35659
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 6, 2025

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 6, 2025 and posted on the City Colleges of Chicago website.

Board Approved Academic & Student Policy

Policy Update Executive Summary

Policy Revision Goals
- **Streamline, simplify, clarify and condense policies.**

Key Policy Changes

Section 2.03 Admissions – Adult Education Students- Change high school equivalency degree to Illinois High School Diploma.

Section 2.04 Assessment & Placement – Credit Students - Add Illinois High School Diploma to options for eligibility for Foundational Studies classes.

Section 2.06 Assessment & Placement – Adult Education Students -

- Remove TABE as a test option.
- Update CASAS placement grids.
- Add clarification that Adult Education students taking Credit classes can enroll at different colleges.

Section 3.04 Concurrent Enrollment – Clarify details around concurrent enrollment

Section 3.07 Class Attendance – Adult Education – Explain criteria to receive NSW.

Section 3.17 Repeating & Retaking Courses – Define what is considered a retake for Adult Education courses.

Section 5.09 Adult Education Graduation Requirements – Update high school equivalency to Illinois High School Diploma.

Section 6.14 Federal Financial Aid Eligibility – Add in-person verification requirement for Federal Loan requests.

Section 8.18 Standards of Conduct – Update CCC requirements for alcohol use.

Section 8.34 Responsible Computer Use – Update the need to report violations of computer use.

Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses – Add blueprint course shell requirement for asynchronous online classes.

Section 10.22 – Criteria Lane Advancement – Moved language regarding criteria for Lane Advancement to CBA only.

Section 10.31 Learning Management System – Define online asynchronous course shell blueprint requirements.

Key Procedure Changes

Section 2.06 Assessment & Placement – Adult Education Students –

- Remove TABE as a test option.
- Update CASAS placement grids.
- Add clarification that Adult Education students taking Credit classes can enroll at different colleges.

Section 6.01 Residency – Add information about documentation authenticity review.

ACADEMIC & STUDENT POLICIES
November 2025 – 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

Highlights = policy changes/ Highlights = procedure

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 2.03 Admissions – Adult Education Students Procedures: <u>Admissions – Adult Education Students – Procedures</u>. The Adult Education Program offers tuition-free, non-credit classes to students who want to: • Prepare to earn their ~~high school equivalency degree~~ by passing an examination such as the General Educational Development test (GED®) or High School Equivalency Test (HiSET®); • Learn English as a second language (ESL); and/or • Improve their basic skills in reading, writing, and mathematics (Adult Basic Education – {ABE}). Adult Education classes are open to students who meet all of the following criteria: • Complete an application online or in-person at a CCC college campus or satellite location. • Resident of Illinois (see <u>Adult Education Students</u>). • Are at least 18 years old. However, 16- and 17-year olds may register if they submit a document, such as a release form, letter, or transcript, certifying that they are no longer attending high school. • Do **not** hold an F-1 academic student or J-1 visa. • Do **not** hold a high school diploma or high school equivalency certificate, unless they show a basic skills deficiency.	**Section 2.03 Admissions – Adult Education Students** Procedures: <u>Admissions – Adult Education Students – Procedures</u>. The Adult Education Program offers tuition-free, non-credit classes to students who want to: • Prepare to earn their ==Illinois High School Diploma== by passing an examination such as the General Educational Development test (GED®) or High School Equivalency Test (HiSET®); • Learn English as a second language (ESL); and/or • Improve their basic skills in reading, writing, and mathematics (Adult Basic Education – {ABE}). Adult Education classes are open to students who meet all of the following criteria: • Complete an application online or in-person at a CCC college campus or satellite location. • Resident of Illinois (see <u>Adult Education Students</u>). • Are at least 18 years old. However, 16- and 17-year olds may register if they submit a document, such as a release form, letter, or transcript, certifying that they are no longer attending high school. • Do **not** hold an F-1 academic student or J-1 visa. • Do **not** hold a high school diploma, ==Illinois High School Diploma==, or high school equivalency certificate, unless they show a basic skills deficiency. -	Specify that high school equivalency for IL is the Illinois High School Diploma.

November 2025 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 2.04 Assessment & Placement – Credit Students
 	
Procedures: <u>Assessment & Placement – Credit Students – Procedures</u>.
To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see <u>Placement Test Waivers</u>) prior to registration. Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate <u>ENGLISH 101</u> Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver.
 	
    a. **Students Placing in Foundational Studies Courses**
       Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:
 	
         • High school diploma
         • Official high school transcript
         • High school equivalency certificate
 	
        Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.
 	
    b. **Placement Test Waivers**
       Placement test waivers may be granted to students who
	Section 2.04 Assessment & Placement – Credit Students
	
	Procedures: <u>Assessment & Placement – Credit Students – Procedures</u>.
	To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see <u>Placement Test Waivers</u>) prior to registration. Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate <u>ENGLISH 101</u> Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver.
	
	    a. **Students Placing in Foundational Studies Courses**
	       Only high school graduates or those who have successfully passed a high school equivalency examination may enroll in Foundational Studies courses. Students who place in Foundational Studies courses but have not graduated from high school, received ==an Illinois High School Diploma,== or successfully passed a high school equivalency examination are required to enroll in Adult Education coursework. Students may self-certify high school or high school equivalency completion on the online admissions application, but all such students must submit one of the following documents to the Office of the Registrar prior to the first day of class:
	
	         • High school diploma
	         • Official high school transcript
	         • ==Illinois High School Diploma==
	         • High school equivalency certificate
	
	        Students who do not submit one of the required documents prior to the first day of class will be referred to the Adult Education Department. Normal retesting policies apply.
		Add Illinois High School Diploma

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

have completed a placement measure in English and/or Math from any of the following:
• **Transfer Credit**
   o Students who submit an official transcript from an approved accredited college or university showing successful completion of college level math, English (particularly ENGLISH 101 Composition/Freshman Composition), and reading with a grade of "C" or higher;
• **Associate degree or higher;**
• **ACT or SAT test scores;**
   o High school graduates who submit official and sufficiently high scores;
• **GED or HiSET score;**
• **Transitional Math or Transitional English;**
• **High School GPA;**
   o High school grade point average (GPA) of 3.00 from an official high school transcript.
   o Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.
   o GPA from an accredited high school
   o GPA requirements are based on an unweighted 4.00 scale. If a GPA is submitted based on a different scale, it will be converted.
• **Transfer Developmental Educational English and Math**
   o May be accepted for college level placement
	b. **Placement Test Waivers**
	Placement test waivers may be granted to students who have completed a placement measure in English and/or Math from any of the following:
	• **Transfer Credit**
	   o Students who submit an official transcript from an approved accredited college or university showing successful completion of college level math, English (particularly ENGLISH 101 Composition/Freshman Composition), and reading with a grade of "C" or higher;
	• **Associate degree or higher;**
	• **ACT or SAT test scores;**
	   o High school graduates who submit official and sufficiently high scores;
	• **GED or HiSET score;**
	• **Transitional Math or Transitional English;**
	• **High School GPA;**
	   o High school grade point average (GPA) of 3.00 from an official high school transcript.
	   o Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.
	   o GPA from an accredited high school
	   o GPA requirements are based on an unweighted 4.00 scale. If a GPA is submitted based on a different scale, it will be converted.
	• **Transfer Developmental Educational English and Math**	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
o Official transcripts from an approved accredited college or university with a grade of "C" or higher • Additional information on placement eligibility by waiver is outlined in [procedures](#). Admission to CCC does not guarantee entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements). All documents must be official and submitted in a sealed envelope or sent through secure electronic data transfer directly from the original source or third-party transcript vendor.	o May be accepted for college level placement o Official transcripts from an approved accredited college or university with a grade of "C" or higher • Additional information on placement eligibility by waiver is outlined in [procedures](#). Admission to CCC does not guarantee entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their academic program/plan of choice; some academic programs/plans have special entrance requirements and procedures. Assessment and placement tests are used to determine the enrollment level in the program/plan of choice (in accordance with program/plan requirements). All documents must be official and submitted in a sealed envelope or sent through secure electronic data transfer directly from the original source or third-party transcript vendor.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 2.06 Assessment & Placement – Adult Education Students Policy History: <u>Assesment & Placement – Adult Education Students</u>. Procedures: <u>Assessment & Placement – Adult Education Students – Procedures</u>. Prior to registering in Adult Education classes, students are required to take necessary placement examinations, which include CASAS ~~and/or TABE~~. When Adult Education students complete a minimum of 40 instructional hours, students are required to take a post-test examination, CASAS ~~and/or TABE~~. All students are also required to complete an outcome plan upon registration each year. **Section 2.06 Assessment & Placement – Adult Education Students – Procedures** Policy: <u>Assessment & Placement – Adult Education Students</u>. Adult Education students take the CASAS test if they are enrolled in English as a Second Language (ESL) classes ~~and/or the TABE~~ test if they enroll in high school equivalency (HSE) classes. Students will take a pre-test to establish a baseline for an academic level, and then a post-test to measure academic growth. A pre-test and a post-test are mandatory for Adult Education students taking ESL and HSE classes. Students taking Spanish HSE or only vocational classes are not required to take the CASAS ~~or TABE~~." All Adult Education students are required to have a valid pretest on file by the third class (whether enrolled in-person or virtual). A posttest is required after 40 hours of instruction. All post-tests must be given with the same exam as the pre-test. Only the most recent test will be used for placement.	**Section 2.06 Assessment & Placement – Adult Education Students** Policy History: <u>Assesment & Placement – Adult Education Students</u>. Procedures: <u>Assessment & Placement – Adult Education Students – Procedures</u>. Prior to registering in Adult Education classes, students are required to take necessary placement examinations, which include CASAS. When Adult Education students complete a minimum of 40 instructional hours, students are required to take a post-test examination, CASAS. All students are also required to complete an outcome plan upon registration each year. **Section 2.06 Assessment & Placement – Adult Education Students – Procedures** Policy: <u>Assessment & Placement – Adult Education Students</u>. Adult Education students take the CASAS test if they are enrolled in English as a Second Language (ESL) classes test or if they enroll in high school equivalency (HSE) classes. Students will take a pre-test to establish a baseline for an academic level, and then a post-test to measure academic growth. A pre-test and a post-test are mandatory for Adult Education students taking ESL and HSE classes. Students taking Spanish HSE or only vocational classes are not required to take the CASAS. All Adult Education students are required to have a valid pre-test on file by the third class (whether enrolled in-person or virtual). A posttest is required after 40 hours of instruction. All post-tests must be given with the same exam as the pre-test. Only the most recent test will be used for placement.	Remove TABE from all policy language, as it is no longer offered. Update CASAS placement exams.

November 2025 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

ESL Placement Guidelines
CASAS Life & Work

NRS Level	Score	NRS Description
1	< 180	ESL Beginning Literacy
2	181 – 190	ESL Low Beginning
3	191 – 200	ESL High Beginning
4	201 – 210	ESL Low Intermediate
5	211 – 220	ESL High Intermediate
6	221 – 235	ESL Advanced
	235+	Ineligible for ESL coursework

Casa Life Work

High School Equivalency Placement Guidelines
TABE Reading (11/12)

NRS Level	NRS Description	Score
1	Beginning Literacy	441 or Below
2	Beginning ABE	442 - 500
3	Low Intermediate ABE	501 - 535
4	High Intermediate ABE	536 - 575
5	Low Advanced ASE	576 - 616
6	High Advanced ASE	617 - 800

TABE Reading

ESL Placement Guidelines
CASAS Reading STEPS

NRS Level	Reading STEPS Scale Score Ranges	NRS Description
1	183 and below	Beginning ESL Literacy
2	184 - 196	Low Beginning ESL
3	197 – 206	High Beginning ESL
4	207 – 216	Low Intermediate ESL
5	217 – 227	High Intermediate ESL
6	228 – 238	Advanced ESL
	239+	Exit Advanced ESL

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
TABE Math (11/12)	Illinois High School Placement Guidelines CASAS Reading GOALS 1	

~~TABE Math (11/12)~~

~~NRS Level~~	~~NRS Description~~	~~Score~~
~~1~~	~~Beginning Literacy~~	~~300 - 425~~
~~2~~	~~Beginning ABE~~	~~426 - 495~~
~~3~~	~~Low Intermediate ABE~~	~~496 - 536~~
~~4~~	~~High Intermediate ABE~~	~~537 - 595~~
~~5~~	~~Low Advanced ASE~~	~~596 - 656~~
~~6~~	~~High Advanced ASE~~	~~657 - 800~~

TABE Math

High School Equivalency Placement Guidelines
The only permitted devices for placement tests are non-graphical calculators. If you use any other devices, notes or other materials during a placement test or disturb the testing environment for other students, CCC will remove you from the testing environment immediately and invalidate any scores from the session.

Illinois High School Placement Guidelines CASAS Reading GOALS 1

NRS ABE/ASE Levels	Reading GOALS Scale Score Ranges	ABE/ASE Level Names
1	203 and below	Beginning ABE Literacy
2	204 - 216	Beginning Basic Education
3	217 – 227	Low Intermediate Basic Education
4	228 – 238	High Intermediate Basic Education
5	239 – 248	Low Adult Secondary Education
6	249 and above	High Adult Secondary Education

Illinois High School Placement Guidelines CASAS Math GOALS 2

NRS ABE/ASE Levels	Math GOALS 2 Scale Score Ranges	ABE/ASE Level Names
1	192 and below	Beginning ABE Literacy
2	193 - 203	Beginning Basic Education

Current Policy/Procedure	Proposed Policy/Procedure			Source & Rationale
	3	204 – 213	Low Intermediate Education	
	4	214 – 224	Middle Intermediate Education	
	5	225 – 235	High Intermediate Education	
	6	236 and above	Adult Secondary Education	
	High School Equivalency Placement Guidelines The only permitted devices for placement tests are non-graphical calculators. If you use any other devices, notes or other materials during a placement test or disturb the testing environment for other students, CCC will remove you from the testing environment immediately and invalidate any scores from the session.			

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 3.04 Concurrent Enrollment a. **Concurrent Enrollment within the District** Concurrent enrollment within the District (at more than one of the City Colleges) is permitted. b. **Concurrent Enrollment outside the District** Students who receive financial aid and are enrolled concurrently at CCC and another (non-CCC) institution must have prior written approval (a consortium agreement) from the Financial Aid Office (www.ccc.edu/financialaid) to receive financial aid based upon their enrollment at both institutions. Students should discuss any potential consortium agreements with the Director of Financial Aid prior to enrolling at two colleges concurrently. • Consortium agreements must designate a home school and a host school. The home school is the school from which the student intends to graduate. The home school processes aid. • Consortium agreements are made on a per student, case by case basis. No blanket consortium agreements are allowed. c. **Concurrent Enrollment in More than One Career or Academic Program/Plan** Concurrent enrollment in more than one career is not permitted, except for concurrent enrollment in the Credit and Adult Education careers, which is permitted in certain circumstances. Concurrent enrollment in more than one program/plan within a career is not permitted. However, concurrent enrollment in courses within different careers may be allowed. Restrictions may apply depending upon the program or department requirements. Please consult the appropriate department with questions regarding admissions requirements, financial aid eligibility, etc. d. **Concurrent Enrollment in More than One College or Academic Program – Adult Education** Students may enroll in Adult Education classes at only	**Section 3.04 Concurrent Enrollment** a. **Concurrent Enrollment Within a Single Career Within the District** Concurrent enrollment within the District (at more than one of the City Colleges) is permitted for Credit and Continuing Education classes. b. **Concurrent Enrollment outside the District** Students who receive financial aid and are enrolled concurrently at CCC and another (non-CCC) institution must have prior written approval (a consortium agreement) from the Financial Aid Office (www.ccc.edu/financialaid) to receive financial aid based upon their enrollment at both institutions. Students should discuss any potential consortium agreements with the Director of Financial Aid prior to enrolling at two colleges concurrently. • Consortium agreements must designate a home school and a host school. The home school is the school from which the student intends to graduate. The home school processes aid. • Consortium agreements are made on a per student, case by case basis. No blanket consortium agreements are allowed. c. **Concurrent Enrollment in More than One Career or Academic Program/Plan** Concurrent enrollment in Continuing Education and other careers (e.g., Credit or Adult Education) is permitted. Concurrent enrollment between Credit and Adult Education careers is permitted in certain circumstances. Concurrent enrollment in more than one program/plan within a career is not permitted. Students may be allowed concurrent enrollment in courses within different careers. Restrictions may apply depending upon the program or department requirements. Students should consult the appropriate	Clarify details around concurrent enrollment.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
one of the City Colleges per term. However, students enrolled in Adult Education classes may enroll concurrently in Credit classes.	department with questions regarding admissions requirements, financial aid eligibility, etc. d. **Concurrent Enrollment in More than One College or Academic Program – Adult Education** Students may enroll in Adult Education classes at only one of the City Colleges per term. However, students enrolled in Adult Education classes may enroll concurrently in Credit classes.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 3.07 Class Attendance – Adult Education Policy History: <u>Class Attendance – Adult Education</u> Procedures: <u>Class Attendance – Adult Education – Procedures</u>. Students enrolled in Adult Education classes should attend all scheduled days. Instructors/Adult Educators are required to record student attendance for each class meeting during the term. Students who do not attend regularly may fail class assignments and/or not achieve course objectives; such students may be administratively withdrawn from the class by the Adult Educator. Students who must miss more than three (3) days of class must contact their instructor or other Adult Education staff about missed assignments and their standing in class. Instructors and/or other Adult Education staff will attempt to contact students who have not communicated after three consecutive absences. Students who miss six (6) consecutive days of class shall be administratively withdrawn **(ADW)** by the Adult Educator and shall not be readmitted into that course for the remainder of the term. **Section 3.07 Class Attendance – Adult Education - Procedures** Policy: <u>Class Attendance – Adult Education</u>. Instructors/Adult Educators are required to record student attendance via the Faculty Portal (<u>my.ccc.edu</u>) within three (3) days of each class meeting date.	**Section 3.07 Class Attendance – Adult Education** Policy History: <u>Class Attendance – Adult Education</u> Procedures: <u>Class Attendance – Adult Education – Procedures</u>. Students enrolled in Adult Education classes should attend all scheduled days. Instructors/Adult Educators are required to record student attendance for each class meeting during the term. Students who do not attend regularly may fail class assignments and/or not achieve course objectives; such students may be administratively withdrawn from the class by the Adult Educator. Students who must miss more than three (3) days of class must contact their instructor or other Adult Education staff about missed assignments and their standing in class. Instructors and/or other Adult Education staff will attempt to contact students who have not communicated after three consecutive absences. ==Students who miss the first three (3) class meeting days will be withdrawn from the class and issued an NSW.== Students who miss six (6) consecutive days of class shall be administratively withdrawn **(ADW)** by the Adult Educator and shall not be readmitted into that course for the remainder of the term. **Section 3.07 Class Attendance – Adult Education - Procedures** Policy: <u>Class Attendance – Adult Education</u>. Instructors/Adult Educators are required to record student attendance via the Faculty Portal (<u>my.ccc.edu</u>) within three (3) ==business== days of each class meeting date.	Add NSW language to Adult Education attendance.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 3.17 Repeating & Retaking Courses Renamed: formerly Repeating Courses. Policy History: Repeating & Retaking Courses Procedures: Repeating & Retaking Courses – Procedures. Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) or (b) to improve a grade, as covered below. Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (d) and (e) of this policy. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated or retaken and be eligible for financial aid and federal veterans educational benefits. • For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student's Satisfactory Academic Progress (SAP). • For the purpose of federal veterans educational benefits (see Veterans Education Benefits), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking a class more than twice may lead to a revision of the student's enrollment certification in a previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated or retaken courses with the School Certifying Official (in the Financial Aid Office) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30)).	**Section 3.17 Repeating & Retaking Courses** Renamed: formerly Repeating Courses. Policy History: Repeating & Retaking Courses Procedures: Repeating & Retaking Courses – Procedures. Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) or (b) to improve a grade, as covered below. Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (d) and (e) of this policy. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated or retaken and be eligible for financial aid and federal veterans educational benefits. • For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student's Satisfactory Academic Progress (SAP). • For the purpose of federal veterans educational benefits (see Veterans Education Benefits), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking a class more than twice may lead to a revision of the student's enrollment certification in a previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated or retaken courses with the School Certifying Official (in the Financial Aid Office) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30)).	Add clarification for Adult Education course repeats.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
a. **Allowed Repeatable Courses (ARC)** Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student's permanent record and transcript, but only the **last credit hours and grades** earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an "F" grade on an ARC course may repeat the course to improve the "F" grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the "F" grade). b. **Retaking Courses** Students may retake a course to improve a grade: students who earn a "D" or "F" grade in a course may repeat the course; students who earn a grade of "C" or better may repeat the course only once without approval from the Academic Vice President. Students who earn a "D" or "F" in a placement course may repeat to improve their grade regardless of placement score status. All credit hours and grades earned appear on the student's permanent record and transcript, but only the **last credit hours and grade** earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations. c. **Repeating Courses that are no longer offered.** Students who earn a grade of "D" or "F" in a course that is no longer offered by any of the City Colleges of Chicago, can enroll in an appropriate replacement course, as long as they meet the enrollment requirements for that course, to replace the GPA calculation for the previous course. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA	f. **Allowed Repeatable Courses (ARC)** Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student's permanent record and transcript, but only the **last credit hours and grades** earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an "F" grade on an ARC course may repeat the course to improve the "F" grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the "F" grade). g. **Retaking Courses** Students may retake a course to improve a grade: students who earn a "D" or "F" grade in a course may repeat the course; students who earn a grade of "C" or better may repeat the course only once without approval from the Academic Vice President. Students who earn a "D" or "F" in a placement course may repeat to improve their grade regardless of placement score status. All credit hours and grades earned appear on the student's permanent record and transcript, but only the **last credit hours and grade** earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations. h. **Repeating Courses that are no longer offered.** Students who earn a grade of "D" or "F" in a course that is no longer offered by any of the City Colleges of Chicago, can enroll in an appropriate replacement course, as long as they meet the enrollment requirements for that course, to replace the GPA calculation for the previous course. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations. d. **Retaking a Course – Adult Education** A student may take an Adult Education course up to four times if required. e. **Retaking a Course – Continuing Education - Professional & Personal Development** Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times.	grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations. i. **Retaking a Course – Adult Education** A student may take an Adult Education course up to four times if required. <mark>A course enrollment is considered an attempt if the student remains enrolled beyond the midterm date.</mark> j. **Retaking a Course – Continuing Education - Professional & Personal Development** Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 5.09 Adult Education Graduation Requirements To participate in the Adult Education Program graduation ceremony, students must earn their ~~high school equivalency degree~~ and pass the Illinois Constitution test. Those who wish to participate should visit the Adult Education Office of their college for information and procedures.	**Section 5.09 Adult Education Graduation Requirements** To participate in the Adult Education Program graduation ceremony, students must earn their Illinois High School Diploma and pass the Illinois Constitution test. Those who wish to participate should visit the Adult Education Office of their college for information and procedures.	Update graduation credential.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 6.01 Residency – Procedures Policy: Residency. Dependency status may be confirmed by providing approved documentation to the Admissions Office. New students should verify their residency at the Admissions Office. Continuing and returning students should visit the Office of the Registrar for residency verification and updates. All students may view their official address by visiting my.ccc.edu. Students may update their official address by visiting the Office of the Registrar (see Student 's Responsibility to Maintain Current Address). 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 (see In-District Students). After the first day of the term, official address changes will apply for the next term for purposes of residency and tuition calculations. 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 Office of the Registrar. Document(s) submitted as proof of residency may be subject to ~~further verification~~.	**Section 6.01 Residency – Procedures** Policy: Residency. Dependency status may be confirmed by providing approved documentation to the Admissions Office. New students should verify their residency at the Admissions Office. Continuing and returning students should visit the Office of the Registrar for residency verification and updates. All students may view their official address by visiting my.ccc.edu. Students may update their official address by visiting the Office of the Registrar (see Student 's Responsibility to Maintain Current Address). 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 (see In-District Students). After the first day of the term, official address changes will apply for the next term for purposes of residency and tuition calculations. 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 Office of the Registrar. Document(s) submitted as proof of residency may be subject to additional review. In cases where the authenticity or clarity of the documentation is in question, additional verification, such as confirmation of identity, may be requested. A temporary hold may be placed on the student's account, until additional verification is provided and approved.	Add verification language for documentation that is submitted and unclear.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 6.14 Federal Financial Aid Eligibility Policy History: Federal Financial Aid Eligibility. Procedures: Federal Financial Aid Eligibility – Procedures. The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress. As it is impossible to list all financial aid policies and procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs: - Federal Pell Grant - Federal Supplemental Educational Opportunity Grant - Federal Work Study - Federal Direct Student Loans - Federal Parent Loan for Undergraduate Students (PLUS Loan) - Monetary Award Program Grant (MAP Grant) Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs. For most programs, students are required to have earned a high school diploma (foreign or domestic), high school equivalency, or have completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule. Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by:	**Section 6.14 Federal Financial Aid Eligibility** Policy History: Federal Financial Aid Eligibility. Procedures: Federal Financial Aid Eligibility – Procedures. The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress. As it is impossible to list all financial aid policies and procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs: - Federal Pell Grant - Federal Supplemental Educational Opportunity Grant - Federal Work Study - Federal Direct Student Loans - Federal Parent Loan for Undergraduate Students (PLUS Loan) - Monetary Award Program Grant (MAP Grant) **CCC Identity Verification Policy for Federal Loan Requests** In compliance with federal regulations and to protect student financial aid information, CCC requires identity verification for all students requesting to borrow a federal student loan. Students must present a valid, unexpired government-issued photo identification (such as a driver's license, state ID card, tribal id, passport, or military ID) when submitting a Federal Direct Loan Request Form. Identity verification must be completed in person at the Financial Aid Office. If in-person submission is not possible, alternative arrangements may be made at the discretion of the Financial Aid	Add in-person identification requirement when receiving a loan.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Passing an independently administered Department of Education approved Ability to Benefit (ATB) test; or • Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution. Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District. A college level prerequisite course required by a student's program can be considered remedial credit for financial aid purposes only. If the student has not already reached the regulatory limit of 30 remedial credit hours, the prerequisite course(s) may count. Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must: • Complete all requested forms accurately • Use all financial aid received solely for educational expenses related to attending CCC • Submit in a timely manner all additional documentation requested by the Financial Aid Office • Meet all Satisfactory Academic Progress (SAP) policies Students have the right to: • Know how financial need was determined	Office, which may include notarized documents or secure online verification methods. This policy ensures the integrity of the loan process and safeguards student information against fraud or unauthorized use. Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs. For most programs, students are required to have earned a high school diploma (foreign or domestic), high school equivalency, or have completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule. Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by: • Passing an independently administered Department of Education approved Ability to Benefit (ATB) test; or • Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution. Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District. A college level	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Know how financial aid will be distributed • Request an explanation of programs in the financial aid package • Refuse any aid offered • Request an explanation of CCC's refund policy • Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures • Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted. CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress. Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term. If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a	prerequisite course required by a student's program can be considered remedial credit for financial aid purposes only. If the student has not already reached the regulatory limit of 30 remedial credit hours, the prerequisite course(s) may count. Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must: • Complete all requested forms accurately • Use all financial aid received solely for educational expenses related to attending CCC • Submit in a timely manner all additional documentation requested by the Financial Aid Office • Meet all Satisfactory Academic Progress (SAP) policies Students have the right to: • Know how financial need was determined • Know how financial aid will be distributed • Request an explanation of programs in the financial aid package • Refuse any aid offered • Request an explanation of CCC's refund policy • Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures • Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
response allowing federal student aid eligibility or the end of the financial aid award year.	CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress. Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term. If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 8.18 Standards of Conduct
 	
Policy History: Standards of Conduct
  a. **Definition of "Student"**
    For the purposes of this policy, a "student" means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or part-time for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a "student." Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a continuing relationship with CCC is considered a "student." Any person who withdraws after allegedly violating the student code of conduct is considered a "student" for purposes of this policy.
  b. **Definition of "Visitor" and Visitor Standards of Conduct**
    A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College's administration, faculty, staff, or students.
 	
    In certain instances, CCC may also issue a Notice of No Trespass. Notices of No Trespass are in effect for a period of not less than one (1) year from the time they are issued. Any visitor or guest who is issued a Notice of No Trespass must meet with specific CCC personnel to seek permission to return. Visitors and guests who have been issued a Notice of No Trespass and wish to attend a CCC sponsored activity or return to CCC for an event must meet with the Director of Safety and Security and his/her designee prior to the event and, if the Notice of No Trespass is withdrawn, a withdrawal letter will be issued. Visitors and guests who have been issued a
	Section 8.18 Standards of Conduct
	
	Policy History: Standards of Conduct
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		Update language regarding alcohol and controlled substance student conduct.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
"Notice of No Trespass" and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the "Notice of No Trespass" was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all colleges, and the Associate Vice Chancellor of Advising and Student Success. c. **Student Misconduct** CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See [Student Conduct Complaint](#). "The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility." d. **Types of Misconduct** Misconduct for which students are subject to college discipline falls into the following categories: 　1. **Academic dishonesty** – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See [Academic Integrity and Dishonesty](#). 　2. **Dishonesty involving college documents, records or identification cards** – stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.	"Notice of No Trespass" and wish to enroll in a credit or non-credit course or program must meet with the Dean of Student Services or designee in order to obtain permission to enter campus premises for educational purposes and with any appropriate restrictions. If the "Notice of No Trespass" was related to sexual misconduct, the Dean of Student Services will confer with the EEO Office prior to making a final decision. If approved, the Dean of Student Services will notify the Director of Safety and Security, the other Dean of Student Services at all colleges, and the Associate Vice Chancellor of Advising and Student Success. c. **Student Misconduct** CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and statement of Students Rights and Responsibilities. See [Student Conduct Complaint](#). "The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility." d. **Types of Misconduct** Misconduct for which students are subject to college discipline falls into the following categories: 　1. **Academic dishonesty** – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See [Academic Integrity and Dishonesty](#). 　2. **Dishonesty involving college documents, records or identification cards** – stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• 2.1a: Forgery of an administrative staff person, faculty member, or student's name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another. • 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials. • 2.1c: Use of the College's name, image, or logo without proper authorization or with intent to misrepresent or defraud. • 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID. • Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college. • Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized	• 2.1a: Forgery of an administrative staff person, faculty member, or student's name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another. • 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials. • 2.1c: Use of the College's name, image, or logo without proper authorization or with intent to misrepresent or defraud. • 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID. • Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college. • Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

access to an existing college record is not permitted
 	
3. **Obstruction or disruption of any learning environment or college activities** – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.
 	
    • 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud, lewd behavior, derogatory language and/or images, or otherwise disorderly conduct under any circumstance including in-person, virtual, and/or online. This includes any conduct that causes or provokes a disturbance or disrupts the normal operations of the college.
 	
    • 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property
 	
    • 3.1c: Any conduct or behavior that disrupts teaching is a violation. Examples include, but are not limited to, talking during class, playing music, playing games/videos or using headphones for non-class related activities.
 	
    • 3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining
	access to an existing college record is not permitted
	
	3. **Obstruction or disruption of any learning environment or college activities** – intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.
	
	    • 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud, lewd behavior, derogatory language and/or images, or otherwise disorderly conduct under any circumstance including in-person, virtual, and/or online. This includes any conduct that causes or provokes a disturbance or disrupts the normal operations of the college.
	
	    • 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property
	
	    • 3.1c: Any conduct or behavior that disrupts teaching is a violation. Examples include, but are not limited to, talking during class, playing music, playing games/videos or using headphones for non-class related activities.
	
	    • 3.1d: The unauthorized recording and transmitting of class sessions.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed.
 	
4. **Conduct that threatens health or safety** – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one's own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.
   • Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3), or Acts of Discrimination including written and verbal actions (4.4) will follow the CCC Equal Opportunity Policy and Complaint Procedures.
 	
(4.5) Hazing
City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services.
	Unauthorized means not obtaining consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed.
	
	4. **Conduct that threatens health or safety** – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one's own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.
	   • Issues of Harassment/Intimidation (4.1), Stalking (4.2), or Sexual Misconduct (4.3), or Acts of Discrimination including written and verbal actions (4.4) will follow the CCC Equal Opportunity Policy and Complaint Procedures.
	
	(4.5) Hazing
	City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident	

Current Policy/Procedure	**Proposed Policy/Procedure**	**Source & Rationale**
4.5a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited. 4.5b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited. 4.5c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited. 4.5d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited. 4.5e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited. 4.5f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings. **(4.6) Physical Altercation/Violent/Threatening Behavior** The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact. **(4.7) Weapons/Firearms/Explosives** The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises or during college activities are prohibited. The penalty for possession weapons may be subject to	of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services. 4.5a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited. 4.5b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited. 4.5c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited. 4.5d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited. 4.5e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited. 4.5f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings. **(4.6) Physical Altercation/Violent/Threatening Behavior** The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact. **(4.7) Weapons/Firearms/Explosives** The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
expulsion. If a student is found responsible, automatic expulsion will be rendered. Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items: • Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded); • Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm; • Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury; • Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon; • Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or • Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals. Notes: • Students who hold a conceal carry permit are not allowed to be in possession of their firearm	or during college activities are prohibited. The penalty for possession weapons may be subject to expulsion. If a student is found responsible, automatic expulsion will be rendered. Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items: • Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded); • Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm; • Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury; • Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon; • Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or • Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

on CCC property, including, including parking lots, campus grounds, buildings, or elsewhere on college premises, including parking lots, campus grounds, buildings, or elsewhere on college premises.
 	
• 3D printing, machining, or otherwise producing/ drawing/designing any of the above-described items or their parts using CCC property or on CCC premises is also a violation of this policy.
 	
• See Disciplinary Hearings Involving Allegations of Sexual Harassment
 	
5. **Theft or vandalism**
  • 5.1a: Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen.
 	
  • 5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises.
 	
6. **Failure to comply** – failure to comply with college officials acting in the performance of their duties.
7. **Breaching Campus Saftey or Security**
  • 7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior security doors.
 	
  • 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment
 	
  • 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from
	Notes:
	
	• Students who hold a conceal carry permit are not allowed to be in possession of their firearm on CCC property, including, including parking lots, campus grounds, buildings, or elsewhere on college premises, including parking lots, campus grounds, buildings, or elsewhere on college premises.
	
	• 3D printing, machining, or otherwise producing/ drawing/designing any of the above-described items or their parts using CCC property or on CCC premises is also a violation of this policy.
	
	• See Disciplinary Hearings Involving Allegations of Sexual Harassment
	
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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions.
 	
8. **Retaliation** – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.
9. **Alcohol and controlled substances**
    • 9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages. ~~except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.~~
    • 9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law. See Drug and Alcohol Free Campus
    • 9.1c: Consumption of alcohol and/or controlled substance or intoxication during class in-person or virtually.
 	
    10. **Clinical/Practicum Misconduct**
Students should refer to clinical program policies and procedures which address academic performance, including adherence to ethical and professional standards. These separate clinical program policies and procedures may result in dismissal of a student from a program or other appropriate action by the program.
    11. **Violations of CCC policies**
    • Equal Opportunity in Employment, Programs, Services and Activities policy
    • Equal Opportunity Policy and Complaint Procedures
    • Academic program Handbooks
    • College Rules
	• 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment
	
	    • 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions.
	
	8. **Retaliation** – including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.
	9. **Alcohol and controlled substances**
	    • 9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages.
	
	    • 9.1b: Controlled substance possession and/or consumption, including the possession, sale, ==purchase,== use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law. See Drug and Alcohol Free Campus
	    • 9.1c: Consumption of alcohol and/or controlled substance or intoxication==, on campus==, during class in-person or virtually.
	
	    10. **Clinical/Practicum Misconduct**
	Students should refer to clinical program policies and procedures which address academic performance, including adherence to ethical and professional standards. These separate clinical program policies and procedures may result in dismissal of a student from a program or other appropriate action by the program.
	    11. **Violations of CCC policies**
	    • Equal Opportunity in Employment, Programs, Services and Activities policy
	    • Equal Opportunity Policy and Complaint Procedures	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
- Drug and Alcohol Free Campus policy - Tobacco-Free Campus policy - Responsible Computer Use policy - Other approved CCC Policies and Procedures	- Academic program Handbooks - College Rules - Drug and Alcohol Free Campus policy - Tobacco-Free Campus policy - Responsible Computer Use policy - Other approved CCC Policies and Procedures	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 8.26 Drug and Alcohol Free Campus Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action: • Possession and/or consumption of alcoholic beverages ~~except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.~~ • Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by state or federal law. More information is available on our [Consumer Information](#) webpages.	**Section 8.26 Drug and Alcohol Free Campus** Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action: • Alcohol possession and/or consumption<mark>, including alcoholic beverages.</mark> • Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by state or federal law. More information is available on our [Consumer Information](#) webpages.	Update to align with disciplinary update.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 8.34 Responsible Computer Use Faculty, staff and students are required to comply with CCC's Responsible Computer Use Policy in Article 6, Board Policies and Procedures for Management & Government. Emailing sensitive data in unencrypted format or storing unencrypted sensitive data in email mailboxes is not allowed. Users handling Personally Identifiable Information (PII) or other sensitive information must adhere to all applicable email security procedures and OIT guidance.	**Section 8.34 Responsible Computer Use** To help keep our digital environment safe and secure, all faculty, staff and students are required to comply with CCC's Responsible Computer Use Policy in Article 6, Board Policies and Procedures for Management & Government. The use of CCC email and technology systems must reflect responsible and secure practices. Sensitive data in unencrypted format or storing unencrypted sensitive data in email mailboxes is not allowed. Users handling Personally Identifiable Information (PII) or other sensitive information must adhere to all applicable email security procedures and OIT guidance. All users and system administrators are required to promptly report any suspected violations of the Responsible Computer Use Policy and related OIT rules and guidelines to OIT Information Security. This includes, but is not limited to unauthorized access, misuse of resources, data breaches, or any behavior that may compromise the integrity, confidentiality, or availability of CCC's data and information systems. CCC is committed to maintaining a safe and secure computing environment.	Update need to report violations of computer use.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses
 	
Policy history: [Full-time Faculty Teaching Online Learning and College Success Courses](#).
1. **College Success Courses Taught for Load**
   • College Credit full-time faculty members may teach up to three (3) credit hours of College Success as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each term.
 	
      o Faculty may teach:
         o Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or
 	
         o If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly.
 	
2. **Requirements for Teaching College Success Courses**
   • Faculty teaching College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses. The credentialing training is facilitated by CCC faculty and administrators and requires active participation. Once credentialed, future professional development for College Success instruction is available and optional.
	Section 10.20 Full-time Faculty Teaching Online Learning and College Success Courses
	
	Policy history: [Full-time Faculty Teaching Online Learning and College Success Courses](#).
	1. **College Success Courses Taught for Load**
	   • College Credit full-time faculty members may teach up to three (3) credit hours of College Success as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each term.
	
	      o Faculty may teach:
	         o Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or
	
	         o If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly.
	
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	2. **Requirements for Teaching College Success Courses**
	   • Faculty teaching College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses. The credentialing training is facilitated by CCC faculty and administrators and requires active
		Update language regarding blueprint course shells.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

3. **Requirements for Teaching Online**
 	
• Faculty teaching asynchronous online and hybrid courses for the City Colleges of Chicago must be credentialed to teach these modalities according to the requirements set forth by the Department of Online Learning to ensure quality teaching of such courses.
 	
• Faculty assigned to asynchronous online and hybrid courses should attend the online faculty orientation before each semester starts
 	
• New online faculty should attend new online faculty orientation at the beginning of their first semester teaching asynchronous online and hybrid courses. Thereafter, the faculty should attend the returning online faculty orientation.
 	
Notes:
 	
• All College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic departments take precedence over faculty load requests for College Success.
 	
• Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses acknowledge that the textbook, online course shell (available via the learning management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. For more information, go to procedures.
	participation. Once credentialed, future professional development for College Success instruction is available and optional.
	
	3. **Requirements for Teaching Online**
	
	• Faculty teaching asynchronous online and hybrid courses for the City Colleges of Chicago must be credentialed to teach these modalities according to the requirements set forth by the Department of Online Learning to ensure quality teaching of such courses.
	
	• Faculty assigned to asynchronous online and hybrid courses should attend the online faculty orientation before each semester starts
	
	• New online faculty should attend new online faculty orientation at the beginning of their first semester teaching asynchronous online and hybrid courses. Thereafter, the faculty should attend the returning online faculty orientation.
	
	• ==All asynchronous online classes will have a blueprint course shell automatically loaded into the LMS.==
	
	• ==Faculty who are eligible for the blueprint opt-out process may request that the blueprint shell not be loaded into their LMS course shell. To qualify for the opt-out, faculty must meet the following criteria:==
	
	   • ==Have previously taught the course.==
	
	   • ==Be credentialed to teach online.==
	
	   • ==Submit a verification form confirming agreement to align with the blueprint course shell standards outlined in Section 10.31c.==
	
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	Notes:
	
	• All College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	departments take precedence over faculty load requests for College Success. • Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses acknowledge that the textbook, online course shell (available via the learning management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. For more information, go to procedures.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 10.22 Criteria for Lane Advancement Policy history: Criteria for Lane Advancement. ~~Pursuant to Article VI.G.3 lane advances are effective on the anniversary date of the faculty member, only after the faculty member meets the requirements for advancement. The anniversary date is the day that commemorates the full-time hire date on the same day of the year as the initial event.~~ ~~Faculty members employed as of July 15, 2013 will be advanced to a higher lane if he/she meets the criteria set forth below for each lane:~~ 1. ~~**Lane II**~~ ~~A master's degree plus fifteen (15) semester hours of graduate credit and the achievement of tenure in the City Colleges of Chicago, except that faculty members in active service status in Lane I prior to September 1, 1971, shall not be required to earn any credit hours but shall be automatically advanced to Lane II upon the achievement of tenure in the City College of Chicago.~~ 2. ~~**Lane III**~~ ~~Earned doctorate degree (Ph.D. or Ed.D.) or master's degree plus thirty (30) semester hours of graduate credit, and, in either case, six (6) years of college teaching experience, which shall include four (4) years of continuous teaching service in the City Colleges of Chicago in Lane II.~~ 3. ~~**Lane IV**~~ ~~Earned doctorate degree (Ph.D. or Ed.D.) or master's degree plus sixty (60) semester hours of graduate credit, and, in either case, eight (8) years of college teaching experience which shall include four (4) years of continuous teaching service in the City Colleges of Chicago in Lane III.~~	**Section 10.22 Criteria for Lane Advancement** Policy history: Criteria for Lane Advancement. Note: This policy has been removed. All criteria for lane advancements can be found in the CBA.	Remove lane advancement language and reference CBA.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Pursuant to Article VI.G.3.b.(1), all graduate credit (to be counted towards lane advancement) must be earned subsequent to the time when the master's degree was awarded, and either 1. in the faculty member's teaching certificate, or 2. in a subject that faculty member has taught at the college level or might reasonably be asked to teach, or 3. in a formalized in-service program offered by the college administration.		

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 10.31 Learning Management System
 	
Policy history: Learning Management System.
  a. **Learning management system**
     A. Effective fall 2009, all full-time faculty are required, at a minimum, to post their syllabi on the learning management system (LMS). An external link to the course syllabus is not acceptable.
 	
     B. Effective fall 2010, all part-time faculty are required, at a minimum, to post their syllabi on the LMS.
 	
     C. The LMS Course Menu must contain a content area labeled Syllabus.
 	
  b. **Syllabi**
     A. The Course Syllabus must be made available on the LMS Syllabus Course Menu area to students, guests, and observers no later than the first week of the term. Any exceptions must be approved by the Vice President for Academic and Student Affairs.
 	
     B. All posted syllabi will contain measurable student learning outcomes.
	Section 10.31 Learning Management System
	
	Policy history: Learning Management System.
	  a. **Learning management system**
	     A. Effective fall 2009, all full-time faculty are required, at a minimum, to post their syllabi on the learning management system (LMS). An external link to the course syllabus is not acceptable.
	
	     B. Effective fall 2010, all part-time faculty are required, at a minimum, to post their syllabi on the LMS.
	
	     C. The LMS Course Menu must contain a content area labeled Syllabus.
	
	  b. **Syllabi**
	     A. The Course Syllabus must be made available on the LMS Syllabus Course Menu area to students, guests, and observers no later than the first week of the term. Any exceptions must be approved by the Vice President for Academic and Student Affairs.
	
	     B. All posted syllabi will contain measurable student learning outcomes.
	
	  c. **Online Asynchronous Course Shells**
	
	     A. All Credit and Adult Education courses offered in the online asynchronous modality must have an approved blueprint course shell on file.
	
	     B. A course cannot be offered asynchronously online without an approved blueprint course shell on file. In cases where a blueprint course shell has not been established, the course must be approved through the colleges official approval process prior to being scheduled asynchronously
		Add language regarding online asynchronous course shells

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

	online. Final authorization is granted by the Provost or their designee. (Credit Only)
	
	 C. The blueprint course shell must meet established standards for:
	
	      a. Clarity of course design and ease of student navigation
	
	      b. Accessibility (ADA compliance)
	
	      c. Regular and substantive interaction between the instructor and students
	
	      d. Current approved student learning outcomes (SLO)
	
	      e. Required components to maintain IAI designation, if applicable
	
	 D. Blueprint shells must be reviewed and approved by designated representatives of the relevant academic discipline prior to implementation and asynchronous delivery.
	 E. Instructors who are eligible for the Blueprint Opt-Out process can request that blueprint course materials are not loaded into their LMS shell each term. (Credit Only)
	 F. Instructors may amend the blueprint course content in teaching their asynchronous course.	

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