a> Readings In Literature Spanish require <a href="#">ENGLISH 100</a> Basic Writing Skills eligibility</li> <li>• <a href="#">SPANISH 111</a> Spanish For Hispanos, <a href="#">SPANISH 113</a> Spanish For Near Native Speakers I and <a href="#">SPANISH 114</a> Spanish for Near-Native Speakers II are for native or near native speakers</li> <li>• Placement testing is encouraged but not required for <a href="#">SPANISH 191</a> Survival Spanish Nursing, <a href="#">SPANISH 192</a> Spanish for Law Enforcement,</li> </ul>																		
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<ul style="list-style-type: none"> <li>• <b><i>If you choose to take your placement test at one of our testing centers, disturbing the testing environment for other students may result in your removal from the testing environment.</i></b></li> <li>• <i>Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status.</i></li> <li>• <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></li> </ul>	<p>SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion.</p> <hr/> <p>Additional College-Credit Placement Notes</p> <ul style="list-style-type: none"> <li>• <i>The above tables reflect District testing guidelines; however, a College President or designee may accelerate a student beyond their test-based placement level.</i></li> <li>• <b><i>If you choose to take your placement test at one of our testing centers, disturbing the testing environment for other students may result in your removal from the testing environment.</i></b></li> <li>• <i>Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status.</i></li> <li>• <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></li> </ul>	

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<p><b>Section 2.10 Credit by Standardized Examination/Testing</b></p> <p><i>Policy History:</i> <a href="#">Credit by Standardized Examination/Testing.</a>  <i>Procedures:</i> <a href="#">Credit by Standardized Examination/Testing – Procedures.</a></p> <p>College credit may be granted for college-level knowledge and skills acquired in certain high school courses and/or programs or acquired outside the classroom through evaluation by standardized tests. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations. Testing fees may apply. Neither financial aid nor veterans education benefits is available for any credit awarded by evaluation/testing.</p> <p><b>a. College Credit for Certain High School Courses and/or Programs</b>  College credit may be granted through standardized examinations/tests for study completed in high school.</p> <ul style="list-style-type: none"> <li>• <a href="#">Advanced Placement Courses</a> – high school students completing Advanced Placement (AP) courses and earning scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the <a href="#">College Board Advanced Placement Examinations</a> will be awarded transfer credit for the equivalent college credit course. For more information about the Advanced Placement Program, please contact the <a href="#">Office of the Registrar</a>.</li> <li>• <a href="#">International Baccalaureate Program</a> <ul style="list-style-type: none"> <li>○ Effective March 8, 2017 and prior, high school students who have successfully completed the entire International Baccalaureate® (IB) Diploma Programme (DP) and earned an IB Diploma will be</li> </ul> </li> </ul>	<p><b>Section 2.10 Credit by Standardized Examination/Testing</b></p> <p><i>Policy History:</i> <a href="#">Credit by Standardized Examination/Testing.</a>  <i>Procedures:</i> <a href="#">Credit by Standardized Examination/Testing – Procedures.</a></p> <p>College credit may be granted for college-level knowledge and skills acquired in certain high school courses and/or programs or acquired outside the classroom through evaluation by standardized tests. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations. Testing fees may apply. Neither financial aid nor veterans education benefits is available for any credit awarded by evaluation/testing.</p> <p><b>a. College Credit for Certain High School Courses and/or Programs</b>  College credit may be granted through standardized examinations/tests for study completed in high school.</p> <ul style="list-style-type: none"> <li>• <a href="#">Advanced Placement Courses</a> – high school students completing Advanced Placement (AP) courses and earning scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the <a href="#">College Board Advanced Placement Examinations</a> will be awarded transfer credit for the equivalent college credit course. For more information about the Advanced Placement Program, please contact the <a href="#">Office of the Registrar</a>.</li> <li>• <a href="#">International Baccalaureate Program</a> <ul style="list-style-type: none"> <li>○ Effective March 8, 2017 and prior, high school students who have successfully completed the entire International Baccalaureate® (IB) Diploma Programme (DP) and</li> </ul> </li> </ul>	<p><b>Add DSST as an approved standardized exam</b></p>

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<p>awarded college-level credit if they receive a score of 4 or higher on their subject examinations. Students who do not hold an IB Diploma but have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 5 or higher.</p> <ul style="list-style-type: none"> <li>○ Effective March 9, 2017, high school students who have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 4 or higher.</li> <li>○ See <a href="#">International Baccalaureate (IB) Credit</a> for courses equivalencies and other information.</li> </ul> <ul style="list-style-type: none"> <li>• <u>Illinois State Seal of Biliteracy</u> - As required by Illinois State Law, CCC recognizes the State Seal of Biliteracy and awards college credit to recipients of the Seal from Illinois High Schools that have been recognized as approved to award the State Seal by the Illinois State Board of Education (ISBE).</li> </ul> <p>b. <b>College Credit by Standardized Examination</b> A student may earn college credit by successfully completing one or more of the following examinations:</p> <ul style="list-style-type: none"> <li>• <a href="#">College-Level Examination Program (CLEP) General Examinations</a></li> <li>• <a href="#">CLEP Foreign Language Examinations (French or Spanish)</a></li> <li>• <a href="#">American Council on the Teaching of Foreign Languages (ACTFL) Foreign Language</a></li> </ul>	<p>earned an IB Diploma will be awarded college-level credit if they receive a score of 4 or higher on their subject examinations. Students who do not hold an IB Diploma but have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 5 or higher.</p> <ul style="list-style-type: none"> <li>○ Effective March 9, 2017, high school students who have successfully completed an individual subject examination will be awarded college level credit for that subject if they achieve a score of 4 or higher.</li> <li>○ See <a href="#">International Baccalaureate (IB) Credit</a> for courses equivalencies and other information.</li> </ul> <ul style="list-style-type: none"> <li>• <u>Illinois State Seal of Biliteracy</u> - As required by Illinois State Law, CCC recognizes the State Seal of Biliteracy and awards college credit to recipients of the Seal from Illinois High Schools that have been recognized as approved to award the State Seal by the Illinois State Board of Education (ISBE).</li> </ul> <p>b. <b>College Credit by Standardized Examination</b> A student may earn college credit by successfully completing one or more of the following examinations:</p> <ul style="list-style-type: none"> <li>• <a href="#">College-Level Examination Program (CLEP) General Examinations</a></li> </ul>	

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<p><u>Examinations (Italian, Arabic, Polish, Chinese or Japanese)</u></p>	<ul style="list-style-type: none"> <li>• <u>CLEP Foreign Language Examinations (French or Spanish)</u></li> <li>• <u>American Council on the Teaching of Foreign Languages (ACTFL) Foreign Language Examinations (Italian, Arabic, Polish, Chinese or Japanese)</u></li> <li>• DANTES Subject Standardized Tests (DSST) Examinations</li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 3.08 Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Grade Designations</a></p> <p>Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC’s student information system. Extra Credit or consideration for grading based on any student-provided monetary or non-academic contribution is prohibited.</p> <p>Grades issued for college coursework are recorded on a student’s permanent academic record and transcript, are used to calculate a student’s Grade Point Average (GPA), serve as the basis for a student’s <a href="#">Academic Standing</a>, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student’s GPA calculation.</p>	<p><b>Section 3.08 Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Grade Designations</a></p> <p>Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC’s student information system. Extra Credit or consideration for grading based on any student-provided monetary or non-academic contribution is prohibited.</p> <p>Grades issued for college coursework are recorded on a student’s permanent academic record and transcript, are used to calculate a student’s Grade Point Average (GPA), serve as the basis for a student’s <a href="#">Academic Standing</a>, and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student’s GPA calculation.</p>	<p><b>Add No Grade (NG) definition</b></p>
<p><b><i>(a) Grading Basis for Remedial, Credit and Skills Courses</i></b></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"> <li>• A, B, C, D, and F; and</li> <li>• Satisfactory (S) / Unsatisfactory (U)</li> </ul> <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> <li>• Students who enroll in A-F courses are graded using the A-F grading basis.</li> <li>• Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.</li> </ul>	<p><b><i>(a) Grading Basis for Remedial, Credit and Skills Courses</i></b></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"> <li>• A, B, C, D, and F; and</li> <li>• Satisfactory (S) / Unsatisfactory (U)</li> </ul> <p>The grading basis is set for each Credit and Skills course.</p> <ul style="list-style-type: none"> <li>• Students who enroll in A-F courses are graded using the A-F grading basis.</li> <li>• Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.</li> </ul>	



**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			Proposed Policy/Procedure			Source & Rationale
<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>	<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>	
S	Satisfactory	-	S	Satisfactory	-	
F	Failure	-	F	Failure	-	
<b>Grades</b>			<b>Grades</b>			
<b>(c) Grading Basis for Adult Education Courses</b>			<b>(c) Grading Basis for Adult Education Courses</b>			
Pre-Defined Table			Pre-Defined Table			
<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>	<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>	
P	Student has completed all course and level requirements and should take a course at the next level.	-	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.	-	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.	-	
<b>Grades</b>			<b>Grades</b>			
<b>(d) Grading Basis for Continuing Education - Professional &amp; Personal Development Courses</b>			<b>(d) Grading Basis for Continuing Education - Professional &amp; Personal Development Courses</b>			
Pre-Defined Table			Pre-Defined Table			
<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>	<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>	
S	Satisfactory	-	S	Satisfactory	-	
U	Unsatisfactory	-	U	Unsatisfactory	-	
<b>Grades</b>			<b>Grades</b>			
			Note: Continuing Education courses had a grading basis of Satisfactory/Fail (S/F) prior to Summer 2023.			

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p data-bbox="44 159 936 212"><b>Grades</b></p> <p data-bbox="44 219 936 280">Note: Continuing Education courses had a grading basis of Satisfactory/Fail (S/F) prior to Summer 2023.</p> <p data-bbox="44 334 936 461">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 data-bbox="92 514 936 1414" style="list-style-type: none"> <li>• ADH – courses from which the student was withdrawn due to a finding of academic dishonesty</li> <li>• ADR – courses from which the student was withdrawn as a result administrative removal from college or classes, if the withdrawal occurred after the Statistical Date</li> <li>• ADW – courses from which the student was administratively withdrawn</li> <li>• AUD – courses that the student audited</li> <li>• MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only)</li> <li>• 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. (<i>Remedial courses only</i>)</li> <li>• VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date</li> <li>• WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date</li> </ul> <p data-bbox="44 1438 936 1500">See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p>	<p data-bbox="961 159 1820 285">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 data-bbox="1010 339 1820 1289" style="list-style-type: none"> <li>• ADH – courses from which the student was withdrawn due to a finding of academic dishonesty</li> <li>• ADR – courses from which the student was withdrawn as a result administrative removal from college or classes, if the withdrawal occurred after the Statistical Date</li> <li>• ADW – courses from which the student was administratively withdrawn</li> <li>• AUD – courses that the student audited</li> <li>• MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only)</li> <li>• <b>NG – No grade recorded</b></li> <li>• 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. (<i>Remedial courses only</i>)</li> <li>• VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date</li> <li>• WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date</li> </ul> <p data-bbox="1052 1320 1751 1382">See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 3.13 Non-Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Non-Grade Designations</a>  <i>Procedures:</i> <a href="#">Non-Grade Designations – Procedures</a>.  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"> <li> <p><b>ADH – Academic Dishonesty Withdrawal</b></p> <p>A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see <a href="#">Academic Integrity and Dishonesty</a>. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> </li> <li> <p><b>ADR – Administrative Removal from College/Class</b></p> <p>In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see <a href="#">Administrative Removal from College</a>.</p> <p><i>When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (<a href="http://www.ccc.edu">www.ccc.edu</a>).</i></p> </li> </ul>	<p><b>Section 3.13 Non-Grade Designations</b></p> <p><i>Policy History:</i> <a href="#">Non-Grade Designations</a>  <i>Procedures:</i> <a href="#">Non-Grade Designations – Procedures</a>.  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"> <li> <p><b>ADH – Academic Dishonesty Withdrawal</b></p> <p>A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see <a href="#">Academic Integrity and Dishonesty</a>. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> </li> <li> <p><b>ADR – Administrative Removal from College/Class</b></p> <p>In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see <a href="#">Administrative Removal from College</a>.</p> <p><i>When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (<a href="http://www.ccc.edu">www.ccc.edu</a>).</i></p> </li> </ul>	<p><b>Add No Grade (NG) definition</b></p>

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

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<p>information.            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 academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory Academic Progress and Academic Standing status. <b>ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation.</b> See <a href="#">Graduation Grade Point Average</a> for more information.            CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>d. <b>AUD – Audit</b>            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>e. <b>I – Incomplete</b>            Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and</p>	<p>may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.            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 academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory Academic Progress and Academic Standing status. <b>ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation.</b> See <a href="#">Graduation Grade Point Average</a> for more information.            CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</p> <p>d. <b>AUD – Audit</b>            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 <a href="#">Class Withdrawals &amp; Refunds</a> for more information)</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>are doing passing work at the end of the course, but who have not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades (and a provisional final grade; see <a href="#">Final Grading, Grading after End of Term (for Incomplete “I” Grades)</a>, and <a href="#">Glossary of Terms</a> for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> <li>• Have completed at least eighty percent (80%) of the course</li> <li>• Be able to complete all remaining course requirements without further classroom instruction</li> </ul> <p>"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 <a href="#">COVID-19 policies appendix</a>. 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"> <li>• <b>NSW – No-Show Withdrawal</b> Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information. <ul style="list-style-type: none"> <li>• Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.</li> </ul> </li> </ul>	<p>e. <b>I – Incomplete</b> Incomplete “I” designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades (and a provisional final grade; see <a href="#">Final Grading, Grading after End of Term (for Incomplete “I” Grades)</a>, and <a href="#">Glossary of Terms</a> for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:</p> <ul style="list-style-type: none"> <li>• Have completed at least eighty percent (80%) of the course</li> <li>• Be able to complete all remaining course requirements without further classroom instruction</li> </ul> <p>"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 <a href="#">COVID-19 policies appendix</a>. 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"> <li>• <b>NSW – No-Show Withdrawal</b> Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor, be</li> </ul>	

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<ul style="list-style-type: none"> <li>• Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.</li> <li>• <b>NSW – No-Show Withdrawal from Online Courses</b> Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy). See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</li> </ul> <p>Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see <a href="#">Learning Management System</a>), or acknowledging that you have read the syllabus.</p> <p>Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <ul style="list-style-type: none"> <li>• <b>RNS – Reinstatement (in a Class)</b> <ul style="list-style-type: none"> <li>• Students may not be reinstated after the last date (available on <a href="#">my.ccc.edu</a>) for student initiated withdrawals (WTH).</li> <li>• A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.</li> <li>• A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal</li> </ul> </li> </ul>	<p>reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <ul style="list-style-type: none"> <li>• Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.</li> <li>• Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.</li> </ul> <ul style="list-style-type: none"> <li>• <b>NSW – No-Show Withdrawal from Online Courses</b> Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see <a href="#">No-Show Withdrawals (NSW) &amp; Refunds</a> for information about the NSW refund policy). See <a href="#">Glossary of Terms</a> for more information about the Statistical (STAT) Date.</li> </ul> <p>Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see <a href="#">Learning Management System</a>), or acknowledging that you have read the syllabus.</p> <p>Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See <a href="#">RNS – Reinstatement (in a Class)</a> for more information.</p> <ul style="list-style-type: none"> <li>• <b>RNS – Reinstatement (in a Class)</b></li> </ul>	



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<p>(ADW) may not elect to withdraw (WTH) from the class at a later time.</p> <ul style="list-style-type: none"> <li>A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).</li> </ul> <ul style="list-style-type: none"> <li><b>VMW – Voluntary Medical Withdrawal</b> A student who is experiencing a physical or mental health issue that significantly interferes with the student’s wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student’s request. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</li> <li><b>WTH – Class Drop or Withdrawal</b> <b>It is the student’s responsibility to officially drop or withdraw from classes.</b> A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see <a href="#">Class Withdrawals &amp; Refunds</a>). A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on <a href="#">my.ccc.edu</a>). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student may drop or withdraw from a class (WTH) by</li> </ul>	<ul style="list-style-type: none"> <li>Students may not be reinstated after the last date (available on <a href="#">my.ccc.edu</a>) for student initiated withdrawals (WTH).</li> <li>A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.</li> <li>A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.</li> <li>A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).</li> </ul> <ul style="list-style-type: none"> <li><b>VMW – Voluntary Medical Withdrawal</b> A student who is experiencing a physical or mental health issue that significantly interferes with the student’s wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student’s request. CCC policies for class withdrawals and refunds apply (see <a href="#">Class Withdrawals &amp; Refunds</a> for more information).</li> <li><b>WTH – Class Drop or Withdrawal</b> <b>It is the student’s responsibility to officially drop or withdraw from classes.</b> A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may</li> </ul>	

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

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<ul style="list-style-type: none"> <li>• <b>MP (Making Progress) Making Progress.</b> (Remedial Credit Only) Student progressed in the class but did not meet all learning outcomes to move to the next level.</li> <li>• <b>TMP (Temporary) (Remedial courses only)</b> 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.  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.  Students who receive T are required to enroll in a supplemental 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).  TMP is not calculated in the GPA and does not satisfy prerequisite requirements.</li> </ul>	<p>be readmitted into that class for the remainder of the term.</p> <ul style="list-style-type: none"> <li>• <b>NC (No Credit)</b> For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student must opt for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade.</li> <li>• <b>MP (Making Progress) Making Progress.</b>(Remedial Credit Only) Student progressed in the class but did not meet all learning outcomes to move to the next level.</li> <li>• <b>TMP (Temporary) (Remedial courses only)</b> 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.  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.  Students who receive T are required to enroll in a supplemental 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).  TMP is not calculated in the GPA and does not satisfy prerequisite requirements.</li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.01 Residency</b></p> <p><i>Policy History:</i> <a href="#">Residency</a>  <i>Procedures:</i> <a href="#">Residency – Procedures</a>.</p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p> <p>a. <b>Definition of an Independent Student</b>  CCC uses Federal Student Aid 's definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p> <p>b. <b>Residency Verification – New Students</b>  New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>c. <b>Residency Verification – Independent Students</b>  Independent students must verify their residency by presenting at least one of the preferred documents in the student's name listed below:</p> <ul style="list-style-type: none"> <li>Valid driver's license, State of Illinois, or City of Chicago identification card</li> </ul>	<ul style="list-style-type: none"> <li><b>NG (No Grade Recorded)</b> No grade was submitted by the instructor following final grade roll.</li> </ul> <p><b>Section 6.01 Residency</b></p> <p><i>Policy History:</i> <a href="#">Residency</a>  <i>Procedures:</i> <a href="#">Residency – Procedures</a>.</p> <p>For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.</p> <p>a. <b>Definition of an Independent Student</b>  CCC uses Federal Student Aid 's definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.</p> <p>b. <b>Residency Verification – New Students</b>  New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.</p> <p>c. <b>Residency Verification – Independent Students</b>  Independent students must verify their residency by presenting at least one of the preferred documents in the student's name listed below:</p> <ul style="list-style-type: none"> <li>Valid driver's license, State of Illinois, or City of Chicago identification card</li> </ul>	<p><b>Clarify dependent student documentation and clarification on in and out of district tuition qualifications for specific populations</b></p>

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<ul style="list-style-type: none"> <li>• Valid voter registration card</li> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, home internet/cable, or home phone (mobile phone bills are not accepted)</li> <li>• Valid Foreign Consular ID card that includes a current address</li> <li>• Current orders or a letter from Command for military service persons</li> <li>• Signed letter on letterhead from a homeless shelter confirming residency in the shelter</li> <li>• Bank statement (dated within 90 days prior to verification)</li> <li>• Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> <li>○ CPS transcript must be official: <ul style="list-style-type: none"> <li>▪ Mailed from CPS in sealed envelope, or</li> <li>▪ Sent from CPS electronically via secure vendor, or</li> <li>▪ Hand delivered from student or other designee in sealed envelope from CPS</li> </ul> </li> <li>○ CPS transcript must show senior year semester either in progress, completed, or graduation date <ul style="list-style-type: none"> <li>▪ For Early College students only, semester in progress may be sophomore, junior, or senior year</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Valid voter registration card</li> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, home internet/cable, or home phone (mobile phone bills are not accepted)</li> <li>• Valid Foreign Consular ID card that includes a current address</li> <li>• Current orders or a letter from Command for military service persons</li> <li>• Signed letter on letterhead from a homeless shelter confirming residency in the shelter</li> <li>• Bank statement (dated within 90 days prior to verification)</li> <li>• Chicago Public Schools (CPS) transcript that meets each of the following four requirements: <ul style="list-style-type: none"> <li>○ CPS transcript must be official: <ul style="list-style-type: none"> <li>▪ Mailed from CPS in sealed envelope, or</li> <li>▪ Sent from CPS electronically via secure vendor, or</li> <li>▪ Hand delivered from student or other designee in sealed envelope from CPS</li> </ul> </li> <li>○ CPS transcript must show senior year semester either in progress, completed, or graduation date <ul style="list-style-type: none"> <li>▪ For Early College students only, semester in progress may be</li> </ul> </li> </ul> </li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>○ CPS transcript address must match CCC records from admission application</li> <li>○ CPS transcript can be used: <ul style="list-style-type: none"> <li>▪ While enrolled at CPS, or</li> <li>▪ Up to nine (9) months after the graduation date from CPS, or</li> <li>▪ If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcripted</li> </ul> </li> </ul> <p>d. <b>Residency Verification – Dependent Students</b>  <del>Dependent students are those who do not meet the definition of an independent student, above. Dependent students must verify residency by presenting the above (Independent Students) documents and/or the following document(s) in the parent’s name at the student’s address:</del></p> <ul style="list-style-type: none"> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)</li> <li>• Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification documents. For more information, see Early College Program.</li> </ul>	<p>sophomore, junior, or senior year</p> <ul style="list-style-type: none"> <li>○ CPS transcript address must match CCC records from admission application</li> <li>○ CPS transcript can be used: <ul style="list-style-type: none"> <li>▪ While enrolled at CPS, or</li> <li>▪ Up to nine (9) months after the graduation date from CPS, or</li> <li>▪ If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcript</li> </ul> </li> </ul> <p>d. <b>Residency Verification – Dependent Students</b>  Dependent students must verify residency by presenting a birth certificate or parent/guardian's tax forms indicating the student as a dependent or a letter of guardianship/court order AND one of the above (Independent Students) documents or the following document(s) in the parent/guardian's name at the student’s address:</p> <ul style="list-style-type: none"> <li>• Copy of current lease or mortgage statement</li> <li>• Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)</li> <li>• Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification documents. For</li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>e. <b>Residency Verification – Returning Students</b> The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> <li>• Students with a Discontinued status</li> <li>• Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.</li> </ul> <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>f. <b>Student’s Responsibility to Maintain Current Address</b> <b>Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.</b> Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>g. <b>In-District Students</b> To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. <del>Pursuant to IL Public Act 101-0424,</del> any student on active military duty or who is receiving veteran’s educational benefits, is deemed “in district” for tuition purposes for any academic quarter, semester, or term, as applicable. Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran’s educational benefits to the campus Veteran Student Services office to obtain verification.</p>	<p>more information, see Early College Program.</p> <p>e. <b>Residency Verification – Returning Students</b> The following types of returning students must verify their residency (upon readmission):</p> <ul style="list-style-type: none"> <li>• Students with a Discontinued status</li> <li>• Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.</li> </ul> <p>See Former Students Returning to the City Colleges of Chicago and Discontinued Students.</p> <p>f. <b>Student’s Responsibility to Maintain Current Address</b> <b>Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.</b> Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p> <p>g. <b>In-District Students</b> To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term.</p> <p><b>Exceptions to in-district residency requirements for tuition purposes only:</b> Students who meet the following criteria are considered In-District even if they have not met the 30-day residency requirement:</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>h. <b>Out-of-District Students</b>  Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p> <p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks &amp; Cooperative Agreements.</p> <p>i. <b>Out-of-State Students</b>  Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>j. <b>International Students</b>  In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student’s application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of employment documents and visa</li> <li>• Proof of City of Chicago residency</li> <li>• Letter from employer authorizing college attendance</li> <li>• Proof of age for dependent visa holders</li> </ul> <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder’s application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category.</p>	<p>- Any student on active military duty or who is receiving veteran’s educational benefits, is deemed “in district” for tuition purposes for any academic term, as applicable.</p> <ul style="list-style-type: none"> <li>- Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran’s educational benefits to the campus Veteran Student Services office to obtain verification.</li> <li>- Students who qualify for an in-district tuition waiver program, listed in procedures (link procedures);</li> <li>- Students who move from outside of the state or district and who obtain residence in the district for reasons other than attending classes at a community college; <ul style="list-style-type: none"> <li>- Student must demonstrate through documentation a verifiable interest in establishing residency.</li> </ul> </li> <li>- Students who are under legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district; or <ul style="list-style-type: none"> <li>- Documentation may be submitted by a caseworker, or other personnel of the Department or the student’s attorney or guardian ad litem.</li> </ul> </li> </ul> <p>h. <b>Out-of-District Students</b>  Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.</p> <p><b>Provisions to 30-day residency:</b>  Students who meet the following criteria are considered Out -of-District even if they have met the 30-day residency requirement:</p> <ul style="list-style-type: none"> <li>- Federal job corps workers stationed in-district;</li> </ul>	



Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p> <p>k. <b>Online Learning Students</b> For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>l. <b>Adult Education Students</b> All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> <li>Students who reside outside of the State of Illinois, and</li> </ul>	<ul style="list-style-type: none"> <li>Inmates of state or federal correctional/rehabilitation institutions location in the district;</li> <li>Full-time students attending a postsecondary education institution in the district who have not demonstrated through documentation a verifiable interest in establishing residency; or</li> <li>Students attending under a chargeback or contractual agreement with another community college</li> </ul> <p><b>Exceptions to 30 day Out-of-District residency requirement:</b> Students will be classified as out-of-district without meeting the 30-day residency requirement, if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>Federal job corps workers stationed in Illinois;</li> <li>Members of the armed services stationed in Illinois;</li> <li>Inmates of State correctional/rehabilitation institutions located in Illinois; or</li> <li>Employed full time in Illinois</li> </ul> <p>Students residing outside of Chicago or occupying a Chicago dwelling for purposes of attending a post-secondary educational institution are charged out-of-district tuition.</p> <p>Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks &amp; Cooperative Agreements.</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>• Students holding an F-1 academic student or J-1 visa.</li> </ul> <p>m. <b>Alternate Residency Certification</b>            If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.</p>	<p>i. <b>Out-of-State Students</b>            Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.</p> <p>j. <b>International Students</b>            In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student's application should be accompanied by documentation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of employment documents and visa</li> <li>• Proof of City of Chicago residency</li> <li>• Letter from employer authorizing college attendance</li> <li>• Proof of age for dependent visa holders</li> </ul> <p>Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder's application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category.            Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.</p> <p>Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	<p>Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.</p> <p>Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.</p> <p>k. <b>Online Learning Students</b>  For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.</p> <p>l. <b>Adult Education Students</b>  All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:</p> <ul style="list-style-type: none"> <li>• Students who reside outside of the State of Illinois, and</li> <li>• Students holding an F-1 academic student or J-1 visa.</li> </ul> <p>m. <b>Alternate Residency Certification</b>  If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.</p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.01 Residency – Procedures</b></p> <p><i>Policy: <a href="#">Residency</a>.</i>  <i>Dependency status may be confirmed with the <a href="#">Financial Aid Office</a>.</i>  <i>New students should verify their residency at the <a href="#">Admissions Office</a>.</i>  <i>Continuing and returning students should visit the <a href="#">Office of the Registrar</a> for residency verification and updates.</i>  <i>All students may view their official address by visiting <a href="#">my.ccc.edu</a>. Students may <a href="#">update their official address</a> by visiting the <a href="#">Office of the Registrar</a> (<a href="#">see Student 's Responsibility to Maintain Current Address</a>). Note: students must change their official address no later than the first day of the term for their new address to apply to the current term (<a href="#">see In-District Students</a>). After the first day of the term, official address changes will apply for the next term for purposes of residency and tuition calculations.</i>  <i>If CCC sends mail to a student which is returned by the U.S. Postal Service, a “bad address” indicator will be placed on the student’s account, which will prevent future enrollment until a valid address is confirmed. Students with a bad address indicator must provide two separate verification items from the list above, and have their address updated and bad address indicator removed at the <a href="#">Office of the Registrar</a>.</i>  <i>Document(s) submitted as proof of residency may be subject to further verification.</i></p>	<p><b>Section 6.01 Residency – Procedures</b></p> <p><i>Policy: <a href="#">Residency</a>.</i>  <i>Dependency status may be confirmed by providing approved documentation to the Admissions Office.</i>  <i>New students should verify their residency at the <a href="#">Admissions Office</a>.</i>  <i>Continuing and returning students should visit the <a href="#">Office of the Registrar</a> for residency verification and updates.</i>  <i>All students may view their official address by visiting <a href="#">my.ccc.edu</a>. Students may <a href="#">update their official address</a> by visiting the <a href="#">Office of the Registrar</a> (<a href="#">see Student 's Responsibility to Maintain Current Address</a>). Note: students must change their official address no later than the first day of the term for their new address to apply to the current term (<a href="#">see In-District Students</a>). After the first day of the term, official address changes will apply for the next term for purposes of residency and tuition calculations.</i>  <i>If CCC sends mail to a student which is returned by the U.S. Postal Service, a “bad address” indicator will be placed on the student’s account, which will prevent future enrollment until a valid address is confirmed. Students with a bad address indicator must provide two separate verification items from the list above, and have their address updated and bad address indicator removed at the <a href="#">Office of the Registrar</a>.</i>  <i>Document(s) submitted as proof of residency may be subject to further verification.</i></p>	<p><b>Clarify where a student can submit dependent student documentation</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.04 Financial Obligation – Procedures</b></p> <p><i>Policy:</i> <a href="#">Financial Obligation</a>.</p> <p>a. <b>Students Financial Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. <a href="#">See Class Withdrawals &amp; Refunds</a> for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.</li> <li>• Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.</li> <li>• If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student’s financial aid and may result in an unpaid balance which is the student’s responsibility.</li> <li>• If a student’s account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.</li> <li>• Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.</li> </ul> <p>b. <b>Payment Arrangements</b></p> <p><b><i>Failure to make payment arrangements may result in the student being dropped from his/her classes.</i></b></p> <p><b><i>Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (<a href="#">see WTH – Class Drop or Withdrawal</a>).</i></b></p> <p>c. <b>Delinquent Accounts</b></p> <p><i>A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any career</i></p>	<p><b>Section 6.04 Financial Obligation – Procedures</b></p> <p><i>Policy:</i> <a href="#">Financial Obligation</a>.</p> <p>b. <b>Students Financial Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. <a href="#">See Class Withdrawals &amp; Refunds</a> for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.</li> <li>• Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.</li> <li>• If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student’s financial aid and may result in an unpaid balance which is the student’s responsibility.</li> <li>• If a student’s account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.</li> <li>• Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.</li> </ul> <p>c. <b>Payment Arrangements</b></p> <p><b><i>Failure to make payment arrangements may result in the student being dropped from his/her classes.</i></b></p> <p><b><i>Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (<a href="#">see WTH – Class Drop or Withdrawal</a>).</i></b></p>	<p><b>Clarify delinquent account enrollment exceptions for Adult Education students</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>program/plan will not be allowed to register for classes until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register for classes at any CCC college.</i></p> <p><b>d. Student Defaults</b>  <i>If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.</i></p> <p><b>e. Appeals of Tuition and/or Other Charges</b>  <i>Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account.</i>  <i>Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.</i></p>	<p><b>d. Delinquent Accounts</b>  <i>A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any *career program/plan will not be allowed to register for classes until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register for classes at any CCC college.</i>  <i>*Note: Delinquencies that are due to tuition or class charges will not prohibit enrollment in an Adult Education class.</i></p> <p><b>e. Student Defaults</b>  <i>If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.</i></p> <p><b>f. Appeals of Tuition and/or Other Charges</b>  <i>Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account.</i>  <i>Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.</i></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.06 Tuition Waiver Programs – Discretionary – Procedures</b></p> <p>Policy: <a href="#">Tuition Waiver Programs – Discretionary</a>.</p> <ul style="list-style-type: none"> <li><b>Chicago Star Scholarship</b></li> </ul> <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"> <li><i>Graduate from a Chicago -based partnered high schools <ul style="list-style-type: none"> <li><i>Chicago Public Schools (CPS) or Chicago charter/options high school</i></li> <li><i>Partnered Big Shoulders Fund Catholic high schools</i></li> </ul> </i></li> <li><i>Have a cumulative high school GPA of 3.0 or higher (weighted or unweighted)</i></li> <li><i>Enroll in one of City Colleges’ structured, relevant degree programs</i></li> <li><i>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)</i></li> </ul> <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. Misuse of Star Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.</i></p>	<p><b>Section 6.06 Tuition Waiver Programs – Discretionary – Procedures</b></p> <p>Policy: <a href="#">Tuition Waiver Programs – Discretionary</a>.</p> <p><b>Application of Tuition Waivers and Other Tuition-Restricted Funds.</b></p> <p><b>Discretionary tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.</b></p> <ul style="list-style-type: none"> <li><b>Chicago Star Scholarship</b></li> </ul> <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"> <li><i>Graduate from a Chicago -based partnered high schools <ul style="list-style-type: none"> <li><i>Chicago Public Schools (CPS) or Chicago charter/options high school</i></li> <li><i>Partnered Big Shoulders Fund Catholic high schools</i></li> </ul> </i></li> <li><i>Have a cumulative high school GPA of 3.0 or higher (weighted or unweighted)</i></li> <li><i>Enroll in one of City Colleges’ structured, relevant degree programs</i></li> <li><i>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</i></li> </ul>	<p><b>Clarify how tuition waivers are applied</b></p> <p><b>Update SGA language</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>• <b>CCC Academic Achievement Award</b></li> </ul> <p>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</p> <ul style="list-style-type: none"> <li>• Academic achievement: <ul style="list-style-type: none"> <li>• Cumulative high school GPA of 3.0 or above, or</li> <li>• GED® score of 680 or above and passing score on each of the four (4) content areas, or</li> <li>• Cumulative GPA of 3.0 or above, which must be maintained</li> </ul> </li> <li>• Chicago residency and eligible for in-district tuition rates</li> <li>• Full-time enrollment in a degree or certificate program for term</li> <li>• Any other attributes recognized, in the College President's judgment, as warranting consideration</li> <li>• Award is decided by committee based on President recommendation</li> </ul> <ul style="list-style-type: none"> <li>• <b>CCC Service Award</b></li> </ul> <p>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</p> <ul style="list-style-type: none"> <li>• Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (<a href="#">see Academic Standing</a>)</li> <li>• Chicago residency and eligible for in-district tuition rates</li> <li>• Full-time enrollment in a degree or certificate program for term</li> <li>• Recognized documented (describe type and level of service provided) service to the college community</li> </ul>	<p>completing the “Chicago Star Scholarship Certification of Ineligibility to complete FAFSA” form)</p> <p>Chicago Star Scholars have up to three (3) years of scholarship eligibility starting from the first Fall semester after their high school graduation date, regardless of when they begin their program. Star scholarship funding ends upon degree completion or reaching the scholarship expiration date, whichever comes first. They must start at City Colleges no later than the third term (excluding Summer term) or second Fall semester following their high school graduation and must maintain program eligibility requirements. The Chicago Star Scholarship program is open to undocumented students. Misuse of Star Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.</p> <ul style="list-style-type: none"> <li>• <b>CCC Academic Achievement Award</b></li> </ul> <p>The College President may recommend CCC Academic Waivers to students with academic potential shown by:</p> <ul style="list-style-type: none"> <li>• Academic achievement: <ul style="list-style-type: none"> <li>○ Cumulative high school GPA of 3.0 or above, or</li> <li>○ GED® score of 680 or above and passing score on each of the four (4) content areas, or</li> <li>○ Cumulative GPA of 3.0 or above, which must be maintained</li> </ul> </li> <li>• Chicago residency and eligible for in-district tuition rates</li> <li>• Full-time enrollment in a degree or certificate program for term</li> <li>• Any other attributes recognized, in the College President's judgment, as warranting consideration</li> <li>• Award is decided by committee based on President recommendation</li> </ul> <ul style="list-style-type: none"> <li>• <b>CCC Service Award</b></li> </ul>	



Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<ul style="list-style-type: none"> <li>• Any other attributes recognized, in the College President's judgment, as warranting consideration</li> <li>• Award is decided by committee based on President recommendation</li> </ul> <p><b>Student Government Association (SGA)</b>  For students serving as a member of the SGA Executive Leadership Team, the City Colleges will waive up to a <del>specified amount of tuition</del> 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:</p> <ul style="list-style-type: none"> <li>• Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted</li> <li>• Maintain a cumulative and term GPA of 2.75 or higher</li> <li>• 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)</li> <li>• Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic &amp; Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals</li> <li>• 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</li> <li>• The SGA waiver applies only to classes required for the student's academic program</li> </ul> <p><b>Gateway Scholarship</b></p>	<p>The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:</p> <ul style="list-style-type: none"> <li>• Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (<a href="#">see Academic Standing</a>)</li> <li>• Chicago residency and eligible for in-district tuition rates</li> <li>• Full-time enrollment in a degree or certificate program for term</li> <li>• Recognized documented (describe type and level of service provided) service to the college community</li> <li>• Any other attributes recognized, in the College President's judgment, as warranting consideration</li> <li>• Award is decided by committee based on President recommendation</li> </ul> <p><b>Student Government Association (SGA)</b>  For students serving as a member of the SGA Executive Leadership Team, CCC will waive up to a maximum of 18 credit hours per term for students who meet all eligibility criteria and remain in good standing. Eligible student SGA Executive Leadership Team will receive the in-district tuition rate. City of Chicago residency is not required to be eligible for the waiver. 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:</p> <ul style="list-style-type: none"> <li>• Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted</li> <li>• Maintain a cumulative and term GPA of 2.75 or higher</li> <li>• Apply for financial aid by completing the FAFSA for the appropriate academic year (this requirement can be</li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<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"> <li>• Complete one or more Adult Education classes at City Colleges during the prior or current academic year</li> <li>• Qualify for in-district tuition by either living in Chicago or working full-time in Chicago</li> <li>• Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term</li> <li>• Complete the online credit application</li> <li>• Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL)</li> <li>• Take the ALEKS placement exam and score a 30 or higher or placement into Math 90.</li> <li>• Enroll in at least six credit hours in their first term, which must include English.*</li> </ul> <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"> <li>• <b>Athletic Tuition Waiver Policy</b></li> </ul> <p><i>Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is defined by the NJCAA as an "Athletic Scholarship" that provides financial assistance to a student from any source because of his or her athletic capabilities.</i></p>	<p><i>waived if the applicant does not qualify for financial aid due to citizenship status)</i></p> <ul style="list-style-type: none"> <li>• <i>Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic &amp; Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals</i></li> <li>• <i>Apply for the tuition waiver at the <b>beginning</b> of each term and submit the completed application to the Dean of Student Services <b>or college designee</b> before the first day of class of the following term to be considered eligible</i></li> <li>• <i>The SGA waiver applies only to classes required for the student's academic program</i></li> </ul> <p><b>Gateway Scholarship</b>  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"> <li>• Complete one or more Adult Education classes at City Colleges during the prior or current academic year</li> <li>• Qualify for in-district tuition by either living in Chicago or working full-time in Chicago</li> <li>• Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term</li> <li>• Complete the online credit application</li> <li>• Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL)</li> <li>• Take the ALEKS placement exam and score a 30 or higher or placement into Math 90.</li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<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.</i></p> <p><i>The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete's academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic &amp; Student Policy.</i></p>	<ul style="list-style-type: none"> <li>• Enroll in at least six credit hours in their first term, which must include English.*</li> </ul> <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"> <li>• <b>Athletic Tuition Waiver Policy</b></li> </ul> <p><i>Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is defined by the NJCAA as an "Athletic Scholarship" that provides financial assistance to a student from any source because of his or her athletic capabilities.</i></p> <p><i>In accordance with NJCAA regulations, waivers are available to sport offerings designated as Division I or Division II. CCC may offer waivers not to exceed the cost of in-district full-time tuition and up to a specified amount per term for required course-related books and course required supplies. 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</i></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>NJCAA athletic scholarship rules and regulations can be found in the <a href="#">NJCAA Handbook &amp; Casebook</a>.</p> <ul style="list-style-type: none"> <li><b>Non-Resident Working in the City of Chicago</b></li> </ul> <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"> <li><i>A recent pay stub, and</i></li> <li><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></li> </ul> <p><i>Students with Out-of State residency are not eligible for In-District tuition.</i></p> <ul style="list-style-type: none"> <li><b>Chicago Police and Firefighters Training Academy (CPFTA)</b></li> </ul> <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. The waiver is awarded to high school graduates of the academy. Eligible awardees must maintain enrollment in a degree granting program during the award period. The waiver will cover the cost of tuition associated with college credit course work. The waiver may be used in the Fall and Spring terms only. The waiver is renewable for two consecutive terms, however, students must apply each term and maintain the required grade point to qualify for continued eligibility. Students are required to apply for federal and state financial aid programs. Students whose financial aid covers tuition charges are not eligible to receive a waiver. Students with remaining direct need after financial aid funds have been applied will have the difference of the applicable charges waived.</i></p> <ul style="list-style-type: none"> <li>Employee, Spouse/Domestic Partner and Dependents</li> </ul>	<p><i>confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department.</i></p> <p><i>The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete's academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic &amp; Student Policy.</i></p> <p><i>NJCAA athletic scholarship rules and regulations can be found in the <a href="#">NJCAA Handbook &amp; Casebook</a>.</i></p> <ul style="list-style-type: none"> <li><b>Non-Resident Working in the City of Chicago</b></li> </ul> <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"> <li><i>A recent pay stub, and</i></li> <li><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></li> </ul> <p><i>Students with Out-of State residency are not eligible for In-District tuition.</i></p> <ul style="list-style-type: none"> <li><b>Chicago Police and Firefighters Training Academy (CPFTA)</b></li> </ul> <p><i>The (CPFTA) program provides training for high school students interested in careers in public safety, law enforcement, criminal</i></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<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"> <li> <p><b>Debt Forgiveness</b></p> <p><i>Circumstances arise where a student may request a tuition waiver (based on a personal situation, emergency circumstances, or potential institutional error). In these cases, the student must complete and submit a written Debt Forgiveness Petition and supporting documentation to the College Business Office for review by the Petition Waiver Committee.</i></p> <p><i>Appeals must be submitted within thirty (30) calendar days following the end date of term in which the disputed charges(s) were posted in student information system. Appeals submitted after the thirty (30) day-time period will not be considered unless the student provides valid documentation that shows he/she was medically incapacitated or incarcerated, and therefore, unable to appeal during the thirty (30) day timeframe. At the discretion of administrative staff, exceptions may be made to appeals submitted after the thirty (30) day-time period.</i></p> <p><i>The student will receive a decision by the Petition Waiver Committee in writing; although a Debt Forgiveness Waiver will only be granted if it is determined by the committee that there is an institutional error or the student is able to demonstrate that documented mitigating circumstances led to the debt and contribute to the student's inability to repay the debt. The decision of the College Petition Waiver Committee is final and is not subject to appeal.</i></p> <p><i>Processing an Institutional Error</i></p> <p><i>When there is a dispute over the validity of charges on a student account, CCC staff will research to determine if an institutional error exists and whether the correction of the error requires adjustment to the amount of debt owed by the student. A CCC employee must complete the Debt Forgiveness Petition form, verify, and document</i></p> </li> </ul>	<p><i>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. 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> <ul style="list-style-type: none"> <li>Employee, Spouse/Domestic Partner and Dependents</li> </ul> <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"> <li> <p><b>Debt Forgiveness</b></p> <p><i>Circumstances arise where a student may request a tuition waiver (based on a personal situation, <b>financial hardship</b>, 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</i></p> </li> </ul>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>the existence of an institutional error. All institutional errors will require review by the Petition Waiver Committee. If the committee approves the appeal for institutional error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.</i></p>	<p><i>medically incapacitated or incarcerated, and therefore, unable to appeal during the thirty (30) day timeframe. At the discretion of administrative staff, exceptions may be made to appeals submitted after the thirty (30) day-time period.</i></p> <p><i>The student will receive a decision by the Petition Waiver Committee in writing; although a Debt Forgiveness Waiver will only be granted if it is determined by the committee that there is an institutional error or the student is able to demonstrate that documented mitigating circumstances led to the debt and contribute to the student's inability to repay the debt. The decision of the College Petition Waiver Committee is final and is not subject to appeal.</i></p> <p><i>Processing an Institutional Error</i></p> <p><i>When there is a dispute over the validity of charges on a student account, CCC staff will research to determine if an institutional error exists and whether the correction of the error requires adjustment to the amount of debt owed by the student. A CCC employee must complete the Debt Forgiveness Petition form, verify, and document the existence of an institutional error. All institutional errors will require review by the Petition Waiver Committee. If the committee approves the appeal for institutional error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.</i></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.07 Tuition Waiver Programs – State – Procedures</b></p> <p>Policy: <a href="#">Tuition Waiver Programs – State.</a></p> <p>a. <b>Senior Citizens (age 65 or older)</b></p> <p><i>Eligible senior citizens (age 65 or older) may register in credit classes tuition-free. Seniors are not required to apply for financial aid to receive a Senior Tuition Waiver. Details are as follows:</i></p> <ul style="list-style-type: none"> <li>• <b>Qualifications:</b> Senior Citizens (Seniors) must: <ul style="list-style-type: none"> <li>○ Be residents of the City of Chicago (<a href="#">see Residency</a>).</li> <li>○ Be age sixty-five (65) or older on the date of registration; acceptable documents to verify age include a valid state issued driver’s license, state issued ID card, or U.S. Passport.</li> <li>○ Have an annual household income less than the threshold amount provided in Section 4 of the "Senior Citizens and Disabled Persons Property Tax Relief Act", approved July 17, 1972, as amended. (Source: P.A. 97-689, eff. 6-14-12.)</li> </ul> </li> <li>• <b>When to register:</b> Tuition-free registration is available each term beginning on Monday of the week prior to the week during which classes start, subject to space availability. Seniors may register at any other time during the registration cycle, but will not qualify for the Senior Tuition Waiver.</li> <li>• <b>Charges:</b> Seniors are responsible for paying all applicable charges.</li> <li>• <b>Credit:</b> As for all enrolled students in academic courses, Seniors will earn a course grade and credit unless the Senior is auditing the course. Note: audited courses do not qualify for Senior Tuition Waivers.</li> </ul>	<p><b>Section 6.07 Tuition Waiver Programs – State – Procedures</b></p> <p>Policy: <a href="#">Tuition Waiver Programs – State.</a></p> <p><b>Application of Tuition Waivers and Other Tuition-Restricted Funds.</b></p> <p><b>State tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.</b></p> <p>a. <b>Senior Citizens (age 65 or older)</b></p> <p><i>Eligible senior citizens (age 65 or older) may register in credit classes tuition-free. Seniors are not required to apply for financial aid to receive a Senior Tuition Waiver. Details are as follows:</i></p> <ul style="list-style-type: none"> <li>• <b>Qualifications:</b> Senior Citizens (Seniors) must: <ul style="list-style-type: none"> <li>○ Be residents of the City of Chicago (<a href="#">see Residency</a>).</li> <li>○ Be age sixty-five (65) or older on the date of registration; acceptable documents to verify age include a valid state issued driver’s license, state issued ID card, or U.S. Passport.</li> <li>○ Have an annual household income less than the threshold amount provided in Section 4 of the "Senior Citizens and Disabled Persons Property Tax Relief Act", approved July 17, 1972, as amended. (Source: P.A. 97-689, eff. 6-14-12.)</li> </ul> </li> <li>• <b>When to register:</b> Tuition-free registration is available each term beginning on Monday of the week prior to the week during which classes start, subject to space</li> </ul>	<p><b>Clarify how tuition waivers are applied.</b></p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>b. DCFS Scholarship (20 ILCS 505/8)</b></p> <p><i>Each year the Department of Child and Family Services (DCFS) selects a maximum of 53 scholarship recipients (at least four of whom shall be children of veterans) from among the youth under care, youth who aged out of care at age 18 or older, or youth formerly under care who have been adopted or are in a guardianship placement. Selected youth must earned a high school diploma from a public school district or a recognized nonpublic school or a high school equivalency certificate or who have met the State criteria for high school graduation. Scholarship recipients shall be eligible for scholarships and fee waivers which will entitle them to four (4) consecutive years of community college, university, or college education. Selection shall be made on the basis of scholastic record, aptitude, and general interest in higher education. In accordance with this Act, tuition scholarships and fee waivers shall be available to such students at any university or college maintained by the State of Illinois. The Scholarship applies to full-time students (12+ credits) and includes a tuition wavier, book voucher (<b>only waived if Financial Aid does not cover books and supplies</b>), monthly stipend (State paid), and State provided medical card until age 23. Students are required to attend summer school (6+ credits) to maintain their monthly stipend during the summer months.</i></p> <p><b>c. Illinois Veteran Grant (IVG) (110 ILCS 947/40)</b></p> <p><i>The IVG Program pays tuition and mandatory charges for undergraduates for honorably discharged veterans with at least one year of full-time active duty, or who served in a foreign country during a time of hostilities in that country regardless of length of service or was medically discharged for service related reasons or discharged prior to August 11, 1967. Veterans residing out-of-district will qualify for in-district tuition. The Veteran Certifying Official (located in the <a href="#">Financial Aid Office</a>) can assist the student in determining his/her eligibility for the IVG Grant. For more information about veterans benefits and repeating courses, <a href="#">see Veterans Education Benefits</a> and <a href="#">Repeating &amp; Retaking Courses</a>.</i></p> <p><b>d. Illinois National Guard (ING) Grant (110 ILCS 947/45)</b></p> <p><i>The Illinois National Guard Grant pays tuition and eligible charges for eligible members of the Illinois National Guard. The Veteran Certifying Official (located in the <a href="#">Financial Aid Office</a>) can assist the student in determining his/her eligibility for the ING Grant. Veterans</i></p>	<p><i>availability. Seniors may register at any other time during the registration cycle, but will not qualify for the Senior Tuition Waiver.</i></p> <ul style="list-style-type: none"> <li><b>Charges:</b> Seniors are responsible for paying all applicable charges.</li> <li><b>Credit:</b> As for all enrolled students in academic courses, Seniors will earn a course grade and credit unless the Senior is auditing the course. Note: audited courses do not qualify for Senior Tuition Waivers.</li> </ul> <p><b>b. DCFS Scholarship (20 ILCS 505/8)</b></p> <p><i>Each year the Department of Child and Family Services (DCFS) selects a maximum of 53 scholarship recipients (at least four of whom shall be children of veterans) from among the youth under care, youth who aged out of care at age 18 or older, or youth formerly under care who have been adopted or are in a guardianship placement. Selected youth must earned a high school diploma from a public school district or a recognized nonpublic school or a high school equivalency certificate or who have met the State criteria for high school graduation. Scholarship recipients shall be eligible for scholarships and fee waivers which will entitle them to four (4) consecutive years of community college, university, or college education. Selection shall be made on the basis of scholastic record, aptitude, and general interest in higher education. In accordance with this Act, tuition scholarships and fee waivers shall be available to such students at any university or college maintained by the State of Illinois. The Scholarship applies to full-time students (12+ credits) and includes a tuition wavier, book voucher (<b>only waived if Financial Aid does not cover books and supplies</b>), monthly stipend (State paid), and State provided medical card until age 23. Students are required to attend summer school (6+ credits) to maintain their monthly stipend during the summer months.</i></p> <p><b>c. Illinois Veteran Grant (IVG) (110 ILCS 947/40)</b></p> <p><i>The IVG Program pays tuition and mandatory charges for undergraduates for honorably discharged veterans with at least one year of full-time active duty, or who served in a foreign country during a time of hostilities in that country regardless of</i></p>	



Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><i>residing out-of-district will qualify for in-district tuition. For more information about veterans benefits and repeating courses, <a href="#">see Veterans Education Benefits</a> and <a href="#">Repeating &amp; Retaking Courses</a>.</i></p> <p><b>e. MIA/POW Scholarship (105 ILCS 5/30-14.2)</b></p> <p><i>Dependent(s) of a veteran or eligible serviceperson who was an Illinois resident at the time they entered active duty and has been declared to be a prisoner of war, missing in action, died as a result of a service-connected disability, or disabled with a 100 percent disability as the result of a service-connected cause may be eligible to receive the MIA/POW Scholarship. The Veteran Certifying Official (located in the <a href="#">Financial Aid Office</a>) can assist the student in determining his/her eligibility for the MIA/POW Scholarship. For more information about veterans benefits and repeating courses, see <a href="#">Veterans Education Benefits</a> and <a href="#">Repeating &amp; Retaking Courses</a>.</i></p>	<p><i>length of service or was medically discharged for service related reasons or discharged prior to August 11, 1967. Veterans residing out-of-district will qualify for in-district tuition. The Veteran Certifying Official (located in the <a href="#">Financial Aid Office</a>) can assist the student in determining his/her eligibility for the IVG Grant. For more information about veterans benefits and repeating courses, <a href="#">see Veterans Education Benefits</a> and <a href="#">Repeating &amp; Retaking Courses</a>.</i></p> <p><b>d. Illinois National Guard (ING) Grant (110 ILCS 947/45)</b></p> <p><i>The Illinois National Guard Grant pays tuition and eligible charges for eligible members of the Illinois National Guard. The Veteran Certifying Official (located in the <a href="#">Financial Aid Office</a>) can assist the student in determining his/her eligibility for the ING Grant. Veterans residing out-of-district will qualify for in-district tuition. For more information about veterans benefits and repeating courses, <a href="#">see Veterans Education Benefits</a> and <a href="#">Repeating &amp; Retaking Courses</a>.</i></p> <p><b>e. MIA/POW Scholarship (105 ILCS 5/30-14.2)</b></p> <p><i>Dependent(s) of a veteran or eligible serviceperson who was an Illinois resident at the time they entered active duty and has been declared to be a prisoner of war, missing in action, died as a result of a service-connected disability, or disabled with a 100 percent disability as the result of a service-connected cause may be eligible to receive the MIA/POW Scholarship. The Veteran Certifying Official (located in the <a href="#">Financial Aid Office</a>) can assist the student in determining his/her eligibility for the MIA/POW Scholarship. For more information about veterans benefits and repeating courses, see <a href="#">Veterans Education Benefits</a> and <a href="#">Repeating &amp; Retaking Courses</a>.</i></p>	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.08 Tuition Waiver Programs – Federal – Procedures</b>  Policy: <a href="#">Tuition Waiver Programs – Federal</a>.</p> <p>a. <del>Post 9/11 GI Bill<sup>®1</sup> (Chapter 33) and Montgomery GI Bill (Chapter 30)</del></p> <p><del>Veterans, service members, and their family members who qualify for either the Post 9/11 GI Bill (Chapter 33) or the Montgomery GI Bill (Chapter 30) and reside out of district qualify for the in-district tuition rate. The School Certifying Official (located in the <a href="#">Financial Aid Office</a>) can assist the student with obtaining the correct tuition rate. For more information about veterans educational benefits and repeating courses, see <a href="#">Veterans Education Benefits</a> and <a href="#">Repeating &amp; Retaking Courses</a>.</del></p> <p>b. <b>Bankruptcy</b></p> <p><i>Students and employees may be eligible to receive a waiver for a debt owed to CCC if they provide official court documents confirming they have filed a petition in bankruptcy that covers the dates the debt was incurred and their debts have been discharged by the court.</i></p> <p><sup>1</sup></p> <p>GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <a href="http://www.benefits.va.gov/gibill">http://www.benefits.va.gov/gibill</a>.</p>	<p><b>Section 6.08 Tuition Waiver Programs – Federal – Procedures</b>  Policy: <a href="#">Tuition Waiver Programs – Federal</a>.</p> <p><b>Application of Tuition Waivers and Other Tuition-Restricted Funds.</b></p> <p>Federal tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.</p> <p><b>Bankruptcy</b></p> <p><i>Students and employees may be eligible to receive a waiver for a debt owed to CCC if they provide official court documents confirming they have filed a petition in bankruptcy that covers the dates the debt was incurred, and their debts have been discharged by the court.</i></p> <p><sup>1</sup></p>	<p>Clarify how tuition waivers are applied.</p> <p>Remove Post 911 GI Bill and Montgomery GI Bill from language here. Duplicative and can be found under Veterans Education Benefits – Procedures and 6.02g</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 6.09 Tuition Waiver Programs – Contractual – Procedures</b>  Policy: <a href="#">Tuition Waiver Programs – Contractual</a>.</p> <p><b>a. Dual Enrollment</b></p> <p><i>The Dual Enrollment Program allows academically qualified high school students, who are college eligible based on defined enrollment criteria (see <a href="#">Early College Program</a>), to enroll in college courses at one of the seven (7) City Colleges (CCC) campuses and receive college credit for their work. Courses must be selected from a list of transferable courses that have been articulated with senior institutions in Illinois or from the first-year courses in an ICCB approved associate in applied science degree program. Career Technical Education (CTE) courses are also eligible for Dual Enrollment. Course instruction occurs on the CCC campuses. Students in dual enrollment frequently enroll in English, Mathematics, Foreign Languages, Science, and Literature. A student may take more than one course. However, only <b>one course per term</b> will be covered by CCC and only if the student is a resident of Chicago or attends a Chicago high school. The waiver will cover tuition for the class.</i></p> <p><b>b. Employee, Spouse/Domestic Partner and Dependents</b></p> <p><i>Subject to the terms of the specific collective bargaining agreement provisions in place at time of registration, union employees may register at CCC for themselves, a spouse/domestic partner, and dependent children up to age 25 tuition-free. 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><b>Section 6.09 Tuition Waiver Programs – Contractual – Procedures</b>  Policy: <a href="#">Tuition Waiver Programs – Contractual</a>.</p> <p><b>Application of Tuition Waivers and Other Tuition-Restricted Funds</b></p> <p><b>Contractual tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.</b></p> <p><b>a. Dual Enrollment</b></p> <p><i>The Dual Enrollment Program allows academically qualified high school students, who are college eligible based on defined enrollment criteria (see <a href="#">Early College Program</a>), to enroll in college courses at one of the seven (7) City Colleges (CCC) campuses and receive college credit for their work. Courses must be selected from a list of transferable courses that have been articulated with senior institutions in Illinois or from the first-year courses in an ICCB approved associate in applied science degree program. Career Technical Education (CTE) courses are also eligible for Dual Enrollment. Course instruction occurs on the CCC campuses. Students in dual enrollment frequently enroll in English, Mathematics, Foreign Languages, Science, and Literature. A student may take more than one course. However, only <b>one course per term</b> will be covered by CCC and only if the student is a resident of Chicago or attends a Chicago high school. The waiver will cover tuition for the class.</i></p> <p><b>b. Employee, Spouse/Domestic Partner and Dependents</b></p> <p><i>Subject to the terms of the specific collective bargaining agreement provisions in place at time of registration, union employees may register at CCC for themselves, a spouse/domestic partner, and dependent children up to age 25 tuition-free. 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</i></p>	<p><b>Clarify how tuition waivers are applied.</b></p>

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

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p><b>Section 8.22 Appeal of Discipline</b></p> <p><i>Procedures:</i> <a href="#">Appeal of Discipline – Procedures</a>.</p> <p>In the event the student charged disagrees with any suspension in excess of five (5) academic days, college dismissal, or expulsion, the student may appeal the decision in writing. See <a href="#">Glossary of Terms</a> for the definition of “academic days.”</p> <p>a. <b>Conditions of Appeal</b></p> <p>The student shall have the right to appeal a disciplinary decision arising from a Formal Disciplinary Hearing within ten (10) academic days of the student’s receipt of the College President’s decision. Appeals are not re-hearings, are not granted on the basis of disagreement with the original decision, and should be based upon one or more of the following:</p> <ul style="list-style-type: none"> <li>• There was a denial of a fair hearing.</li> <li>• There was insufficient evidence to establish responsibility.</li> <li>• There was new information available that was not available at the time of the hearing which may have affected the disciplinary decision.</li> <li>• The severity of the sanction exceeds the severity of the violation.</li> <li>• The hearing process involved a substantial deviation from policy and/or procedure to the disfavor of the student.</li> <li>• There exists exceptional circumstances to limit an expulsion to a certain college or colleges.</li> </ul> <p>b. <b>Appeal Process and Outcome</b></p> <p>The Provost &amp; Chief Academic Officer shall appoint a District Judicial Affairs Committee, consisting of at least three (3) administrators and one (1) student representative to review Appeals of Discipline for suspensions, dismissals, or expulsions and to render a</p>	<p><b>Section 8.22 Appeal of Discipline</b></p> <p><i>Procedures:</i> <a href="#">Appeal of Discipline – Procedures</a>.</p> <p>In the event the student charged disagrees with any suspension in excess of five (5) academic days, college dismissal, or expulsion, the student may appeal the decision in writing. See <a href="#">Glossary of Terms</a> for the definition of “academic days.”</p> <p>a. <b>Conditions of Appeal</b></p> <p>The student shall have the right to appeal a disciplinary decision arising from a Formal Disciplinary Hearing within ten (10) academic days of the student’s receipt of the College President’s decision. Appeals are not re-hearings, are not granted on the basis of disagreement with the original decision, and should be based upon one or more of the following:</p> <ul style="list-style-type: none"> <li>• There was a denial of a fair hearing.</li> <li>• There was insufficient evidence to establish responsibility.</li> <li>• There was new information available that was not available at the time of the hearing which may have affected the disciplinary decision.</li> <li>• The severity of the sanction exceeds the severity of the violation.</li> <li>• The hearing process involved a substantial deviation from policy and/or procedure to the disfavor of the student.</li> <li>• There exists exceptional circumstances to limit an expulsion to a certain college or colleges.</li> </ul> <p>b. <b>Appeal Process and Outcome</b></p> <p>The Provost &amp; Chief Academic Officer <b>or Executive Vice Chancellor and Chief Student Experience Officer</b> shall appoint a District Judicial Affairs Committee,</p>	<p><b>Add EVC to the appeal process.</b></p>

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<p>recommendation to the Provost &amp; Chief Academic Officer. The Provost &amp; Chief Academic Officer's decision may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another City College, or make such other disposition as deemed just and proper under the circumstances. The student shall have the right to be notified of the Provost &amp; Chief Academic Officer's decision within ten (10) academic days of receipt of the student's appeal. The decision shall be final and effective immediately upon issuance.</p> <p>In incidents of dating violence, domestic violence, sexual assault, or stalking, simultaneous notification when results become final or of any change in finding or discipline shall also be made to the victim.</p> <p>c. <b>Petition for Readmission</b></p> <p>In exceptional instances, a student dismissed from a College or expelled from all City Colleges for disciplinary reasons may petition for readmission. To qualify for consideration, the student's petition for readmission must be accompanied by documented evidence of good citizenship and a personal statement that speaks to a self-understanding of the concerning behavior that led to the dismissal or expulsion and which demonstrates personal development that supports the belief that the concerning behavior will not be repeated. A student is eligible to petition for readmission no less than five (5) years following the date of dismissal or expulsion. The petition decision rests with the President of the College the student wishes to attend, and the President's decision must be approved by the Provost &amp; Chief Academic Officer.</p>	<p>consisting of at least three (3) administrators and one (1) student representative to review Appeals of Discipline for suspensions, dismissals, or expulsions and to render a recommendation to the Provost &amp; Chief Academic Officer. The Provost &amp; Chief Academic Officer <b>or Executive Vice Chancellor and Chief Student Experience Officer's</b> decision may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another City College, or make such other disposition as deemed just and proper under the circumstances. The student shall have the right to be notified of the Provost &amp; Chief Academic Officer <b>or Executive Vice Chancellor and Chief Student Experience Office's</b> decision within ten (10) academic days of receipt of the student's appeal. The decision shall be final and effective immediately upon issuance.</p> <p>In incidents of dating violence, domestic violence, sexual assault, or stalking, simultaneous notification when results become final or of any change in finding or discipline shall also be made to the victim.</p> <p>c. <b>Petition for Readmission</b></p> <p>In exceptional instances, a student dismissed from a College or expelled from all City Colleges for disciplinary reasons may petition for readmission. To qualify for consideration, the student's petition for readmission must be accompanied by documented evidence of good citizenship and a personal statement that speaks to a self-understanding of the concerning behavior that led to the dismissal or expulsion and which demonstrates personal development that supports the belief that the concerning behavior will not be repeated. A student is eligible to petition for readmission no less than five (5) years following the date of dismissal or expulsion. The petition decision rests with the President of the College the student</p>	

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	wishes to attend, and the President's decision must be approved by the Provost & Chief Academic Officer or Executive Vice Chancellor and Chief Student Experience Officer.	