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

RESOLUTION
ADOPT REVISIONS TO ACADEMIC & STUDENT POLICIES
OF THE CITY COLLEGES OF CHICAGO
MARCH 2026
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 March 5, 2026 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 2.01 Admissions – Credit Students – Add language to require reapplication for students who do not enroll or drop all classes prior to the transcript date or incurring a balance, except for students who defer by the deadline.

Section 2.02 Admissions International Students – Clarify high school transcript requirements

Section 2.04 Assessment & Placement – Credit Students
- Remove high school diploma as an option for verification when a student places into Foundational Studies for math and English.
- Clarify that Associate's or higher placement waiver is for English only

Section 2.05 Assessment & Placement – International Students – Update countries to the TOEFL test waiver list

Section 2.07 Transfer Credit –
- Add language about colleges accredited through approved accreditor not in U.S.
- Remove language regarding non-approved accreditor review

Section 3.18 Honors- Add Triota as an approved honor society

Section 5.06 Graduation College – Define language when there is a tie and no student response by the deadline.

Section 6.12 Refunds Issued to Students -Add timeline for when students are expected to receive a refund, 14 days from time credit was issued.

Section 7.05 Early College Program –
- Update dual enrollment waiver language to include up to 2 classes or pathway classes to be covered by a waiver.
- Add official high school transcript submission to eligibility requirements.
- Remove high school counselor signature requirement form parent permission form.

Section 8.01 Students with Disabilities - Add language to include Web Content Accessibility Guidelines (WGAC) standards

Section 8.18 Standards of Conduct – Updating policy language for clearer guidelines.

Section 10.20 City Colleges of Chicago Full-time Faculty Teaching Online Learning and College Success Courses for Load-
- Remove College Success Guidelines from this section
- Expand ADA compliant language

Section 10.23 Contract Renewal and the Issuance of Tenure –
- Update language to align with current practice when the Tenure Orientation Seminar takes place.
- Require Evidence for Evaluation during the Tenure Orientation Seminar

Section 10.24 Criteria for Promotion and Rank
- Add terminal degree language to Educational Requirements
- Remove Regionally Accredited and link to approved accreditation list.

Section 10.25 Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review - Change Regionally Accredited to approved accreditor and link list.

Section 10.30 – Instructor Processes - Update syllabus requirements to include use of syllabus tool and ADA compliance

Section 10.31 – Learning Management System – Update syllabus requirements to reference 10.30 policy

Section 10.XX Teaching College Success Courses – Separate College Success classes from teaching online learning requirements

Key Procedure Changes

Section 2.01 Admissions – Credit Students – Add language to require reapplication for students who do not enroll or drop all classes prior to the transcript date or incurring a balance, with the exception of students who would defer by the deadline.

Section 2.04 Assessment & Placement – Credit Students - Add that CCCRTW must be taken in person

Section 3.13 Non-Grade Designation – Add language that MP (Making Progress) means the student needs to repeat the class.

Section 6.04 Financial Obligations – Explain financial responsibility when re-enrolling in the same class in current term. Students are unable to swap class across sessions or modalities.

Section 6.06 Tuition Waiver Programs - Discretionary – Add language and requirements for in-district tuition for individuals incarcerated in Chicago.

Section 8.01 Students with Disabilities - Add language to include Web Content Accessibility Guidelines (WGAC) standards

Note: As part of this revision, all references to the Dean of Students Services have been replaced with references to the Vice President of Student Affairs or designee, where such references appear within the policy manual.

ACADEMIC & STUDENT POLICIES
MARCH 2026 – 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: <mark>Highlights</mark> = policy changes/ <mark>Highlights</mark> = procedure

March 2026 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 2.01 Admissions – Credit Students
 	
Policy History: Admissions – Credit Students
Procedures: Admissions – Credit Students – Procedures.
  a. *Overview*
  The City Colleges of Chicago are open admission colleges. Students may be required to take assessment and placement tests in order to register for classes. Transfer credit, ACT or SAT test scores (see Assessment & Placement) may be used for placement. Incoming students who have earned a grade of "C" or better in college level English or math courses from a ~~regionally~~ accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See *Testing & Placement Guidelines* for more information regarding testing.) Students who are admitted to college credit programs include:
  • Graduates of accredited high schools or foreign equivalents
  • High school equivalency completers
  • Students who successfully completed high school through home-schooling
  • Transfer students from other colleges or universities (see Transfer Credit)
  • High school students age 15-18, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam (see High School Students)
  • High school Students under age 15, recommended by their principal and approved by the College President or designated official to enroll in college credit courses (see High School Students)
  • Students age 18 or older who have not earned a high school diploma or a high school equivalency (a placement exam will be used to determine course
	Section 2.01 Admissions – Credit Students
	
	Policy History: Admissions – Credit Students
	Procedures: Admissions – Credit Students – Procedures.
	  • *Overview*
	  The City Colleges of Chicago are open admission colleges. Students may be required to take assessment and placement tests in order to register for classes. Transfer credit, ACT or SAT test scores (see Assessment & Placement) may be used for placement. Incoming students who have earned a grade of "C" or better in college level English or math courses from <mark>an approved</mark> accredited institution (see www.chea.org) are exempt from being tested, provided official transcripts (printed or electronic) are submitted verifying successful completion of courses. (See *Testing & Placement Guidelines* for more information regarding testing.) Students who are admitted to college credit programs include:
	  • Graduates of accredited high schools or foreign equivalents
	  • High school equivalency completers
	  • Students who successfully completed high school through home-schooling
	  • Transfer students from other colleges or universities (see Transfer Credit)
	  • High school students age 15-18, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam (see High School Students)
	- • High school Students under age 15, recommended by their principal and approved by the College President or designated official to enroll in college credit courses (see High School Students)
	  • Students age 18 or older who have not earned a high school diploma or a high school equivalency (a placement exam will be used to determine course
		Updated Regional to Approved Accreditor

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
placement); these students are not eligible for financial aid (see Federal Financial Aid Eligibility) b. *Former Students Returning to the City Colleges of Chicago* Returning students who are in good standing and have not attended another college or university since last attending CCC may not need to apply for readmission. • The following types of returning students must reapply for readmission (visit the Office of Admissions for further information): o Students with a Discontinued status o Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms. • The following types of returning students need not reapply for readmission (visit the Office of the Registrar for further information): o Students who are Active in their academic careers o Students with a Completed status who have enrolled and earned a final grade in the career in which they completed their academic program during the previous two (2) terms. See Discontinued Students and Residency Verification – Returning Students. c. *Academically Dismissed Students* Students who have been academically dismissed from any of the City Colleges of Chicago must apply for readmission. See Academic Standing for more information. d. *International Students with F-1 Academic Student Visas* International students (www.ccc.edu/internationalstudents) are expected to have successfully completed the equivalent of primary and secondary education prior to enrollment. F-1 academic students are required to enroll in at least twelve (12) credit hours per term. Additionally, F-1 academic students must purchase and maintain medical/health insurance for themselves and their dependents during their course of study and must present proof of such insurance	placement); these students are not eligible for financial aid (see Federal Financial Aid Eligibility) • *Former Students Returning to the City Colleges of Chicago* Returning students who are in good standing and have not attended another college or university since last attending CCC may not need to apply for readmission. • The following types of returning students must reapply for readmission (visit the Office of Admissions for further information): • Students with a Discontinued status • Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms. • The following types of returning students need not reapply for readmission (visit the Office of the Registrar for further information): • Students who are Active in their academic careers • Students with a Completed status who have enrolled and earned a final grade in the career in which they completed their academic program during the previous two (2) terms. See Discontinued Students and Residency Verification – Returning Students. • *Academically Dismissed Students* Students who have been academically dismissed from any of the City Colleges of Chicago must apply for readmission. See Academic Standing for more information. • *International Students with F-1 Academic Student Visas* International students (www.ccc.edu/internationalstudents) are expected to have successfully completed the equivalent of primary and secondary education prior to enrollment. F-1 academic students are required to enroll in at least twelve (12) credit hours per term. Additionally, F-1 academic students must purchase and maintain medical/health insurance for themselves and their dependents during their course of study and must present proof of such insurance	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
upon every registration and/or upon request. Failure to obtain such insurance or willful violation of this insurance requirement will be considered a violation of status. The Primary Designated School Official (PDSO) & Designated School Official (DSO) are responsible for the authorization and issuance of I-20 Forms to International Students. The I-20 Form should be issued for three academic years. Students may file an Extension of Stay INS Form I-539 if they do not complete their program within the three-academic year period. e. *High School Students* High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed. Students age 15 years or older enrolled in a high school in the City of Chicago may be considered for enrollment in credit courses at CCC. Students under age 15 enrolled in high school must also obtain the approval of the College President or designated official to enroll in college credit courses. All high school students must have the written consent of their parents or guardian. In addition, students must have the written consent of their high school principal or counselor and must qualify for college classes through placement testing or previous course completion. High school students – including those enrolled in CCC's Early College Program – do not qualify for financial aid. Also see the Early College Program policy.	upon every registration and/or upon request. Failure to obtain such insurance or willful violation of this insurance requirement will be considered a violation of status. The Primary Designated School Official (PDSO) & Designated School Official (DSO) are responsible for the authorization and issuance of I-20 Forms to International Students. The I-20 Form should be issued for three academic years. Students may file an Extension of Stay INS Form I-539 if they do not complete their program within the three-academic year period. • *High School Students* High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed. Students age 15 years or older enrolled in a high school in the City of Chicago may be considered for enrollment in credit courses at CCC. Students under age 15 enrolled in high school must also obtain the approval of the College President or designated official to enroll in college credit courses. All high school students must have the written consent of their parents or guardian. In addition, students must have the written consent of their high school principal or counselor and must qualify for college classes through placement testing or previous course completion. High school students – including those enrolled in CCC's Early College Program – do not qualify for financial aid. Also see the Early College Program policy.	

March 2026 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 2.01 - Admissions – Credit Students – Procedures Policy: Admissions – Credit Students. New Credit Students (degree/certificate seeking) New full-time and part-time students who are seeking a degree or certificate must complete the following steps: 1. Complete and submit an Online Admissions Application; 2. Submit official transcripts from all colleges and universities previously attended (for more information, see Transfer Credit); 3. Verify identity and residency (see Residency) 4. Attend New Student Orientation; 5. Take the appropriate City Colleges of Chicago placement test(s) ~~as required of all new students~~. Placement test waivers may be granted in ~~certain~~ ~~situations~~ (see Assessment & Placement); 6. Meet with a College Advisor (www.ccc.edu/advising) to discuss career and education goals and to select an academic plan of study, and register for classes; and, 7. Make payment arrangements. If desired, apply for financial aid and meet with a Financial Aid Advisor. Admission for Signature Program/Plan Students who have not been formally admitted to the selective admission program will be temporarily assigned to the Associate of General Studies (AGS) or other degree program plan with a focus area that identifies the selective admission program of interest. (For example, a student interested in Nursing will be temporarily assigned to the AGS program and assigned a secondary program plan of 0239 Nursing.) While enrolled in the AGS program, these students can complete the prerequisite requirements for admission to the program and/or complete general education courses. Once the student has been formally admitted to the selective admission program, their program plan will be updated to reflect their admission into the program.	**Section 2.01 - Admissions – Credit Students – Procedures** Policy: Admissions – Credit Students. New Credit Students (degree/certificate seeking) New full-time and part-time students who are seeking a degree or certificate must complete the following steps: • Complete and submit an Online Admissions Application; • Submit official transcripts from all colleges and universities previously attended (for more information, see Transfer Credit); • Verify identity and residency (see Residency) • Attend New Student Orientation; • ==If required,== take the appropriate City Colleges of Chicago placement test(s). Placement test waivers may be granted through ==several== eligibility options (see Assessment & Placement); • Meet with a College Advisor (www.ccc.edu/advising) to discuss career and education goals and to select an academic plan of study, and register for classes; and, • Make payment arrangements. If desired, apply for financial aid and meet with a Financial Aid Advisor. ==Note: If a student registers for classes in their first term but withdraws from all courses before any appear on the official transcript, the student must submit a new admission application to enroll in a future term.== Admission for Signature Program/Plan - Students who have not been formally admitted to the selective admission program will be temporarily assigned to the Associate of General Studies (AGS) or other degree program plan with a focus area that identifies the selective admission program of interest. (For example, a student interested in Nursing will be temporarily assigned to the AGS program and assigned a secondary program	Add language to require reapplication for students who drop classes prior to the transcript date. Clarify deferral guidelines.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Students are not automatically readmitted into a signature program. For readmission into a signature program, students are required to consult with the program director and comply with program policies. Degree requirements for students who are accepted into signature programs are based on the academic year for which they are accepted. Admission for High School Student Registration and parental/guardian consent forms are available by visiting www.ccc.edu/earlycollege. Questions regarding enrollment of high school-age students should be referred to the Admissions and/or Advising Offices. Academically Dismissed Students To appeal, students must submit an Academic Standing Appeal along with necessary documentation. For more information, see Academic Standing and http://www.ccc.edu/services/Pages/SAP-Appeal.aspx. Transcripts Transcripts submitted for admission, financial aid, transfer, or placement reasons must be official and submitted directly to the Registrar's Office where the student intends to register. Official transcripts can be submitted electronically or by mail, and must be received within one year of the transcript print date. Transcripts that have been opened, altered, or tampered with are not considered official. If the Registrar determines that a transcript may be fraudulent they will take the necessary steps to confirm the validity of the document. This may include, but is not limited to, contacting the institution or requesting new documents. Any cost associated with verifying or obtaining the transcript is the responsibility of the student. No financial aid will be dispersed for the student if it is determined that the transcript is fraudulent. Note: If CCC has reason to believe that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education, CCC will evaluate the validity of a student's high school completion. CCC will: • Check with the high school to confirm the validity of the student's diploma; and • Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary	plan of 0239 Nursing.) While enrolled in the AGS program, these students can complete the prerequisite requirements for admission to the program and/or complete general education courses. Once the student has been formally admitted to the selective admission program, their program plan will be updated to reflect their admission into the program. Students are not automatically readmitted into a signature program. For readmission into a signature program, students are required to consult with the program director and comply with program policies. Degree requirements for students who are accepted into signature programs are based on the academic year for which they are accepted. Admission for High School Student Registration and parental/guardian consent forms are available by visiting www.ccc.edu/earlycollege. Questions regarding enrollment of high school-age students should be referred to the Admissions and/or Advising Offices. Academically Dismissed Students To appeal, students must submit an Academic Standing Appeal along with necessary documentation. For more information, see Academic Standing and http://www.ccc.edu/services/Pages/SAP-Appeal.aspx. Enrollment Deferral Admitted students may request to defer their enrollment to the next term in sequence. If deferment is not submitted by the deadline, the student must reapply for admission to enroll in a future term. Transcripts Transcripts submitted for admission, financial aid, transfer, or placement reasons must be official and submitted directly to the Registrar's Office where the student intends to register. Official transcripts can be submitted electronically or by mail, and must be received within one year of the transcript print date. Transcripts that	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
school is recognized as a provider of secondary school education.	have been opened, altered, or tampered with are not considered official. If the Registrar determines that a transcript may be fraudulent they will take the necessary steps to confirm the validity of the document. This may include, but is not limited to, contacting the institution or requesting new documents. Any cost associated with verifying or obtaining the transcript is the responsibility of the student. No financial aid will be dispersed for the student if it is determined that the transcript is fraudulent. Note: If CCC has reason to believe that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education, CCC will evaluate the validity of a student's high school completion. CCC will: • Check with the high school to confirm the validity of the student's diploma; and • Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 2.02 Admissions – International Students - Procedures
 	
Policy: Admissions – International Students.
International Students with F-1 Academic Student Visas
F-1 academic students seeking foreign transfer credits must submit evaluated results completed by a CCC approved vendor.
International students must comply with the following requirements:
1. Submit an International Students Admissions Application
2. Submit transcripts from all secondary (high school equivalent) institutions attended
3. Pay the Form I-20 student visa processing fee
4. Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement).
International students already in the United States on F-1 academic student visas must:
1. Complete the International Students Admissions Application
2. Complete the transfer verification form
3. Submit transcripts:
   • If no previous U.S. college or university attendance, submit the secondary (high school equivalent) transcript showing diploma award
   • If previous U.S. college or university attendance, submit official transcripts from all U.S. colleges or universities attended
4. Pay the Form I-20 student visa processing fee
5. Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement)
The I-20 student seeking a change of status will only be granted after providing **one** of the following documents:
• Notice of Action INS Form I-797 with approval
• Passport with the INS stamp showing approval for 1-551c
• Permanent Alien Card I-551-B 6
International Students in All Other Visa Classes (Not F-1 Academic Student)
Students holding non-immigrant visas other than F-1 academic student visas (see Admissions – International Students) must
	Section 2.02 Admissions – International Students - Procedures
	
	Policy: Admissions – International Students.
	International Students with F-1 Academic Student Visas
	F-1 academic students seeking foreign transfer credits must submit evaluated results completed by a CCC approved vendor.
	International students must comply with the following requirements:
	• Submit an International Students Admissions Application
	• Submit transcripts from all secondary (high school equivalent) institutions attended
	• Pay the Form I-20 student visa processing fee
	• Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement).
	International students already in the United States on F-1 academic student visas must:
	1. Complete the International Students Admissions Application
	2. Complete the transfer verification form
	3. Submit transcripts:
	   • No previous U.S. college or university attendance: Submit an ==official== secondary (high school equivalent) transcript showing proof of diploma award==ed==.
	   • Previous U.S. college or university attendance: Submit official transcripts from all U.S. colleges or universities attended.
	4. Pay the Form I-20 student visa processing fee
	5. Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement)
	The I-20 student seeking a change of status will only be granted after providing **one** of the following documents:
	• Notice of Action INS Form I-797 with approval
	• Passport with the INS stamp showing approval for 1-551c
	• Permanent Alien Card I-551-B 6
	International Students in All Other Visa Classes (Not F-1 Academic Student)
	Students holding non-immigrant visas other than F-1 academic student visas (see Admissions – International Students) must
		Clarify language requirement for transcripts

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
complete the same steps as new students ([see New Credit Students (degree/certificate seeking)](#)). Additionally, the prospective student may be required to submit additional documentation proving his or her eligibility to study. For more information see: www.ccc.edu/internationalstudents. **Note:** Students who incorrectly or mistakenly apply for credit admission as an International Student must provide one of the following approved documents to remove the International Student Application from their record and the International Student Hold associated with the application: • Birth certificate showing birth in the United States • Form N-550, Certificate of Naturalization • Form N-560, Certificate of Citizenship • Valid unexpired U.S. passport • Valid unexpired Green Card • [Affidavit of Authenticity](#)	complete the same steps as new students ([see New Credit Students (degree/certificate seeking)](#)). Additionally, the prospective student may be required to submit additional documentation proving his or her eligibility to study. For more information see: www.ccc.edu/internationalstudents. **Note:** Students who incorrectly or mistakenly apply for credit admission as an International Student must provide one of the following approved documents to remove the International Student Application from their record and the International Student Hold associated with the application: • Birth certificate showing birth in the United States • Form N-550, Certificate of Naturalization • Form N-560, Certificate of Citizenship • Valid unexpired U.S. passport • Valid unexpired Green Card • [Affidavit of Authenticity](#)	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 2.04 Assessment & Placement – Credit Students *Procedures:* Assessment & Placement – Credit Students – Procedures. To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see Placement Test Waivers) prior to registration. Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate ENGLISH 101 Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver. 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	**Section 2.04 Assessment & Placement – Credit Students** Procedures: Assessment & Placement – Credit Students – Procedures. To ensure proper academic placement, first-time credit students are required to complete a placement exam or obtain a placement test waiver (see Placement Test Waivers) prior to registration. Students who have not completed a placement test or obtained a placement test waiver may enroll in a credit course which does not require a prerequisite, including courses that do not indicate ENGLISH 101 Composition eligibility as a requirement. However, students will not be permitted subsequent enrollment in courses which require a prerequisite without first completing a placement test or obtaining a placement test waiver. • *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: • Official high school transcript • Illinois High School Diploma • High school equivalency certificate	Remove high school diploma from acceptable documents. Clarify the Placement Waiver for associate's degree or higher applies to English waivers only.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

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 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 <u>ENGLISH 101</u> 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
   o Official transcripts from an approved accredited college or university with a grade of "C" or higher
	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. ==Standard== retesting policies apply.
	
	• *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
	   • Students who submit an official transcript from an approved accredited college or university showing successful completion of college level math, English (particularly <u>ENGLISH 101</u> Composition/Freshman Composition), and reading with a grade of "C" or higher;
	• Associate degree or higher ==(English only);==
	• ACT or SAT test scores;
	   • High school graduates who submit official and sufficiently high scores;
	• GED or HiSET score;
	• Transitional Math or Transitional English;
	• High School GPA;
	   • High school grade point average (GPA) of 3.00 from an official high school transcript.
	   • Cumulative GPA comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.
	   • GPA from an accredited high school
	   • 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
	   • May be accepted for college level placement
	   • Official transcripts from an approved accredited college or university with a grade of "C" or higher	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Additional information on placement eligibility by waiver is outlined in <u>procedures</u>. 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.	• Additional information on placement eligibility by waiver is outlined in <u>procedures</u>. 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 2.04 Assessment & Placement – Credit Students – Procedures Policy: Assessment & Placement – Credit Students Note: see Testing & Placement Guidelines for approved exams and more information. English Placement If you are a credit student attempting to place into ENGLISH 101 Composition College Level English 101 and English 101/97 Placement Options	**Section 2.04 Assessment & Placement – Credit Students – Procedures** Policy: Assessment & Placement – Credit Students Note: see Testing & Placement Guidelines for approved exams and more information. English Placement If you are a credit student attempting to place into ENGLISH 101 Composition College Level English 101 and English 101/97 Placement Options	Clarify CCCRTW testing location requirement.

Current Policy/Procedure table:

	ACT-English	Associate's Degree	CCC Reading to Write	*High School GPA of 3.00	GED English	HiSET English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	Transitional English
English 101	19+	Allows for English 101 Eligibility	6	3.00 Cum GPA	165+	Writing (16+) Reading (16+) Essay (5+)	480+	Transfer Dev Ed English	**Must successfully complete 2 semesters
English 101/97			5						

English Placement Options

English CCC Reading to Write Placement Grid

Proposed Policy/Procedure table:

	ACT-English	Associate's Degree	CCC Reading to Write (CCCRTW)	*High School GPA of 3.00	GED English	HiSET English	SAT-Evidence Based Reading & Writing	Transfer DevEd English	Transitional English
English 101	19+	Allows for English 101 Eligibility	6	3.00 Cum GPA	165+	Writing (16+) Reading (16+) Essay (5+)	480+	Transfer Dev Ed English	**Must successfully complete 2 semesters
English 101/97			5						

English Placement Options

English CCC Reading to Write Placement Grid

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Placement Score	Placement Score	

	Placement Score			Placement Score	
English 101	6		English 101	6	
English 101/97	5		English 101/97	5	
English 96	3		English 96	3	
FS Writ 93	1		FS Writ 93	1	

English Placement Grid

English Placement Grid

Additional Notes for English Placement and Eligibility Requirements
- Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed.
  - Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time.
- Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.
- Early College students can take RTW once per City College semester – twice per year.
- Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance.
- Students who are required to take English 101 Composition & English 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for English 101 Composition' only if they are concurrently enrolled in English

Additional Notes for English Placement and Eligibility Requirements
- ==CCCRTW must be taken in person. Students requiring ADA accommodations must consult with ACCESS to arrange appropriate support.==
- Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed.
  - Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time.
- Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.
- Early College students can take RTW once per City College semester – twice per year.
- Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance.
- Students who are required to take English 101 Composition & English 97 Written Communication Skills are eligible to

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

101 Composition, English 97 Written Communication Skills, and the other course.
 	
- If English 97 Written Communications or English 101 Composition is dropped prior to the start of the term, all other courses that require English 101 eligibility must be dropped as well.
- Students who would like to drop or are withdrawn from English 97 Written Communications or English 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have English 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.
- **Transitional English requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C or "pass". Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.
   o CPS high school transcripts will list "Transitional English Portability" under the Honors and Activities section to indicate that the student has successfully completed the Transitional English course.
- GED and HiSET exams must be taken in the English language.
- Students who receive a D or F in English 101, are unable to enroll in courses that require English 101 eligibility without concurrent enrollment in English 101 or (English 101/097), if their placement exam expired.
- High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.
 	
English Placement Expiration
	enroll in courses that require 'Eligibility for English 101 Composition' only if they are concurrently enrolled in English 101 Composition, English 97 Written Communication Skills, and the other course.
	
	- If English 97 Written Communications or English 101 Composition is dropped prior to the start of the term, all other courses that require English 101 eligibility must be dropped as well.
	- Students who would like to drop or are withdrawn from English 97 Written Communications or English 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have English 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.
	- **Transitional English requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C or "pass". Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.
	   - CPS high school transcripts will list "Transitional English Portability" under the Honors and Activities section to indicate that the student has successfully completed the Transitional English course.
	- GED and HiSET exams must be taken in the English language.
	- Students who receive a D or F in English 101, are unable to enroll in courses that require English 101 eligibility without concurrent enrollment in English 101 or (English 101/097), if their placement exam expired.
	- High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.
	
	English Placement Expiration	

Current Policy/Procedure						Proposed Policy/Procedure						Source & Rationale

Current Policy/Procedure

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

English Placement Expiration

Note: Expiration is from date of exam
ESL Placement
If you are a credit ESL student attempting to place into credit bearing English courses, your college may offer an ESL option:

CCC Reading to Write ESL	Course Placement
33	ESL 100, or ESLINTG 100
22	ESL 98, or ESLINTG 99
11	ESLINTG 98

ESL Placement

Proposed Policy/Procedure

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

English Placement Expiration

Note: Expiration is from date of exam
ESL Placement
If you are a credit ESL student attempting to place into credit bearing English courses, your college may offer an ESL option:

CCC Reading to Write ESL	Course Placement
33	ESL 100, or ESLINTG 100
22	ESL 98, or ESLINTG 99
11	ESLINTG 98

ESL Placement

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS • Students have the option to opt out of ESL enrollment and enroll in the following classes based on placement: o Placement into ESLINTG 99 and ESLINTG 100 is eligible to enroll in ENGLISH 96 Aligned Reading and Composition o Placement into ESLINTG 98 is eligible to enroll in FS WRIT 93 Foundational Studies in Literacy • Speak to a College Advisor for registration assistance. Math Placement If you are a credit student, attempting to place into credit-bearing math College Level Math Placement Options	ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS • Students have the option to opt out of ESL enrollment and enroll in the following classes based on placement: • Placement into ESLINTG 99 and ESLINTG 100 is eligible to enroll in ENGLISH 96 Aligned Reading and Composition • Placement into ESLINTG 98 is eligible to enroll in FS WRIT 93 Foundational Studies in Literacy • Speak to a College Advisor for registration assistance. Math Placement If you are a credit student, attempting to place into credit-bearing math College Level Math Placement Options	

Current Policy/Procedure table:

	ACT-Math	ALEKS PPL	*High School GPA of 3.00	GED Math	Hi Set Math	SAT-Math	Transfer DevEd Math	Transitional Math
MATH 207, or below	24+	76-100				580+		
MATH 204, MATH 146, MATH 144, MATH 141, or below	24+	61-100				580+		
MATH 143, MATH 140, or below	21+	52-60		160	13	530+	Eligible Transfer Dev Ed Math with	STEM TM

Proposed Policy/Procedure table:

	ACT-Math	ALEKS PPL	*High School GPA of 3.00	GED Math	Hi Set Math	SAT-Math	Transfer DevEd Math	Transitional Math
MATH 207, or below	24+	76-100				580+		
MATH 204, MATH 146, MATH 144, MATH 141, or below	24+	61-100				580+		
MATH 143, MATH 140, or below	21+	52-60		160	13	530+	Eligible Transfer Dev Ed Math with	STEM TM

Current Policy/Procedure									Proposed Policy/Procedure									Source & Rationale
							a 'C' or higher										a 'C' or higher	
MATH 143 + MATH 40, MATH 140 + MATH 40, or below		46-51							MATH 143 + MATH 40, MATH 140 + MATH 40, or below		46-51							
MATH 125, MATH 121, MATH 118, or below	21+	46-60	3.00 CUM GPA	155	11	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	Quantitative Literacy or Technical Math	MATH 125, MATH 121, MATH 118, or below	21+	46-60	3.00 CUM GPA	155	11	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	Quantitative Literacy or Technical Math	
MATH 125 + MATH 25, MATH 124 + MATH 24, or MATH 118 + MATH 118		30-45					Eligible Transfer Dev Ed Math with a 'C' or higher		MATH 125 + MATH 25, MATH 124 + MATH 24, or MATH 118 + MATH 118		30-45					Eligible Transfer Dev Ed Math with a 'C' or higher		

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Math Placement Options	Math Placement Options	

Current Policy/Procedure

[1]

Multiple course options are available based on your academic plan; see your College Advisor.
[2]

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

	ALEKS Placement Score	GED	HiSet
MATH 207, or below	76-100		
MATH 204, MATH 146, MATH 144, MATH 141, or below	61-100		
MATH 143, MATH 140, or below	52-60	160	13
MATH 143 + MATH 40, MATH 140 + MATH 40, or below	46-51		
MATH 125, MATH 124, MATH 121, MATH 118, or below	46-60	155	11
MATH 125 + MATH 25, MATH 124 + MATH 24, or MATH 118 + MATH 18	30-45		
MATH 100 or MATH 97	20-45	150	10

Proposed Policy/Procedure

[1]

Multiple course options are available based on your academic plan; see your College Advisor.
[2]

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

	ALEKS Placement Score	GED	HiSet
MATH 207, or below	76-100		
MATH 204, MATH 146, MATH 144, MATH 141, or below	61-100		
MATH 143, MATH 140, or below	52-60	160	13
MATH 143 + MATH 40, MATH 140 + MATH 40, or below	46-51		
MATH 125, MATH 124, MATH 121, MATH 118, or below	46-60	155	11
MATH 125 + MATH 25, MATH 124 + MATH 24, or MATH 118 + MATH 18	30-45		
MATH 100 or MATH 97	20-45	150	10

Current Policy/Procedure				Proposed Policy/Procedure				Source & Rationale
MATH 99	30-45	150	10	MATH 99	30-45	150	10	
MATH 90 or MATH 98	20-29	145	8	MATH 90 or MATH 98	20-29	145	8	
FS MATH 3003 + FS MATH 3004	20-29			FS MATH 3003 + FS MATH 3004	20-29			
FS MATH 3001 + FS MATH 3002, or FS MATH 3000	19 or below			FS MATH 3001 + FS MATH 3002, or FS MATH 3000	19 or below			
Math Placement Grid				Math Placement Grid				

Additional Notes for Math Placement and Eligibility Requirements
- Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.
- Aleks placement scores expire after one year if the student has not enrolled in a math course appropriate to their placement within that time. Once a student enrolls in a pre-requisite course, the student must complete math courses sequentially, unless enrolled in a special program or granted departmental consent to skip a pre-requisite course.
- Enrolling in a co-requisite pair including, but not limited to, MATH 118, MATH 124, MATH 125, or MATH 140 does not make one eligible for courses with the pre-requisite of MATH 118, MATH 124, MATH 125, or MATH 140 eligibility.
- Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C. Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.
  - CPS high school transcripts will list "Transitional Math (STEM or (QL))" under the Honors and

Additional Notes for Math Placement and Eligibility Requirements
- Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.
- Aleks placement scores expire after one year if the student has not enrolled in a math course appropriate to their placement within that time. Once a student enrolls in a pre-requisite course, the student must complete math courses sequentially, unless enrolled in a special program or granted departmental consent to skip a pre-requisite course.
- Enrolling in a co-requisite pair including, but not limited to, MATH 118, MATH 124, MATH 125, or MATH 140 does not make one eligible for courses with the pre-requisite of MATH 118, MATH 124, MATH 125, or MATH 140 eligibility.
- Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C. Alternatively, a student may fulfill the requirement through a one-semester block enrolled course with a final grade of C or higher.
  - CPS high school transcripts will list "Transitional Math (STEM or (QL))" under the Honors and

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Current Policy/Procedure

Activities section to indicate that the student has successfully completed the Transitional Math course.
- High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.

Math Placement Expiration

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

Math Placement Expiration

French and Spanish Placement

If you wish to take French or Spanish classes for college credit and you already know some of the language, you are encouraged to take the placement exam (available at Placement Testing for Spanish or French) and follow the placement guidelines below. Once you place, you proceed along the sequence in accordance with the Academic Catalog.

French Placement	Spanish Placement	Course Number(s)
0-259	0-269	101

Proposed Policy/Procedure

Activities section to indicate that the student has successfully completed the Transitional Math course.
- High school GPA of 3.00 must be comprised of at least seven semesters; may be seventh-semester GPA or final high school GPA.

Math Placement Expiration

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

Math Placement Expiration

French and Spanish Placement

If you wish to take French or Spanish classes for college credit and you already know some of the language, you are encouraged to take the placement exam (available at Placement Testing for Spanish or French) and follow the placement guidelines below. Once you place, you proceed along the sequence in accordance with the Academic Catalog.

French Placement	Spanish Placement	Course Number(s)
0-259	0-269	101

Current Policy/Procedure			Proposed Policy/Procedure			Source & Rationale
260-336	270-345	102	260-336	270-345	102	
337-402	346-426	103	337-402	346-426	103	
403+	427+	104, 206, 210, 213, 214	403+	427+	104, 206, 210, 213, 214	
French and Spanish Placement			French and Spanish Placement			

In addition to the above, if you are taking the placement exam to place, note that:
- Placement test scores expire after one (1) year.
- Both French and Spanish placements of 103 or higher are subject to departmental chairperson review
- SPANISH 104 Fourth Course Spanish and FRENCH 104 Fourth Course French and above all require ENGLISH 101 Composition eligibility
- SPANISH 191 Survival Spanish Nursing, SPANISH 192 Spanish for Law Enforcement, SPANISH 206 Intensive Oral Practice Spanish, SPANISH 210 Modern Civilization & Culture Spanish, SPANISH 213 Intro To Modern Literature Spanish and SPANISH 214 Readings In Literature Spanish require ENGLISH 100 Basic Writing Skills eligibility
- SPANISH 111 Spanish For Hispanos, SPANISH 113 Spanish For Near Native Speakers I and SPANISH 114 Spanish for Near-Native Speakers II are for native or near native speakers

In addition to the above, if you are taking the placement exam to place, note that:
- Placement test scores expire after one (1) year.
- Both French and Spanish placements of 103 or higher are subject to departmental chairperson review
- SPANISH 104 Fourth Course Spanish and FRENCH 104 Fourth Course French and above all require ENGLISH 101 Composition eligibility
- SPANISH 191 Survival Spanish Nursing, SPANISH 192 Spanish for Law Enforcement, SPANISH 206 Intensive Oral Practice Spanish, SPANISH 210 Modern Civilization & Culture Spanish, SPANISH 213 Intro To Modern Literature Spanish and SPANISH 214 Readings In Literature Spanish require ENGLISH 100 Basic Writing Skills eligibility
- SPANISH 111 Spanish For Hispanos, SPANISH 113 Spanish For Near Native Speakers I and SPANISH 114 Spanish for Near-Native Speakers II are for native or near native speakers

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Placement testing is encouraged but not required for SPANISH 191 Survival Spanish Nursing, SPANISH 192 Spanish for Law Enforcement, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion. Additional College-Credit Placement Notes • The above tables reflect District testing guidelines; however, a College President or designee may accelerate a student beyond their test-based placement level. • If you choose to take your placement test at one of our testing centers, disturbing the testing environment for other students may result in your removal from the testing environment. • Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status. • Students who drop with a reason of NSW, ADW, WTH, or VMW are required to retake the placement exam if their placement exam expired.	• Placement testing is encouraged but not required for SPANISH 191 Survival Spanish Nursing, SPANISH 192 Spanish for Law Enforcement, SPANISH 198 Study Abroad: Intensive, SPANISH 199 Study Abroad: Immersion. Additional College-Credit Placement Notes • The above tables reflect District testing guidelines; however, a College President or designee may accelerate a student beyond their test-based placement level. • If you choose to take your placement test at one of our testing centers, disturbing the testing environment for other students may result in your removal from the testing environment. • Students who fail a course used for placement can retake the failed course anytime, regardless of latest placement exam status. • Students who drop with a reason of NSW, ADW, WTH, or VMW are required to retake the placement exam if their placement exam expired. -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<u>Section 2.05 Assessment & Placement – International Students</u> a. *English Proficiency Requirement* The City Colleges requires prospective F-1 academic students whose native language is not English to take the Test of English as a Foreign Language (TOEFL®) test (www.ets.org/toefl) and meet one of the following criteria (depending upon testing method): • 500 on the TOEFL written (paper and pencil) test • 61 on the Internet-based TOEFL test with at least 15 points in each category • 173 on the computerized TOEFL test Prospective F-1 academic students may be waived from the TOEFL requirement if comparable proof of English proficiency is provided. This includes but is not limited to: • 5.5 overall score and at least 5.0 on each band score on the International English Language Testing System (IELTS™) (www.ielts.org/) exam • Submission of a U.S. college or university transcript showing satisfactory completion (grade "C" or better) in an English composition course • Completion of CCC placement test scoring into at least developmental English 98 and Reading 99 or its equivalent The TOEFL test requirement will be waived when F-1 academic students originate from a country where English is the official language and English is their native language. F-1 academic students from the following countries are not required to submit proof of English proficiency: • Anguilla • Antigua/Barbuda • Australia • Bahamas • Barbados	**<u>Section 2.05 Assessment & Placement – International Students</u>** • *English Proficiency Requirement* The City Colleges requires prospective F-1 academic students whose native language is not English to take the Test of English as a Foreign Language (TOEFL®) test (www.ets.org/toefl) and meet one of the following criteria (depending upon testing method): • 500 on the TOEFL written (paper and pencil) test • 61 on the Internet-based TOEFL test with at least 15 points in each category • 173 on the computerized TOEFL test Prospective F-1 academic students may be waived from the TOEFL requirement if comparable proof of English proficiency is provided. This includes but is not limited to: • 5.5 overall score and at least 5.0 on each band score on the International English Language Testing System (IELTS™) (www.ielts.org/) exam • Submission of a U.S. college or university transcript showing satisfactory completion (grade "C" or better) in an English composition course • Completion of CCC placement test scoring into at least developmental English 98 and Reading 99 or its equivalent The TOEFL test requirement will be waived when F-1 academic students originate from a country where English is the official language and English is their native language. F-1 academic students from the following countries are not required to submit proof of English proficiency: • Anguilla • Antigua/Barbuda • Australia • Bahamas • Barbados	Update list of countries not required to submit proof of English proficiency.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
- Belize - Bermuda - British Guyana - Canada (except Quebec) - Cayman Islands - Dominica - Falkland Islands (Islas Malvinas) - Grenada - Guam - Guyana - Ireland - Jamaica/other West Indies - Liberia - Montserrat - New Zealand - South Africa - St. Helena - St. Kitts & Nevis - St. Lucia - St. Vincent - Trinidad & Tobago - Turks & Caico Isle - United Kingdom - Virgin Islands The testing requirements of this rule may be waived by the College President upon the recommendation of the English Department Chair, providing the F-1 academic student has demonstrated proficiency in English as a foreign language.	- Belize - Bermuda - British Guyana - British Virgin Islands - Canada (except Quebec) - Cayman Islands - Dominica - Falkland Islands (Islas Malvinas) - Grenada - Guam - Guyana - Ireland - Jamaica/other West Indies - Liberia - Montserrat - New Zealand - South Africa - St. Helena - St. Kitts & Nevis - St. Lucia - St. Vincent & the Grenadines - Trinidad & Tobago - Turks & Caico Islands - United Kingdom - U.S. Virgin Islands (St. Croix, St. John, & St. Thomas) The testing requirements of this rule may be waived by the College President upon the recommendation of the English Department Chair, providing the F-1 academic student has demonstrated proficiency in English as a foreign language.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 2.07 Transfer Credit
 	
Policy History: Transfer Credit.
Procedures: Transfer Credit – Procedures.
 	
Official college transcripts are required as part of the admissions process for credential seeking students. CCC will only accept official undergraduate transcripts from institutions accredited from one of the following organizations:
 	
• ~~Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges~~
• Higher Learning Commission (HLC)
• Middle States Commission on Higher Education (MSCHE)
• New England Commission of Higher Education (NECHE)
• Northwest Commission on Colleges and Universities (NWCCU)
• Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
• WASC Senior College and University Commission (WSCUC)
 	
An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified electronic copy) that is properly signed/authenticated. College transcripts that are more than one (1) year past the print date are not accepted.
 	
All courses ~~from other accredited institutions (ope.ed.gov/accreditation/Index.aspx)~~ previously attended where a final grade of ~~"C" (including grades of~~ "C-"~~)~~ or higher was earned will be evaluated for transferability and reflected on the student's academic record when the credit is accepted. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation subject to ~~certain~~ limits (~~see~~ Graduation Requirements for Degrees).
	Section 2.07 Transfer Credit
	
	Policy History: Transfer Credit.
	Procedures: Transfer Credit – Procedures.
	
	Official college transcripts are required as part of the admissions process for credential seeking students. CCC will only accept official undergraduate transcripts from institutions accredited from one of the following organizations:
	
	• Higher Learning Commission (HLC)
	• Middle States Commission on Higher Education (MSCHE)
	• New England Commission of Higher Education (NECHE)
	• Northwest Commission on Colleges and Universities (NWCCU)
	• Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
	• ==Western Association of Schools and Colleges (WASC)==
	    • ==Accrediting Commission for Community and Junior Colleges (ACCJC)==
	    • ==WASC Senior College and University Commission (WSCUC)==
	
	==College credit that is taken abroad that has the above accreditation and is not a part of a U.S. based institution requires an evaluation from a NACES approved evaluator.==
	
	An official transcript is a transcript received directly from the issuing institution (whether on paper and still sealed in the envelope or a certified electronic copy) that is properly signed/authenticated. College transcripts that are more than one (1) year past the print date are not accepted.
	
	All courses where a final grade of "C-" or higher, will be evaluated for transferability and reflected on the student's academic record when the credit is accepted. If accepted as satisfying degree requirements, transfer credits will be counted towards graduation,
		Update Accredited Organization list and process.
		
		Removed language regarding evaluation of credit from non-approved accredited schools.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Students should request their official transcripts be sent to the Office of the Registrar at their home college. Selective admission programs may require additional official transcript(s) go directly to the college the program is offered at.	subject to the limits outlined in Graduation Requirements for Degrees). Students should request their official transcripts be sent to the Office of the Registrar at their home college. Selective admission programs may require additional official transcript(s) go directly to the college the program is offered at.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 3.13 Non-Grade Designation Policy History: Non-Grade Designations Procedures: Non-Grade Designations – Procedures. Non-grade designations are recorded on a student's permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations. a. **ADH – Academic Dishonesty Withdrawal** A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information). b. **ADR – Administrative Removal from College/Class** In situations where a student's presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College's Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College. When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (www.ccc.edu). Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed	**Section 3.13 Non-Grade Designation** Policy History: Non-Grade Designations Procedures: Non-Grade Designations – Procedures. Non-grade designations are recorded on a student's permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations. • *ADH – Academic Dishonesty Withdrawal* A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information). • *ADR – Administrative Removal from College/Class* In situations where a student's presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College's Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College. When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (www.ccc.edu). Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to	Clarify requirements for repeat when a student receives MP.

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

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

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades (and a provisional final grade; see Final Grading, Grading after End of Term (for Incomplete "I" Grades), and Glossary of Terms for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must: • Have completed at least eighty percent (80%) of the course • Be able to complete all remaining course requirements without further classroom instruction "COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 COVID-19 policies appendix. All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the "I" grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed. f. **NSW – No-Show Withdrawal** Students are required to attend class and actively pursue as defined in each syllabus. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstate (in a Class) for more information.	Incomplete "I" Grades), and Glossary of Terms for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must: • Have completed at least eighty percent (80%) of the course • Be able to complete all remaining course requirements without further classroom instruction "COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 COVID-19 policies appendix. All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the "I" grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed. f. **NSW – No-Show Withdrawal** Students are required to attend class and actively pursue as defined in each syllabus. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy):Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstate (in a Class) for more information. • Courses that meet more than once per week: students who do not attend at least one (1) of the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW. • Courses that meet once per week: students who do not attend the first class session of a course which	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
- Courses that meet more than once per week: students who do not attend at least one (1) of the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW. - Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW. - Courses that are offered in 8 weeks or less: students who do not attend the first class session will be withdrawn from the class by the instructor and issued an NSW. g. **NSW – No-Show Withdrawal from Online Courses** Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). See Glossary of Terms for more information about the Statistical (STAT) Date. Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see Learning Management System), or acknowledging that you have read the syllabus. Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstate (in a Class) for more information. h. **RNS – Reinstate (in a Class)**	meets only once per week will be withdrawn from the class by the instructor and issued an NSW. - Courses that are offered in 8 weeks or less: students who do not attend the first class session will be withdrawn from the class by the instructor and issued an NSW. g. *NSW – No-Show Withdrawal from Online Courses* Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). See Glossary of Terms for more information about the Statistical (STAT) Date. Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see Learning Management System), or acknowledging that you have read the syllabus. Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstate (in a Class) for more information. h. *RNS – Reinstate (in a Class)* - Students may not be reinstated after the last date (available on my.ccc.edu) for student initiated withdrawals (WTH). - A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal. - A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
- Students may not be reinstated after the last date (available on my.ccc.edu) for student initiated withdrawals (WTH). - A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal. - A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time. - A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW). - A student who received an ADW and believes they were actively pursing the class, may request a review for reinstatement (RNS) through the Office of Instruction. The student must show evidence of active pursuit and outreach to the instructor. The request must be made within one week of the administrative withdrawal. i. **VMW – Voluntary Medical Withdrawal** A student who is experiencing a physical or mental health issue that significantly interferes with the student's wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the ~~Dean of Student Services~~. After consideration, the ~~Dean of Student Services~~ or designee will make the final decision to grant or deny the student's request.	(ADW) may not elect to withdraw (WTH) from the class at a later time. - A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW). - A student who received an ADW and believes they were actively pursing the class, may request a review for reinstatement (RNS) through the Office of Instruction. The student must show evidence of active pursuit and outreach to the instructor. The request must be made within one week of the administrative withdrawal. i. *VMW – Voluntary Medical Withdrawal* A student who is experiencing a physical or mental health issue that significantly interferes with the student's wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the ==Vice President of Student Affairs== or designee. After consideration, the ==Vice President of Student Affairs== or designee will make the final decision to grant or deny the student's request. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information). j. *WTH – Class Drop or Withdrawal* **It is the student's responsibility to officially drop or withdraw from classes.** A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see Class Withdrawals & Refunds).	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information). j. **WTH – Class Drop or Withdrawal** **It is the student's responsibility to officially drop or withdraw from classes.** A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see Class Withdrawals & Refunds). A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on my.ccc.edu). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student may drop or withdraw from a class (WTH) by visiting my.ccc.edu. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar for more information. See Glossary of Terms for more information about the Statistical (STAT) Date. Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.	A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on my.ccc.edu). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student may drop or withdraw from a class (WTH) by visiting my.ccc.edu. The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar for more information. See Glossary of Terms for more information about the Statistical (STAT) Date. Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term. k. **NSW (No-Show Withdrawal) & ADW (Administrative Withdrawal) – Adult Education Students** • **NSW -** A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW. • **ADW -** After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term. l. *NC (No Credit)* For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
k. **NSW (No-Show Withdrawal) & ADW (Administrative Withdrawal) – Adult Education Students** • **NSW-** A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW. • **ADW-** After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term. l. **NC (No Credit)** For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student must opt for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade. m. **MP (Making Progress) Making Progress.**(Remedial Credit Only) Student progressed in the class but did not meet all learning outcomes to move to the next level.(Remedial Credit Only) n. **TMP (Temporary)** (Remedial courses only) Temporary grade assigned. Student has the option to complete missed learning outcomes by midterm of the following big term unless the final grade changes sooner, if no changes are made the grade will default to a D or F. Students who fail to complete the minimum requirements for a course may receive TMP provided that they have made significant documented progress, even if they do not meet minimum passing standards to earn a C grade.	to NC (no credit) in the event that a grade of D or F is earned. The student must opt for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade. m. **MP (Making Progress) Making Progress.**(Remedial Credit Only) Student progressed in the class but did not meet all learning outcomes to move to the next level. ==Student must repeat the course.== (Remedial Credit Only) n. **TMP (Temporary)** *(Remedial courses only)* Temporary grade assigned. Student has the option to complete missed learning outcomes by midterm of the following big term unless the final grade changes sooner, if no changes are made the grade will default to a D or F. Students who fail to complete the minimum requirements for a course may receive TMP provided that they have made significant documented progress, even if they do not meet minimum passing standards to earn a C grade. Students who receive TMP are required to enroll in a supplemental course to complete the minimum requirements to pass the course no later than midterm of the semester (excluding summer) immediately following the course in question, or the grade will default to (D or F). TMP is not calculated in the GPA and does not satisfy prerequisite requirements. o. **NG (No Grade Recorded)** No grade was submitted by the instructor following final grade roll.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Students who receive TMP are required to enroll in a supplemental course to complete the minimum requirements to pass the course no later than midterm of the semester (excluding summer) immediately following the course in question, or the grade will default to (D or F). TMP is not calculated in the GPA and does not satisfy prerequisite requirements. o. **NG (No Grade Recorded)** No grade was submitted by the instructor following final grade roll.	-	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 3.18 Honors
 	
a) **CCC Scholastic Honors**
Full-time students (those completing at least 12 credit hours within a term) are awarded scholastic honors based upon their term grade point average, as follows:
• Honor's List: 3.0 - 3.49
• Dean's List: 3.5 - 3.99
• Presidential Scholars List: 4.0
 	
Graduates of Associate Degree programs are awarded scholastic honors based upon their Graduation GPA (prior to August 1, 2013, the requirement is based upon the higher of Graduation GPA or Cumulative GPA), as follows:
• High Honors: 3.5 or higher
• Honors: 3.0 - 3.49
Additional Honors
• **Phi Theta Kappa International Honor Society**
    ○ Phi Theta Kappa (PTK) is a two-year international honor society that has as its hallmark scholarship, leadership, fellowship and service to the community. PTK is the two-year equivalent of, and is in international partnership with, Phi Beta Kappa. To join, students must:
    ○ Be invited to join by the chapter at the college where presently enrolled
    ○ Have completed at least twelve (12) college credit hours of coursework that may be applied to an associate degree
    ○ Have earned a Graduation Grade Point Average (GPA) of 3.5 or higher
    ○ Adhere to the moral standards of the society
• **Psi Beta Honor Society**
    ○ The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. To join, students must have completed:
	Section 3.18 Honors
	
	a) **CCC Scholastic Honors**
	Full-time students (those completing at least 12 credit hours within a term) are awarded scholastic honors based upon their term grade point average, as follows:
	• Honor's List: 3.0 - 3.49
	• Dean's List: 3.5 - 3.99
	• Presidential Scholars List: 4.0
	Graduates of Associate Degree programs are awarded scholastic honors based upon their Graduation GPA (prior to August 1, 2013, the requirement is based upon the higher of Graduation GPA or Cumulative GPA), as follows:
	High Honors: 3.5 or higher
	Honors: 3.0 - 3.49
	b) **Additional Honors**
	• Iota Iota Iota (Triota) Honor Society
	    • Iota Iota Iota (Triota) is the gender, women's/feminist, and sexuality Studies Honor Society dedicated to supporting excellence in gender, women's/feminist, and sexuality studies and fostering feminist community and activism. This egalitarian academic honor society promotes scholarship in gender, women's/feminist, and sexuality studies, as well as research and activities focused on dismantling systems of oppression and improving conditions for all people. To be eligible, a student must:
	        • Complete two terms at CCC with a Graduation GPA of 2.5 or higher on a 4.0 grading scale.
	        • Complete a minimum of 6 credit hours in gender, women's/feminist, and sexuality studies courses (i.e., GWSS subject code courses) with a grade of B or higher.
	        • Must meet at least one of the following: submit a written essay
		Add Triota to list of honors.

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○ A college psychology course with a grade of B or higher; and ○ Twelve (12) credit hours of college level coursework with a Graduation GPA of 3.0 or higher on a 4.0 grading scale **Sigma Kappa Delta** ○ Sigma Kappa Delta is the English Honor Society for two-year colleges. Students who join this honor society earn the recognition and prestige of membership in a national honor society. Students must meet the following eligibility requirements: ○ All English course grades must be a "B" or higher; and ○ Graduation GPA of 3.0 or higher on a 4.0 grading scale **Star Scholar** Chicago based eligible high school students who graduate high school with a 3.0 GPA and who test completion ready in Math and English are able to pursue a degree or certificate at City Colleges of Chicago at no cost. For additional information, please visit the CCC Chicago Star Scholarship site. • National Adult Education Honor Society To be eligible for the National Adult Education Honor Society, a student must obtain a qualifying score on the GED® or HiSET® examination and pass the Illinois Constitution examination. Eligible students should speak with the Dean of Adult Education of their college for more information.	==demonstrating strong interest in gender, women's/feminist, and sexuality studies, or be nominated by a gender, women's, and sexuality studies professor.== • ==Active members also complete at least one feminist-focused community service project per semester.== **Phi Theta Kappa International Honor Society** - Phi Theta Kappa (PTK) is a two-year international honor society that has as its hallmark scholarship, leadership, fellowship and service to the community. PTK is the two-year equivalent of, and is in international partnership with, Phi Beta Kappa. To join, students must: - Be invited to join by the chapter at the college where presently enrolled - Have completed at least twelve (12) college credit hours of coursework that may be applied to an associate degree - Have earned a Graduation Grade Point Average (GPA) of 3.5 or higher - Adhere to the moral standards of the society **Psi Beta Honor Society** - The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. To join, students must have completed: - A college psychology course with a grade of B or higher; and - Twelve (12) credit hours of college level coursework with a Graduation GPA of 3.0 or higher on a 4.0 grading scale **Sigma Kappa Delta** - Sigma Kappa Delta is the English Honor Society for two-year colleges. Students who join this honor society earn the recognition and prestige of	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	membership in a national honor society. Students must meet the following eligibility requirements: • All English course grades must be a "B" or higher; and Graduation GPA of 3.0 or higher on a 4.0 grading scale • **Star Scholar** Chicago based eligible high school students who graduate high school with a 3.0 GPA and who test completion ready in Math and English are able to pursue a degree or certificate at City Colleges of Chicago at no cost. For additional information, please visit the CCC Chicago Star Scholarship site. • **National Adult Education Honor Society** To be eligible for the National Adult Education Honor Society, a student must obtain a qualifying score on the GED® or HiSET® examination and pass the Illinois Constitution examination. Eligible students should speak with the Dean of Adult Education of their college for more information.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 5.06 Graduation College **Policy history: Graduation College.** a. **Graduation College for Degrees** The Graduation College (college that confers the credential) for any degree program is as follows: • Students enrolled in a signature (selective enrollment) program: Students enrolled in a signature program will graduate from the college where the student is enrolled. • Students enrolled in any other (non-signature) program: Students will graduate from the college that offers the academic program where the majority (or greatest number if no majority) of the student's Graduation Credit Hours (excludes remedial hours) were earned. In case of a tie between two or more colleges (equal number of Graduation Credit Hours earned from each college and each college offers the degree program), then the student may select his/her Graduation College. b. **Graduation College for Certificates** The Graduation College (college that confers the credential) for any certificate program is as follows: • The college where the majority of the certificate-specific credit hours were earned will confer the certificate. In case of a tie between two or more colleges (equal number of certificate-specific credit hours earned from each college and each college offers the certificate program), then a Graduation College will be selected for the student. • If a student completes all certificate requirements at a college that does not offer the certificate program when the award is conferred, then a Graduation	**Section 5.06 Graduation College** **Policy history: Graduation College.** • *Graduation College for Degrees* The Graduation College (college that confers the credential) for any degree program is as follows: • Students enrolled in a signature (selective enrollment) program: Students enrolled in a signature program will graduate from the college where the student is enrolled. • Students enrolled in any other (non-signature) program: Students will graduate from the college that offers the academic program where the majority (or greatest number if no majority) of the student's Graduation Credit Hours (excludes remedial hours) were earned. • In case of a tie between two or more colleges (equal number of Graduation Credit Hours earned from each college and each college offers the degree program), then the student may select his/her Graduation College. • ==If the student does not select prior to the start of the next term, the college where the most hours earned in the last term will be the Graduation College.== • ==If there is still a tie after applying the above rules, the Graduation College will be where the student first enrolled in courses for the degree program.== • *Graduation College for Certificates* The Graduation College (college that confers the credential) for any certificate program is as follows:	Add tie breaker requirements for students who earn equal hours at two or more colleges and do not respond to select a graduation college.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
College will be selected for the student from among the CCC college(s) that offer the program. c. **Graduation College for Credentials** The Graduation College (college that confers the credential) for any credential program is as follows: • The college where the majority of the credential-specific credit hours were earned will confer the credential. In case of a tie between two or more colleges (equal number of credential-specific credit hours earned from each college and each college offers the credential program), then a Graduation College will be selected for the student. d. **Graduation College for Additional Degrees** The Graduation College for an additional degree will be the college that offers the academic program where the majority (or greatest number if no majority) of the student's incremental Graduation Credit Hours (excludes remedial hours) required for the additional degree were earned. In case of a tie between two or more colleges (equal number of incremental Graduation Credit hours earned from each college and each college offers the academic program), then the student may select his/her Graduation College.	• The college where the majority of the certificate-specific credit hours were earned will confer the certificate. In case of a tie between two or more colleges (equal number of certificate-specific credit hours earned from each college and each college offers the certificate program), then a Graduation College will be selected for the student. • If a student completes all certificate requirements at a college that does not offer the certificate program when the award is conferred, then a Graduation College will be selected for the student from among the CCC college(s) that offer the program. • ***Graduation College for Credentials*** The Graduation College (college that confers the credential) for any credential program is as follows: • The college where the majority of the credential-specific credit hours were earned will confer the credential. In case of a tie between two or more colleges (equal number of credential-specific credit hours earned from each college and each college offers the credential program), then a Graduation College will be selected for the student. • ***Graduation College for Additional Degrees*** The Graduation College for an additional degree will be the college that offers the academic program where the majority (or greatest number if no majority) of the student's incremental Graduation Credit Hours (excludes remedial hours) required for the additional degree were earned. In case of a tie between two or more colleges (equal number of incremental Graduation Credit hours earned from each college and each college offers the academic program), then the student may select his/her Graduation College.	

March 2026 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 6.02 Tuition – Credit & Skills Classes Policy History: Tuition - Credit & Skills Classes Procedures: Tuition- Credit & Skills Classes Effective Summer 2025, tuition is assessed based upon the following credit hour tiers and ranges: Credit In-District - $157.00 Out-of-District - $414.00 Out-of-State - $518.00 International - $518.00 Pre-Credit In-District - $79.00 Out-of-District - $207.00 Out-of-State - $259.00 International - $259.00 Pre-credit courses will be charged one-half the per credit hour rate. Additional charges may apply (see Non-Refundable Other Charges). Certain academic programs may include courses charged at a specialized tuition rate per credit hour. Effective Spring 2024. Certain courses may receive a pass-through course charge to cover costs that would otherwise be incurred by the student separate from tuition expenses. All courses that will incur a pass-through charge must be approved by the Board of Trustees. Effective Fall 2023.	**Section 6.02 Tuition – Credit & Skills Classes** Policy History: Tuition - Credit & Skills Classes Procedures: Tuition- Credit & Skills Classes Effective Summer 2026, tuition is assessed based upon the following credit hour tiers and ranges: Credit In-District - $163.00 Out-of-District - $429.00 Out-of-State - $538.00 International - $538.00 Pre-Credit In-District - $82.00 Out-of-District - $215.00 Out-of-State - $269.00 International - $269.00 Pre-credit courses will be charged one-half the per credit hour rate. Additional charges may apply (see Non-Refundable Other Charges). Certain academic programs may include courses charged at a specialized tuition rate per credit hour. Effective Spring 2024. Certain courses may receive a pass-through course charge to cover costs that would otherwise be incurred by the student separate from tuition expenses. All courses that will incur a pass-through charge must be approved by the Board of Trustees. Effective Fall 2023.	Update tuition in policy to align with Board approved tuition changes.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 6.04 - Financial Obligation – Procedures Policy: Financial Obligation. a. **Students Financial Responsibilities** • Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. See Class Withdrawals & Refunds for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges. • Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations. • If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student's financial aid and may result in an unpaid balance which is the student's responsibility. • If a student's account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt. • Students are responsible for making payment arrangements by the payment deadline or could be removed from classes. b. **Payment Arrangements** • Failure to make payment arrangements may result in the student being dropped from his/her classes. • Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course (see WTH –	**Section 6.04 - Financial Obligation – Procedures** Policy: Financial Obligation. a. **Students Financial Responsibilities** • Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. See Class Withdrawals & Refunds for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges. • Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations. • If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student's financial aid and may result in an unpaid balance which is the student's responsibility. • If a student's account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt. • Students are responsible for making payment arrangements by the payment deadline or could be removed from classes. • **Payment Arrangements** 　• ==Students who drop a class after the refund date, then add the same course in a later session are financially responsible for both classes.==	Clarify financial requirement for students enrolling in same class in same term.

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

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account. Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe. -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 6.06 - Tuition Waiver Programs – Discretionary – Procedures
Policy: Tuition Waiver Programs – Discretionary.
 	
Application of Tuition Waivers and Other Tuition-Restricted Funds.
 	
Discretionary tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.
 	
   a. Chicago Star Scholarship
 	
The Chicago Star Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled eligible program courses. To be eligible for waivers a student must:
 	
• Graduate from a Chicago -based partnered high schools
 	
    ◦ Chicago Public Schools (CPS) or Chicago charter/options high school
 	
    ◦ Partnered Big Shoulders Fund Catholic high schools
 	
• Have a cumulative high school GPA of 3.0 or higher (weighted or unweighted)
 	
• Enroll in one of City Colleges' structured, relevant degree programs
 	
• Complete the financial aid application process by completing the FAFSA for the appropriate academic year and receiving verification (for students not eligible to apply for financial aid, this requirement must be met by completing the "Chicago Star Scholarship Certification of Ineligibility to complete FAFSA" form)
	Section 6.06 - Tuition Waiver Programs – Discretionary – Procedures
	Policy: Tuition Waiver Programs – Discretionary.
	
	Application of Tuition Waivers and Other Tuition-Restricted Funds.
	
	Discretionary tuition waivers may be reduced when tuition-restricted discounts or grants such as Monetary Award Program (MAP) grant are awarded. In such cases, the discount or grant will be applied to the student account before applying the waiver to any remaining tuition balance.
	
	   a) Chicago Star Scholarship
	The Chicago Star Scholarship program provides last-dollar coverage of tuition costs plus the cost of books and materials required or recommended for enrolled eligible program courses. To be eligible for waivers a student must:
	
	• Graduate from a Chicago -based partnered high schools
	    • Chicago Public Schools (CPS) or Chicago charter/options high school
	    • Partnered Big Shoulders Fund Catholic high schools
	• Have a cumulative high school GPA of 3.0 or higher (weighted or unweighted)
	• Enroll in one of City Colleges' structured, relevant degree programs
	• Complete the financial aid application process by completing the FAFSA for the appropriate academic year and receiving verification (for students not eligible to apply for financial aid, this requirement must be met by completing the "Chicago Star Scholarship Certification of Ineligibility to complete FAFSA" form)
	Chicago Star Scholars have up to three (3) years of scholarship eligibility starting from the first Fall semester after their high school graduation date, regardless of when they begin their program. Star scholarship funding ends upon degree completion or reaching the
		Add approval for students incarcerated in Chicago to use prison as residence.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Chicago Star Scholars have up to three (3) years of scholarship eligibility starting from the first Fall semester after their high school graduation date, regardless of when they begin their program. Star scholarship funding ends upon degree completion or reaching the scholarship expiration date, whichever comes first. They must start at City Colleges no later than the third term (excluding Summer term) or second Fall semester following their high school graduation and must maintain program eligibility requirements. The Chicago Star Scholarship program is open to undocumented students.
 	
Misuse of Star Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.
 	
  b. CCC Academic Achievement Award
 	
The College President may recommend CCC Academic Waivers to students with academic potential shown by:
 	
• Academic achievement:
  o Cumulative high school GPA of 3.0 or above, or
  o GED® score of 680 or above and passing score on each of the four (4) content areas, or
  o Cumulative GPA of 3.0 or above, which must be maintained
• Chicago residency and eligible for in-district tuition rates
• Full-time enrollment in a degree or certificate program for term
• Any other attributes recognized, in the College President's judgment, as warranting consideration
• Award is decided by committee based on President recommendation
 	
  c. CCC Service Award
	scholarship expiration date, whichever comes first. They must start at City Colleges no later than the third term (excluding Summer term) or second Fall semester following their high school graduation and must maintain program eligibility requirements. The Chicago Star Scholarship program is open to undocumented students.
	
	Misuse of Star Scholarship benefits may result in loss of scholarship eligibility plus potential financial responsibility.
	
	  b) CCC Academic Achievement Award
	The College President may recommend CCC Academic Waivers to students with academic potential shown by:
	
	• Academic achievement:
	  o Cumulative high school GPA of 3.0 or above, or
	  o GED® score of 680 or above and passing score on each of the four (4) content areas, or
	  o Cumulative GPA of 3.0 or above, which must be maintained
	• Chicago residency and eligible for in-district tuition rates
	• Full-time enrollment in a degree or certificate program for term
	• Any other attributes recognized, in the College President's judgment, as warranting consideration
	• Award is decided by committee based on President recommendation
	
	  c) CCC Service Award
	The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include:
	
	• Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (see Academic Standing)
	• Chicago residency and eligible for in-district tuition	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
The College President may recommend CCC Service Awards to students who provide services to the colleges. Minimum requirements include: • Cumulative GPA of 2.50 or above from the prior term with an expectation of maintaining the GPA and remaining in good Academic Standing (see Academic Standing) • Chicago residency and eligible for in-district tuition rates • Full-time enrollment in a degree or certificate program for term • Recognized documented (describe type and level of service provided) service to the college community • Any other attributes recognized, in the College President's judgment, as warranting consideration • Award is decided by committee based on President recommendation **d. Student Government Association (SGA)** For students serving as a member of the SGA Executive Leadership Team, CCC will waive up to a maximum of 18 credit hours per term for students who meet all eligibility criteria and remain in good standing. Eligible student SGA Executive Leadership Team will receive the in-district tuition rate. City of Chicago residency is not required to be eligible for the waiver. In addition to the tuition waiver, students are eligible to receive a book voucher. The amount of the voucher for books will be prorated to the student's enrollment level each term. In order to be eligible for this waiver, the applicant must: • Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted • Maintain a cumulative and term GPA of 2.75 or higher	rates • Full-time enrollment in a degree or certificate program for term • Recognized documented (describe type and level of service provided) service to the college community • Any other attributes recognized, in the College President's judgment, as warranting consideration • Award is decided by committee based on President recommendation **d) Student Government Association (SGA)** For students serving as a member of the SGA Executive Leadership Team, CCC will waive up to a maximum of 18 credit hours per term for students who meet all eligibility criteria and remain in good standing. Eligible student SGA Executive Leadership Team will receive the in-district tuition rate. City of Chicago residency is not required to be eligible for the waiver. In addition to the tuition waiver, students are eligible to receive a book voucher. The amount of the voucher for books will be prorated to the student's enrollment level each term. In order to be eligible for this waiver, the applicant must: • Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted • Maintain a cumulative and term GPA of 2.75 or higher • Apply for financial aid by completing the FAFSA for the appropriate academic year (this requirement can be waived if the applicant does not qualify for financial aid due to citizenship status) • Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic & Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals • Apply for the tuition waiver at the beginning of each term and submit the completed application to the <mark>Vice President of Student Affairs</mark> or college designee	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Apply for financial aid by completing the FAFSA for the appropriate academic year (this requirement can be waived if the applicant does not qualify for financial aid due to citizenship status) • Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic & Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals • Apply for the tuition waiver at the beginning of each term and submit the completed application to the ~~Dean of Student Services~~ or college designee before the first day of class of the following term to be considered eligible • The SGA waiver applies only to classes required for the student's academic program **e. Gateway Scholarship** Eligible Adult Education students receive reduced tuition and supportive services as they transition into college credit courses. Gateway scholars' tuition for credit courses is reduced by half for four semesters. To qualify for the Gateway program, students will need to: • Complete one or more Adult Education classes at City Colleges during the prior or current academic year • Qualify for in-district tuition by either living in Chicago or working full-time in Chicago • Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term • Complete the online credit application • Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL)	before the first day of class of the following term to be considered eligible • The SGA waiver applies only to classes required for the student's academic program **e) Gateway Scholarship** Eligible Adult Education students receive reduced tuition and supportive services as they transition into college credit courses. Gateway scholars' tuition for credit courses is reduced by half for four semesters. To qualify for the Gateway program, students will need to: • Complete one or more Adult Education classes at City Colleges during the prior or current academic year • Qualify for in-district tuition by either living in Chicago or working full-time in Chicago • Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term • Complete the online credit application • Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL) • Take the ALEKS placement exam and score a 30 or higher or placement into Math 90. • Enroll in at least six credit hours in their first term, which must include English.* * Students in programs which do not require English are not required to enroll in English. Students with F-1 or J-1 visas are ineligible for the Gateway Scholars Program **f) Athletic Tuition Waiver Policy** Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Take the ALEKS placement exam and score a 30 or higher or placement into Math 90. • Enroll in at least six credit hours in their first term, which must include English.* * Students in programs which do not require English are not required to enroll in English. Students with F-1 or J-1 visas are ineligible for the Gateway Scholars Program f. Athletic Tuition Waiver Policy Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is defined by the NJCAA as an "Athletic Scholarship" that provides financial assistance to a student from any source because of his or her athletic capabilities. In accordance with NJCAA regulations, waivers are available to sport offerings designated as Division I or Division II. CCC may offer waivers not to exceed the cost of in-district full-time tuition and up to a specified amount per term for required course-related books and course required supplies. The awarded waiver can assist in the cost of tuition at any CCC campus provided the student-athlete is enrolled full-time (minimum of 12 credit hours) at the institution for which he or she participates during a defined NJCAA intercollegiate athletic season. Student-athletes will receive the in-district tuition rate. City of Chicago residency is not required to be eligible for the waiver. Waiver details are defined in the annual NJCAA National Letter of Intent issued to each student-athlete. In accordance with NJCAA rules and regulations, student-athletes cannot receive assistance, in cash or in-kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid or scholarship as defined by the NJCAA. Consequently, those student-athletes who receive an Athletic Tuition Waiver that includes the cost of books are not allowed to sell or exchange their	defined by the NJCAA as an "Athletic Scholarship" that provides financial assistance to a student from any source because of his or her athletic capabilities. In accordance with NJCAA regulations, waivers are available to sport offerings designated as Division I or Division II. CCC may offer waivers not to exceed the cost of in-district full-time tuition and up to a specified amount per term for required course-related books and course required supplies. The awarded waiver can assist in the cost of tuition at any CCC campus provided the student-athlete is enrolled full-time (minimum of 12 credit hours) at the institution for which he or she participates during a defined NJCAA intercollegiate athletic season. Student-athletes will receive the in-district tuition rate. City of Chicago residency is not required to be eligible for the waiver. Waiver details are defined in the annual NJCAA National Letter of Intent issued to each student-athlete. In accordance with NJCAA rules and regulations, student-athletes cannot receive assistance, in cash or in-kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid or scholarship as defined by the NJCAA. Consequently, those student-athletes who receive an Athletic Tuition Waiver that includes the cost of books are not allowed to sell or exchange their books. Therefore, student-athletes are required to either sign an affidavit attesting their understanding of this regulation or they are required to return all books purchased to the Athletic Department at the end of each term. Student-athletes that have an enrollment change or drop a class and have already purchased books are required to return the books to college online book store within 30 days of the order confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department. The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year,	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
books. Therefore, student-athletes are required to either sign an affidavit attesting their understanding of this regulation or they are required to return all books purchased to the Athletic Department at the end of each term. Student-athletes that have an enrollment change or drop a class and have already purchased books are required to return the books to college online book store within 30 days of the order confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department. The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete's academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic & Student Policy. NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook. g. Non-Resident Working in the City of Chicago Out-of-district students working thirty-five (35) or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Proof of employment may be subject to additional verification. Verification must be submitted for each term of enrollment. Acceptable documentation includes:	renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete's academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic & Student Policy. NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook. **g) Non-Resident Working in the City of Chicago** Out-of-district students working thirty-five (35) or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Proof of employment may be subject to additional verification. Verification must be submitted for each term of enrollment. Acceptable documentation includes: • A recent pay stub, and • A letter from the student's employer on the employer's letterhead signed by an authorized representative of the employer certifying the student's in-district employment of at least thirty-five (35) hours per week Students with Out-of State residency are not eligible for In-District tuition. **h) Chicago Police and Firefighters Training Academy (CPFTA)** The (CPFTA) program provides training for high school students interested in careers in public safety, law enforcement, criminal justice, and fire science. The CPFTA curriculum allows juniors and	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

• A recent pay stub, and
 	
• A letter from the student's employer on the employer's letterhead signed by an authorized representative of the employer certifying the student's in-district employment of at least thirty-five (35) hours per week
 	
Students with Out-of State residency are not eligible for In-District tuition.
 	
   h. Chicago Police and Firefighters Training Academy (CPFTA)
 	
The (CPFTA) program provides training for high school students interested in careers in public safety, law enforcement, criminal justice, and fire science. The CPFTA curriculum allows juniors and seniors who are city residents to progress seamlessly from high school directly into CCC to complete their associate degree.
 	
The waiver is awarded to high school graduates of the academy. Eligible awardees must maintain enrollment in a degree granting program during the award period. The waiver will cover the cost of tuition associated with college credit course work. The waiver may be used in the Fall and Spring terms only. The waiver is renewable for two consecutive terms, however, students must apply each term and maintain the required grade point to qualify for continued eligibility.
 	
Students are required to apply for federal and state financial aid programs. Students whose financial aid covers tuition charges are not eligible to receive a waiver. Students with remaining direct need after financial aid funds have been applied will have the difference of the applicable charges waived.
 	
   i. Employee, Spouse/Domestic Partner and Dependents
All full-time non-bargained for Board approved employees are eligible to receive free tuition at City Colleges for themselves, a spouse/domestic partner, and dependent children up to age 25 during terms in which they are employed. Free tuition is limited to credit classes only. The employee is required to pay all applicable charges. The employee must provide documentation (e.g., tax
	seniors who are city residents to progress seamlessly from high school directly into CCC to complete their associate degree.
	
	The waiver is awarded to high school graduates of the academy. Eligible awardees must maintain enrollment in a degree granting program during the award period. The waiver will cover the cost of tuition associated with college credit course work. The waiver may be used in the Fall and Spring terms only. The waiver is renewable for two consecutive terms, however, students must apply each term and maintain the required grade point to qualify for continued eligibility.
	
	Students are required to apply for federal and state financial aid programs. Students whose financial aid covers tuition charges are not eligible to receive a waiver. Students with remaining direct need after financial aid funds have been applied will have the difference of the applicable charges waived.
	
	i) Employee, Spouse/Domestic Partner and Dependents
	All full-time non-bargained for Board approved employees are eligible to receive free tuition at City Colleges for themselves, a spouse/domestic partner, and dependent children up to age 25 during terms in which they are employed. Free tuition is limited to credit classes only. The employee is required to pay all applicable charges. The employee must provide documentation (e.g., tax return; divorce decree; or in the case of spouse filing separately, provide a marriage certificate and tax return for the spouse) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.
	
	j) Debt Forgiveness
	Circumstances arise where a student may request a tuition waiver (based on a personal situation, financial hardship, emergency circumstances, or potential institutional error). In these cases, the student must complete and submit a written Debt Forgiveness Petition and supporting documentation to the College Business Office for review by the Petition Waiver Committee.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

return; divorce decree; or in the case of spouse filing separately, provide a marriage certificate and tax return for the spouse) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.
 	
   j.   Debt Forgiveness
 	
Circumstances arise where a student may request a tuition waiver (based on a personal situation, financial hardship, emergency circumstances, or potential institutional error). In these cases, the student must complete and submit a written Debt Forgiveness Petition and supporting documentation to the College Business Office for review by the Petition Waiver Committee.
 	
Appeals must be submitted within thirty (30) calendar days following the end date of term in which the disputed charges(s) were posted in student information system. Appeals submitted after the thirty (30) day-time period will not be considered unless the student provides valid documentation that shows he/she was medically incapacitated or incarcerated, and therefore, unable to appeal during the thirty (30) day timeframe. At the discretion of administrative staff, exceptions may be made to appeals submitted after the thirty (30) day-time period.
 	
The student will receive a decision by the Petition Waiver Committee in writing; although a Debt Forgiveness Waiver will only be granted if it is determined by the committee that there is an institutional error or the student is able to demonstrate that documented mitigating circumstances led to the debt and contribute to the student's inability to repay the debt. The decision of the College Petition Waiver Committee is final and is not subject to appeal.
 	
Processing an Institutional Error
 	
When there is a dispute over the validity of charges on a student account, CCC staff will research to determine if an institutional error exists and whether the correction of the error requires adjustment to the amount of debt owed by the student. A CCC employee must
	Appeals must be submitted within thirty (30) calendar days following the end date of term in which the disputed charges(s) were posted in student information system. Appeals submitted after the thirty (30) day-time period will not be considered unless the student provides valid documentation that shows he/she was medically incapacitated or incarcerated, and therefore, unable to appeal during the thirty (30) day timeframe. At the discretion of administrative staff, exceptions may be made to appeals submitted after the thirty (30) day-time period.
	
	The student will receive a decision by the Petition Waiver Committee in writing; although a Debt Forgiveness Waiver will only be granted if it is determined by the committee that there is an institutional error or the student is able to demonstrate that documented mitigating circumstances led to the debt and contribute to the student's inability to repay the debt. The decision of the College Petition Waiver Committee is final and is not subject to appeal.
	
	Processing an Institutional Error
	
	When there is a dispute over the validity of charges on a student account, CCC staff will research to determine if an institutional error exists and whether the correction of the error requires adjustment to the amount of debt owed by the student. A CCC employee must complete the Debt Forgiveness Petition form, verify, and document the existence of an institutional error. All institutional errors will require review by the Petition Waiver Committee. If the committee approves the appeal for institutional error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.
	
	k) Individuals Incarcerated in Chicago
	    If the correctional facility is located within Chicago, the facilities address may be used as the students' address for residency. A letter on official letterhead is required by the correctional facility. The student must have been in residence at least 30 days prior to the start of the term.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
complete the Debt Forgiveness Petition form, verify, and document the existence of an institutional error. All institutional errors will require review by the Petition Waiver Committee. If the committee approves the appeal for institutional error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.	I) **Northern Illinois Workforce Coalition (NIWC) Apprenticeship** Students enrolled in approved apprenticeship programs may be eligible for in-district tuition rates. To maintain eligibility, students must declare in an approved program and remain enrolled in that program. -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 6.12 Refunds Issued to Students Students who receive a refund due to financial aid (e.g., Pell Grant) or a third-party payment on their account and are no longer entitled to that refund due to change in eligibility are required to repay the amount of the refund in full. Any amount that a student receives in the form of a refund related to state, federal or third party funding cannot be waived.	**Section 6.12 Refunds Issued to Students** As permitted by the Department of Education, CCC must process and issue refunds of Title IV funds within 14 days of the credit balance being created. Students who receive a refund due to financial aid (e.g., Pell Grant) or a third-party payment on their account and are no longer entitled to that refund due to change in eligibility are required to repay the amount of the refund in full. Any amount that a student receives in the form of a refund related to state, federal or third party funding cannot be waived. -	Outline expectation of when a refund will be issued.

March 2026 POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 7.05 Early College Program
 	
Renamed: formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment.
Policy history: Early College Program.
  a. Definitions
  • Early College Program: CCC's Dual Enrollment and Dual Credit program for eligible currently enrolled high school students.
  • Dual Enrollment: An instructional arrangement where an academically qualified sophomore, junior, or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F).
  • Dual Credit: An instructional arrangement where an academically qualified sophomore, junior, or senior student currently enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F).
  • Continuing Education - Professional & Personal Development Courses: Continuing Education - Professional & Personal Development courses are not eligible for Dual Enrollment or Dual Credit.
Note: high school seniors are not eligible for dual enrollment/dual credit (DE/DC) courses in the summer following their graduation.
  b. Tuition and Charges
  Tuition and charges are waived for Early College participants enrolled in approved Dual Enrollment/Dual Credit classes (DE/DC). All high school students enrolled in Early College programs must comply with the requirements of CCC's Early College Program regardless of funding source or location of classes. Students are limited in the number of DE/DC classes they may take per term:
  • Students may take ~~only one~~ dual enrollment class per term, tuition and charges free. However,
	Section 7.05 Early College Program
	
	Renamed: formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment.
	Policy history: Early College Program.
	  a) Definitions
	  • Early College Program: CCC's Dual Enrollment and Dual Credit program for eligible currently enrolled high school students.
	  • Dual Enrollment: An instructional arrangement where an academically qualified sophomore, junior, or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F).
	  • Dual Credit: An instructional arrangement where an academically qualified sophomore, junior, or senior student currently enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F).
	  • Continuing Education - Professional & Personal Development Courses: Continuing Education - Professional & Personal Development courses are not eligible for Dual Enrollment or Dual Credit.
	Note: high school seniors are not eligible for dual enrollment/dual credit (DE/DC) courses in the summer following their graduation.
	  b) Tuition and Charges
	  Tuition and charges are waived for Early College
	  - participants enrolled in approved Dual Enrollment/Dual Credit classes (DE/DC). All high school students enrolled in Early College programs must comply with the requirements of CCC's Early College Program regardless of funding source or location of classes. Students are limited in the number of DE/DC classes they may take per term:
	  a. <mark>Dual Enrollment</mark>
		Clarify Early College requirements.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

students may enroll in additional courses but are responsible for all tuition and charges associated with them.
• Students may not enroll in more than 29 credits (lifetime limit) of dual credit course offerings, tuition and charges free.
c. Eligibility Requirements
Early College students must meet the following eligibility requirements:
• Admissions requirements for high school students (see High School Students).
• Must be either:
  o Currently enrolled at a Chicago Public Schools (CPS) high school, or
  o A City of Chicago resident enrolled in high school, including home schooled students.
• Residency verification requirements, see Residency.
• Home schooled students: Must be at least 15 years old, completing high school coursework, and must prove age by a valid State of Illinois ID card or driver's license.
• Submit a Parental Permission Form completed with signatures from their parent/guardian and high school guidance counselor.
• Meet all course entry (prerequisites) and academic program requirements.
d. Revocation of Early College Eligibility
A student's Early College eligibility will be revoked if any combination of the following occurs twice:
• Earn a final grade "D" or "F" in a Dual Enrollment or Dual Credit course.
• Receive an NSW for a Dual Enrollment or Dual Credit course.
• Are administratively withdrawn (ADW) from a Dual Enrollment or Dual Credit course.
• Withdraw (WTH) from a Dual Enrollment or Dual Credit course after the Statistical Date. See Glossary of Terms for more information about the Statistical (STAT) Date.
	• Students may take up to two (2) classes per term, at no cost for tuition and charges. Students enrolled in an approved pathway, may be eligible to take pathway classes at no additional cost, subject to approval.
	• Students enrolling in more than two (2) classes per term, (outside of approved pathway) are responsible for all tuition and charges associated with those additional classes.
	• Dual Credit
	  o Students may not enroll in more than 29 credits (lifetime limit) of dual credit course offerings, tuition and charges free.
	c) Eligibility Requirements
	Early College students must meet the following eligibility requirements:
	  o Admissions requirements for high school students (see High School Students).
	  o Must be either:
	    ▪ Currently enrolled at a Chicago Public Schools (CPS) high school, or
	    ▪ A City of Chicago resident enrolled in high school, including home schooled students.
	  o Residency verification requirements, see Residency.
	  o Home schooled students: Must be at least 15 years old, completing high school coursework, and must prove age by a valid State of Illinois ID card, driver's license, or birth certificate.
	  o Submit a Parental Permission Form completed with parent/guardian signature (not required for students 18 years and older).
	  o Submit official high school transcript
	  o Meet all course entry (prerequisites) and academic program requirements.
	d) Revocation of Early College Eligibility
	A student's Early College eligibility will be revoked if any combination of the following occurs twice:	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
- Students who earn a final grade of D or F during Spring 2020 will not have their eligibility revoked. - Students who withdraw (WTH) or are administratively withdrawn (ADW) after March 16, 2020 will not have their eligibility revoked (Spring 2020 only) e. Reinstatement of Early College Eligibility A student whose Early College eligibility has been revoked may be reinstated into the Early College program by: - Repeating a previously enrolled Early College course in which he/she earned a final grade of "D" or "F," received an NSW or ADW, or from which they withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and - Successfully completing the course with a final grade of "C" or higher. f. Discretionary Status The Early College Program is offered at the sole discretion of CCC. Accordingly, it may be awarded or limited at the discretion of the District, is subject to available funding, is non- refundable, and may be changed or cancelled at any time without prior notice.	- Earn a final grade "D" or "F" in a Dual Enrollment or Dual Credit course. - Receive an NSW for a Dual Enrollment or Dual Credit course. - Are administratively withdrawn (ADW) from a Dual Enrollment or Dual Credit course. - Withdraw (WTH) from a Dual Enrollment or Dual Credit course after the Statistical Date. See Glossary of Terms for more information about the Statistical (STAT) Date. - Students who earn a final grade of D or F during Spring 2020 will not have their eligibility revoked. - Students who withdraw (WTH) or are administratively withdrawn (ADW) after March 16, 2020 will not have their eligibility revoked (Spring 2020 only) e) Reinstatement of Early College Eligibility A student whose Early College eligibility has been revoked may be reinstated into the Early College program by: - Repeating a previously enrolled Early College course in which he/she earned a final grade of "D" or "F," received an NSW or ADW, or from which they withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and - Successfully completing the course with a final grade of "C" or higher. f) Discretionary Status The Early College Program is offered at the sole discretion of CCC. Accordingly, it may be awarded or limited at the discretion of the District, is subject to available funding, is non- refundable, and may be changed or cancelled at any - time without prior notice.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 8.01 Students with Disabilities Procedures: Students with Disabilities – Procedures. No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC's goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodation are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the ACCESS Center. ACCESS Centers (www.ccc.edu/access) will provide reasonable accommodations for qualified students with disabilities as required by law. If a student has a personal support worker through the home based support services program for adults with mental disabilities under the developmental disability and mental disability services act, City Colleges of Chicago will permit the personal support worker to attend class with the student subject to the provisions of the act.	**Section 8.01 Students with Disabilities** Procedures: Students with Disabilities – Procedures. No qualified individual with a disability shall, by reason of such disability, be academically dismissed from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. CCC's goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments (ADAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Reasonable accommodation should not cause an undue burden or a fundamental alteration of an academic course or program. Students who believe they have a need for disability accommodation are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the ACCESS Center. ACCESS Centers (www.ccc.edu/access) will provide reasonable accommodations for qualified students with disabilities as required by law. All digital learning platforms and materials must adhere to current digital accessibility standards to ensure compliance with federal and state-level web accessibility regulations. If a student has a personal support worker through the home-based support services program for adults with mental disabilities under the developmental disability and mental disability services act, City Colleges of Chicago will permit the personal support worker to attend class with the student subject to the provisions of the act. -	Add language regarding digital accessibility requirements.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 8.01 Students with Disabilities - Procedures **Students with Disabilities – Procedures** **Policy: Students with Disabilities.** Students with disabilities may request accommodations by doing the following: a. **Provide Documentation of Disability(ies)** Students with disabilities should arrange an appointment for an intake interview with ACCESS Center staff at least thirty (30) days prior to enrollment, ~~bringing~~ current documentation of disability(ies). Students may request an academic ~~adjustment~~ at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow ACCESS Center procedures to ensure sufficient time to review requests and provide appropriate academic ~~adjustments~~. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in a confidential student file in the ACCESS Center. Examples of documentation include: • Diagnostic evaluation • Medical records • Audiogram evaluation • Vision report • Psychological evaluation b. **Request Accommodations Every Term** It is important to request accommodations at least thirty (30) days before the start of the term. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should ~~pick-up~~ Accommodation Letters ~~from the ACCESS Center and give them~~ to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs. ~~Note: students enrolled in online learning courses should follow~~	**Section 8.01 Students with Disabilities - Procedures** **Students with Disabilities – Procedures** **Policy: Students with Disabilities.** Students with disabilities may request accommodations by doing the following: a. **Provide Documentation of Disability(ies)** Students with disabilities should arrange an appointment for an interactive intake interview with ACCESS Center staff at least thirty (30) days prior to enrollment, uploadingcurrent documentation of disability(ies) in the designated portal. Students may request an academic accommodation at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow ACCESS Center procedures to ensure sufficient time to review requests and provide appropriate academic accommodations. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. All disability related documentation is confidential and information shared by written permission of the student. The physical documentation will be kept in a confidential student file in the ACCESS Center. Electronic documentation is stored in a confidential management system. Examples of documentation include: g) Diagnostic evaluation h) Medical records i) Audiogram evaluation j) Vision report k) Psychological evaluation b. **Request Accommodations Every Term** It is important to request accommodations at least thirty (30) days before the start of the term in the approved portal. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students review their accommodation letter in the portal and send to instructors on or	Update language for procedures

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
the above instructions. The ACCESS Center will forward a copy of the Accommodation Letters for online learning students to the online learning Associate Dean of Student Services, who is available to assist if needed. **a) Inform the ACCESS Center of Schedule Changes** Students with disabilities should inform the ACCESS Center immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class). **d. Support Worker in the Classroom** • The support worker is permitted in the classroom per the developmental disability and mental disability services act. The personal support worker will also be noted on the Letter of Accommodation. • The ACCESS Center will inform the faculty member and the Office of Instruction of the class capacity change. • The Office of Instruction will make a best effort to adjust classroom location if the class fills to capacity	before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs. **c. Inform the ACCESS Center of Schedule Changes** Students with disabilities should inform the ACCESS Center immediately of any changes in course schedules (e.g., if a class is moved to a different classroom or in case of withdrawal from a class). **d . Grievance and Appeal** Students with disabilities have the legal right to appeal or file a grievance if they feel they have been denied appropriate accommodation. Students may file a grievance through the EEO/Title IX process. Students may use the Compliments and Complaints process to request an appeal related to accommodation. **I) Support Worker in the Classroom** • The personal support worker/personal care attendant is permitted in the classroom per the developmental disability and mental disability services act. The personal support worker will also be noted on the Letter of Accommodation. • Personal support worker or personal care attendants should address the personal needs of a student with a disability so that they can participate in the College's activities, services, and programs. Personal support workers should not participate in classroom-related activities on behalf of the student. • The ACCESS Center will inform the faculty member and the Office of Instruction of the class capacity change. • The Office of Instruction will make a best effort to adjust classroom location if the class fills to capacity	

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 "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	**Section 8.18 Standards of Conduct** *Policy History:* Standards of Conduct 1. *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 <mark>at any time, and/or considered an active student (i.e., not required to re-enroll</mark> 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. 2. *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 <mark>or designee</mark> prior to the event. <mark>A withdrawal letter will be issued</mark> if the Notice of No Trespass is withdrawn. Visitors and guests who have been issued a "Notice of No Trespass" and wish to enroll in a	Clarify conduct language and process.

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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, ~~Policie 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.
    • 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.
	credit or non-credit course or program must meet with the ==Vice President of Student Affairs== 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 Vice President of Student Affairs or designee will confer with the EEO Office prior to making a final decision. If approved, the Vice President of Student Affairs or designee will notify the Director of Safety and Security, the other Vice Presidents of Student Affairs at all colleges, and the ==District Office Student Experience designee.==
	
	3. *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 Section VII (link to this section).==
	 *"*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
	4. Types of Misconduct
	
	 Misconduct for which students are subject to college discipline falls into the following categories:
	 • Academic dishonesty – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials. See [Academic Integrity and Dishonesty](#).
	 • Dishonesty involving college documents, records or identification cards – stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.
	    • 2.1a: Forgery of an administrative staff person, faculty member, or student's name;	

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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 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.	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 access to an existing college record is not permitted - 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	-

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• 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property
• 3.1c: Any conduct or behavior that disrupts teaching is a violation. Examples include, but are not limited to, talking during class, playing music, playing games/videos or using headphones for non-class related activities.
• 3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed.
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
	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, using headphones for non-class related activities, ==or any unauthorized use of technology.==
	• 3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining consent from classmates and the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed.
	• Conduct that threatens health or safety – conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one's own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.
	    • 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	

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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~~. 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 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);	Opportunity Policy and Complaint Procedures. ==Multiple Violations== ==One or more violations of the student code of conduct, not resulting in expulsion, are eligible for progressive sanction. This applies to individuals who meet the "student" definition, as defined by 8.18 (a) Standards of Student Conduct.== ==**Progressive Sanctions – defined**== ==Based on the severity and circumstances of the situation, progressive discipline is an incremental sanctioning process designed to modify unacceptable behaviors. This procedure will allow for previous disciplinary violations that occur one calendar year from the original sanction date to be considered during subsequent Formal Disciplinary hearings. **Only the types of misconduct relevant to the current conduct case will be reviewed and considered as part of this process**==. (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 ==Vice President of Student Affairs or designee, or the Office of Safety and Security.== 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.	

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- 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 on CCC property, 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.	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 ==(in-person or remote)== are prohibited. 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 instrument, item, or material used with the intent of causing harm;== - Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon; - Any knife ==that does not meet Illinois Statutes and must be in the closed position (except for cutlery of a reasonable size,==	

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7. Breaching Campus Safety 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 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	==when used in a kitchen or other food preparation area, science lab, or academic setting==); 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 on CCC property, 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 Safety or Security • 7.1a: Unauthorized access to college facilities; ==granting others unauthorized access==; 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.	

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- Equal Opportunity in Employment, Programs, Services and Activities policy - Equal Opportunity Policy and Complaint Procedures - Academic program Handbooks - College Rules - Drug and Alcohol Free Campus policy - Tobacco-Free Campus policy - Responsible Computer Use policy - Other approved CCC Policies and Procedures	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 – <mark>Including any harmful action against or harassment of a student, program participant, employee, or other person(s) because of their participation or cooperation in a complaint procedure, including but not limited to an EEO/Title IX case, student grievance, and/or student disciplinary matter.</mark> 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 - Academic program Handbooks - College Rules - Drug and Alcohol Free Campus policy	

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~~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.~~
        ○ ~~*Faculty may teach:*~~
            ○ ~~Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or~~
            ○ ~~If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly.~~
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.~~
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
	• Tobacco-Free Campus policy
	• Responsible Computer Use policy
	• Other approved CCC Policies and Procedures
	
	Section 10.20 Teaching Online Learning
	
	Policy history: Full-time Faculty Teaching Online Learning and College Success Courses.
	
	Requirements for Teaching Online
	
	11. 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 ==Academic Affairs== to ensure quality teaching of such courses.
	12. Faculty assigned to asynchronous online and hybrid courses should attend the online faculty orientation before each semester starts
	13. 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.
	14. All asynchronous online classes will have a blueprint course shell automatically loaded into the LMS.
	15. 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.
	16. ==All course shells and content must meet the WCAG standards for ADA compliance.==
		Move College Success to a separate section.
		
		Add ADA – WCAG requirement language.

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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. 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.	Notes: 17. 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. -	

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Section 10.23 Contract Renewal and the Issuance of Tenure
 	
Policy history: Contract Renewal and the Issuance of Tenure. Faculty members hired for full-time employment after the Spring 2013 term must comply with the following policy:
 	
1. ***External Jurisdictions***
Tenure at CCC must comply with both Illinois state law and the Agreement between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter "the contract").
2. ***Faculty Progress in the Talents of Teaching***
Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows:
  a. In the first term, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching.
  b. In the second term, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution.
  c. In the third term, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan.
  d. Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth term.
  e. In the fifth term, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching.
 	
3. ***Tenure Assistance Program***
Tenure-track faculty members will participate in and complete the Tenure Assistance Program (hereafter "TAP"). This program includes an orientation ~~before~~ the faculty member's first term of full-time teaching, a seminar during the second term, and participation in a mentor program. Faculty members hired for full-time employment
	Section 10.23 Contract Renewal and the Issuance of Tenure
	
	Policy history: Contract Renewal and the Issuance of Tenure. Faculty members hired for full-time employment after the Spring 2013 term must comply with the following policy:
	
	1. ***External Jurisdictions***
	Tenure at CCC must comply with both Illinois state law and the Agreement between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter "the contract").
	2. ***Faculty Progress in the Talents of Teaching***
	Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows:
	  • In the first term, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching.
	  • In the second term, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution.
	  • In the third term, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan.
	  • Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth term.
	  • In the fifth term, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching.
	
	3. ***Tenure Assistance Program***
	Tenure-track faculty members will participate in and complete the Tenure Assistance Program (hereafter "TAP"). This program includes an orientation <mark>during</mark> the faculty member's first term of full-time teaching, a seminar
		Clarify language to align with current practice

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for the Spring 2013 term or earlier may not participate in the TAP.
~~The initial orientation of faculty members will be a formalized in service program.~~

Faculty	Completed	Credit Earned
Tenure Track Faculty	Orientation Completed	Credit earned = two (2) graduate credit hours toward Lane Advancement
Tenure Track Faculty	Second Term Seminar Completed	Credit earned = four (4) graduate credit hours toward Lane Advancement
Tenure		

4. ***Required Evidence for Evaluation***
   Evidence of a tenure-track faculty member's teaching quality and progress towards achieving tenure will be evaluated using the following sources of evidence:
   a. Formal classroom observations
   b. Student course evaluations
   c. Retention and course success data
   d. Second Term Review Report

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during the second term, and participation in a mentor program. Faculty members hired for full-time employment for the Spring 2013 term or earlier may not participate in the TAP.

Faculty	Completed	Credit Earned
Tenure Track Faculty	<mark>Tenure</mark> Orientation Completed	Credit earned = two (2) graduate credit hours toward Lane Advancement
Tenure Track Faculty	Second Term Seminar Completed	Credit earned = four (4) graduate credit hours toward Lane Advancement
Tenure		

4. ***Required Evidence for Evaluation***
   Evidence of a tenure-track faculty member's teaching quality and progress towards achieving tenure will be evaluated using the following sources of evidence:
   • Formal classroom observations
   • Student course evaluations
   • Retention and course success data

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e. Self-evaluative and reflective documents in each portfolio
f. Teaching and service philosophy.
g. Individualized Learning and Service Plan,
h. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching.
 	
5. ***Evaluation Procedures***
A faculty member's department will recommend to the college president for or against contract renewal (first and third terms) and on the issuance of a tenure contract (fifth term). The college president will submit for board approval either a contract renewal or tenure contract recommendation as appropriate.
   a. Evaluation by the Department
   As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.
 	
   Before voting, the members of the department will review the completed portfolio.
 	
   As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.
   b. Evaluation by the College Administration and President
     i. Use the Talents of Teaching to evaluate tenure track faculty members.
     ii. Complete a portfolio rubric and recommendation with rationale based upon a review of the portfolio and department chair letter.
	• Second Term Review Report
	• Self-evaluative and reflective documents in each portfolio
	• Teaching and service philosophy.
	• Individualized Learning and Service Plan,
	• Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching.
	• <mark>Performance in Tenure Orientation Seminar and Second Semester Seminar</mark>
	
	5. ***Evaluation Procedures***
	A faculty member's department will recommend to the college president for or against contract renewal (first and third terms) and on the issuance of a tenure contract (fifth term). The college president will submit for board approval either a contract renewal or tenure contract recommendation as appropriate.
	• Evaluation by the Department
	   As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.
	
	   Before voting, the members of the department will review the completed portfolio.
	
	   As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.
	• Evaluation by the College Administration and President
	   • Use the Talents of Teaching to evaluate tenure track faculty members.	

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iii. Submit the portfolio rubric and recommendation with rationale for board approval. Provide copy for tenure track member.
iv. Meet submission deadlines for February or October Board agenda for approval consideration.
c. Action by the Board
Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract. The faculty member is informed of the Board decision by the College President. All Board decisions are documented in the minutes which are posted on the CCC website.
6. ***Ongoing Process Review***
a. TAP leaders, Deans, and District administration will meet regularly to review the tenure process and its implementation.
b. In instances where there is a conflict between the timing of college wide events and district-wide tap events all efforts should be made by college administrators to support the TTFM's attendance of the district-wide tenure assistance program event.
c. Annual College Administration Tenure Process Report.
   i. Each college will conduct a self-study of their tenure process and activities for the preceding year that examines:
     i. The College TAP and Mentor Program
     ii. TAP Leader performance
   ii. Submit an annual Tenure Process Report Part 1 that:
     i. Describes the process used to conduct the self-study.
     ii. Summarizes the results of the self-study.
d. District Review – District Tenure Process Report District administration will review each College's
	• Complete a portfolio rubric and recommendation with rationale based upon a review of the portfolio and department chair letter.
	• Submit the portfolio rubric and recommendation with rationale for board approval. Provide copy for tenure track member.
	• Meet submission deadlines for February or October Board agenda for approval consideration.
	• Action by the Board
	Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract. The faculty member is informed of the Board decision by the College President. All Board decisions are documented in the minutes which are posted on the CCC website.
	6. ***Ongoing Process Review***
	• TAP leaders, Deans, and District administration will meet regularly to review the tenure process and its implementation.
	• In instances where there is a conflict between the timing of college wide events and district-wide tap events all efforts should be made by college administrators to support the TTFM's attendance of the district-wide tenure assistance program event.
	• Annual College Administration Tenure Process Report.
	   • Each college will conduct a self-study of their tenure process and activities for the preceding year that examines:
	     a. The College TAP and Mentor Program
	     b. TAP Leader performance
	• Submit an annual Tenure Process Report Part 1 that:	

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Annual College Administration Tenure Process Report and conduct a review of portfolios submitted by tenure-track faculty members following Board approval of renewal/tenure decisions for the purpose of:
 	
  i. Establishing whether the college is adhering to the district process.
  ii. Affirming effective use of rubrics and application of standards to support tenure decisions.
  iii. Reporting college adherence to established Tenure Process to the Provost & Chief Academic Officer.
  iv. Meeting with each college to review strengths and areas for growth.
  v. Working with each college to author an action plan and timeline for addressing and correcting any noted compliance concerns.
 	
e. Review of the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the CCC policy will be a collaborative process between District administration and the district wide faculty council.
	a. Describes the process used to conduct the self-study.
	b. Summarizes the results of the self-study.
	
	• District Review – District Tenure Process Report District administration will review each College's Annual College Administration Tenure Process Report and conduct a review of portfolios submitted by tenure-track faculty members following Board approval of renewal/tenure decisions for the purpose of:
	
	  • Establishing whether the college is adhering to the district process.
	  • Affirming effective use of rubrics and application of standards to support tenure decisions.
	  • Reporting college adherence to established Tenure Process to the Provost & Chief Academic Officer.
	  • Meeting with each college to review strengths and areas for growth.
	  • Working with each college to author an action plan and timeline for addressing and correcting any noted compliance concerns.
	
	• Review of the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the CCC policy will be a collaborative process between District administration and the district wide faculty council.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 10.24 Criteria for Promotion in Rank *Policy history:* Criteria for Promotion in Rank. *Procedures:* Criteria for Promotion in Rank – Procedures. Full-time faculty members are eligible for a Promotion in Rank after meeting the minimum criteria set for each rank. The Rank Committee of the Faculty Council of the City Colleges of Chicago and the Administration have agreed on the specific minimum criteria for each rank as described below. - Performance in Teaching - Creative Teaching Methods - Professional Growth - College Service - Creative Productivity - Community Service - Professional Associations The Department Committee, Department Chairperson, Local College Rank Committee, and College President will review each set of criteria and determine if the faculty member is Satisfactory or Needs Improvement. Emphasis on effective teaching is a distinguishing and important characteristic of the City Colleges of Chicago. Each candidate for promotion shall be evaluated separately and confidentially by: - The Rank Committee of the candidate's faculty unit (faculty unit is described as the candidate's department or discipline) - Department Chair or Director - Dean or Vice President for Academic Affairs, or equivalent administrator as the college President may direct. Tenure shall be a requirement for promotion in rank after initial placement. It is expected, as always, that a high rank demands a more distinguished performance than a lower rank. It shall be understood	**Section 10.24 Criteria for Promotion in Rank** *Policy history:* Criteria for Promotion in Rank. *Procedures:* Criteria for Promotion in Rank – Procedures. Full-time faculty members are eligible for a Promotion in Rank after meeting the minimum criteria set for each rank. The Rank Committee of the Faculty Council of the City Colleges of Chicago and the Administration have agreed on the specific minimum criteria for each rank as described below. - Performance in Teaching - Creative Teaching Methods - Professional Growth - College Service - Creative Productivity - Community Service - Professional Associations The Department Committee, Department Chairperson, Local College Rank Committee, and College President will review each set of criteria and determine if the faculty member is Satisfactory or Needs Improvement. Emphasis on effective teaching is a distinguishing and important characteristic of the City Colleges of Chicago. Each candidate for promotion shall be evaluated separately and confidentially by: - The Rank Committee of the candidate's faculty unit (faculty unit is described as the candidate's department or discipline) - Department Chair or Director - Dean or Vice President for Academic Affairs, or equivalent administrator as the college President may direct. Tenure shall be a requirement for promotion in rank after initial placement. It is expected, as always, that a high rank demands a more distinguished performance than a lower rank. It shall be understood	Add terminal degree language. Change Regional accreditor to Approved accreditor to align with federal guidelines.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
that strict adherence in the application of the criteria is desirable and that only the best qualified candidates may achieve promotion. 1. **_Experience and Length of Service_** The following experience and length of services requirements for each rank are minimums for qualification to be considered for promotion.	that strict adherence in the application of the criteria is desirable and that only the best qualified candidates may achieve promotion. 1. **_Experience and Length of Service_** The following experience and length of services requirements for each rank are minimums for qualification to be considered for promotion.	

Current Policy table 1:

Assistant Professor	Associate Professor	Professor
Three years of college teaching experience.	Six years of college teaching experience and three years in rank of Assistant Professor in the City Colleges of Chicago.	Ten years of college teaching experience and four years in the rank of Associate Professor in the City Colleges of Chicago.
Promotion in Rank		

Proposed Policy table 1:

Assistant Professor	Associate Professor	Professor
Three years of college teaching experience.	Six years of college teaching experience and three years in rank of Assistant Professor in the City Colleges of Chicago.	Ten years of college teaching experience and four years in the rank of Associate Professor in the City Colleges of Chicago.
Promotion in Rank		

2. **_Educational Requirements_**
The following educational preparation requirements for each rank are minimums for qualification to be considered for promotion. Less than the stipulated requirements in this area shall be acceptable if there is evidence of substantial or distinguished performance in any one or more of the other areas of this category.

Current Policy table 2:

Assistant Professor	Associate Professor	Professor
15 semester hours[1] of graduate credit[2] more than the minimum requirements for certification for employment in CCC.	30 semester hours[1] of graduate credit[2] more than the minimum requirements for certification for employment in CCC.	60 semester hours[1] of graduate credit[2] more than the minimum requirements for certification for employment in CCC or an earned Doctorate degree.

Proposed Policy table 2:

Assistant Professor	Associate Professor	Professor
15 semester hours[1] of graduate credit[2] more than the minimum requirements for certification for employment in CCC OR an	30 semester hours[1] of graduate credit[2] more than the minimum requirements for certification for employment in CCC OR an	60 semester hours[1] of graduate credit[2] more than the minimum requirements for certification for employment in CCC or an earned Doctorate degree OR an earned

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Promotion in Rank [1]The Rank Promotions Committee may also take into consideration under this category advanced study with recognized teachers (as in the Fine Arts), participation in workshops, institutes and seminars, practical experience in related non-academic fields (including travel), and applied experience in the field of specialization. [2]Graduate credit must be extended by a ~~regionally~~ accredited institution of Higher Education and appear on an official college transcript. Credit hour totals indicated above shall be cumulative for each rank. The candidate for Professor needs only the total of 60 semester hours of graduate credit more than the minimum requirements for certification for employment in the City Colleges of Chicago. Credits outside the field of specialization or certification shall be taken into consideration under this category if evidence is presented of their relevance or value to the performance and/or professional growth of the candidate as a faculty member. Courses and credits shall be considered graduate if the university so transcripts the course.	earned terminal degree in the discipline. earned terminal degree in the discipline. terminal degree in the discipline. Promotion in Rank [1]The Rank Promotions Committee may also take into consideration under this category advanced study with recognized teachers (as in the Fine Arts), participation in workshops, institutes and seminars, practical experience in related non-academic fields (including travel), and applied experience in the field of specialization. [2]Graduate credit must be extended by an approved accredited institution of Higher Education and appear on an official college transcript. Credit hour totals indicated above shall be cumulative for each rank. The candidate for Professor needs only the total of 60 semester hours of graduate credit more than the minimum requirements for certification for employment in the City Colleges of Chicago. Credits outside the field of specialization or certification shall be taken into consideration under this category if evidence is presented of their relevance or value to the performance and/or professional growth of the candidate as a faculty member. Courses and credits shall be considered graduate if the university so transcripts the course.	

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

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

credit and skills courses, and INTDSP 101 College Success Seminar. Grandfathering of credentials will be prohibited, faculty must meet current CCC credential guidelines. If a faculty member does not possess the requisite credentials to teach in a particular field, the faculty has six (6) terms (including summer) to comply and provide evidence of obtained credential. In this case, the Office of Instruction will so notify the faculty member and provide a deadline date (six terms in the future) when the required credential must be obtained.
 	
In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards and contributes to effective teaching and student learning outcomes, a request for an exception may be approved by the Vice President.
	The District Office of Academic Affairs maintains the current list of approved credentials guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit and skills courses, and INTDSP 101 College Success Seminar. Grandfathering of credentials will be prohibited, faculty must meet current CCC credential guidelines. Faculty teaching in the Early College program are required to follow the same credentialing criteria. If a faculty member does not possess the requisite credentials to teach in a particular field, the faculty has six (6) terms (including summer) to comply and provide evidence of obtained credential. In this case, the Office of Instruction will so notify the faculty member and provide a deadline date (six terms in the future) when the required credential must be obtained.
	
	In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards and contributes to effective teaching and student learning outcomes, a request for an exception may be approved by the Vice President.
	
	CCC will only accept official transcripts from institutions accredited from one of the following organizations:
	
	• Higher Learning Commission (HLC)
	• Middle States Commission on Higher Education (MSCHE)
	• New England Commission of Higher Education (NECHE)
	• Northwest Commission on Colleges and Universities (NWCCU)
	• Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
	• Western Association of Schools and Colleges (WASC)
	   • Accrediting Commission for Community and Junior Colleges (ACCJC)
	   • WASC Senior College and University Commission (WSCUC)	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Section 10.30 Instructor Processes
 	
Renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education - Professional & Personal Development). Policy history: [Instructor Processes](#).
 	
All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term:
 	
• Create and post the syllabus
• No-show withdrawal (NSW) process – initial class meeting attendance is recorded, including students who WTH after the class started
• Midterm administrative withdrawal (ADW), active pursuit certification, and grading process
• Final grading (Effective Fall 2020 – last date of active pursuit if student receives an "F" grade)
• Grading after end of term (for Incomplete "I" grades)
 	
a. ***Create and Post the Syllabus***
On the first day of class, each instructor is required to provide each student with a ~~written~~ copy of the syllabus (printed or electronic~~; see~~ Learning Management System), which includes (minimum):
   • Course objectives
   • Student learning outcomes
   • Course requirements, methods of evaluation, and grading policies
   • Measures of active pursuit, which may include: class attendance, class participation, taking required quizzes and examinations, submission of required papers and homework assignments, and/or completion of online academic activities
   • Expectations for student attendance and make-up work should also be included in the syllabus
 	
   Final grades appropriate to the grading basis of the course (see Grade Designations) or I (Incomplete) will be awarded in accordance with the grading
	Section 10.30 Instructor Processes
	
	Renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education - Professional & Personal Development). Policy history: [Instructor Processes](#).
	
	All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term:
	
	3. Create and post the syllabus ==using CCC's approved syllabus system.==
	4. No-show withdrawal (NSW) process – initial class meeting attendance is recorded, including students who WTH after the class started
	5. Midterm administrative withdrawal (ADW), active pursuit certification, and grading process
	6. Final grading (Effective Fall 2020 – last date of active pursuit if student receives an "F" grade)
	7. Grading after end of term (for Incomplete "I" grades)
	
	Create and Post the Syllabus
	On the first day of class, each instructor is required to provide each student with a ==published== copy of the syllabus (printed or electronic) in the Learning Management System, ==that complies with current WCAG and ADA accessibility standards and== includes, at minimum:
	
	   • Course objectives
	   • ==Measurable== student learning outcomes
	   • Course requirements, methods of evaluation, and grading policies
	   • Measures of active pursuit, which may include: class attendance, class participation, taking required quizzes and examinations, submission of required papers and homework assignments, and/or completion of online academic activities
	   • Expectations for student attendance and make-up work should also be included in the syllabus
		Clarify requirements for syllabus.
		
		Add ADA web accessibility guidelines.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
policy distributed by the instructor at the beginning of the class. In order to satisfy audits, legal requirements, and to protect student rights, instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades. Department Chairs should collect this information from instructors and retain it in within the Office of Instruction, using an approved electronic filing method. b. ***No-Show Withdrawal Process*** Instructors must monitor student attendance at the beginning of the term, record attendance for all students for the first-class meeting (including students who WTH after the class start date), and must complete the no-show withdrawal (NSW) certification online process (manual backup available) for each class no later than the provided deadline date. Instructors will enter an NSW for each student who did not attend the required initial class session(s). For more information about when to issue an NSW, see NSW – No-Show Withdrawal. • Attendance in an online class is defined as class engagement or participating in an academic related activity. a. Note: this process **must** be completed even if there are no NSWs to report. If circumstances warrant, a student who has been designated as NSW may be reinstated. In such cases, the instructor only must submit a reinstatement form with appropriate administrative approval to the Office of the Registrar for processing. b. ***Midterm administrative withdrawal (ADW), active pursuit certification, and grading process*** Instructors are required to complete the online midterm	Final grades appropriate to the grading basis of the course (see Grade Designations) or I (Incomplete) will be awarded in accordance with the grading policy distributed by the instructor at the beginning of the class. In order to satisfy audits, legal requirements, and to protect student rights, instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades. Department Chairs should collect this information from instructors and retain it in within the Office of Instruction, using an approved electronic filing method. 8. ***No-Show Withdrawal Process*** Instructors must monitor student attendance at the beginning of the term, record attendance for all students for the first-class meeting (including students who WTH after the class start date), and must complete the no-show withdrawal (NSW) certification online process (manual backup available) for each class no later than the provided deadline date. Instructors will enter an NSW for each student who did not attend the required initial class session(s). For more information about when to issue an NSW, see NSW – No-Show Withdrawal. 9. Attendance in an online class is defined as class engagement or participating in an academic related activity. 10. Note: this process **must** be completed even if there are no NSWs to report. If circumstances warrant, a student who has been designated as NSW may be reinstated. In such cases, the instructor only must submit a reinstatement form with appropriate administrative approval to the Office of the Registrar for processing.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
administrative withdrawal (ADW), active pursuit certification, and grading process for each student on the class roster no later than the provided deadline date. Note: midterm certification of active pursuit is an ICCB required process that is subject to audit and serves as the basis for the ICCB credit hour reimbursement process. Note: this process **must** be completed by the instructor even if there are no ADWs to report. Instructors must complete the following three midterm process components using the online midterm process (manual backup available): • ADW – each student who is not actively pursuing course completion in accordance with the published measures of active pursuit must be administratively withdrawn. • Active pursuit certification – each student who is actively pursuing course completion must be certified. Measures of active pursuit will be selected and recorded. • Grade entry – each student who is actively pursuing course completion will receive a midterm grade appropriate to the grading basis of the course (see Grade Designations). Note: midterm grades are not recorded for short duration classes. c. *Final Grading* Instructors are required to enter a final grade for each student on the final grade class roster by the provided deadline date using the online process (manual backup available). Each student will receive a final grade appropriate to the grading basis of the course (see Grade Designations) in accordance with the published grading policy. In certain circumstances, students may receive an Incomplete "I" grade and a provisional final grade (required if an "I" grade is issued). See I – Incomplete and Glossary of Terms for more information, including a definition of "provisional final grade." City Colleges of Chicago is a non-attendance taking institution, however, in order to determine if a student	11. *Midterm administrative withdrawal (ADW), active pursuit certification, and grading process* Instructors are required to complete the online midterm administrative withdrawal (ADW), active pursuit certification, and grading process for each student on the class roster no later than the provided deadline date. Note: midterm certification of active pursuit is an ICCB required process that is subject to audit and serves as the basis for the ICCB credit hour reimbursement process. Note: this process **must** be completed by the instructor even if there are no ADWs to report. Instructors must complete the following three midterm process components using the online midterm process (manual backup available): • ADW – each student who is not actively pursuing course completion in accordance with the published measures of active pursuit must be administratively withdrawn. • Active pursuit certification – each student who is actively pursuing course completion must be certified. Measures of active pursuit will be selected and recorded. • Grade entry – each student who is actively pursuing course completion will receive a midterm grade appropriate to the grading basis of the course (see Grade Designations). Note: midterm grades are not recorded for short duration classes. 12. *Final Grading* - Instructors are required to enter a final grade for each student on the final grade class roster by the provided deadline date using the online process (manual backup available). Each student will receive a final grade appropriate to the grading basis of the course (see Grade Designations) in accordance with the published grading policy. In certain circumstances, students may receive an Incomplete "I" grade and a provisional final grade (required if	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
"unofficially withdrew" from class, a last date of active pursuit must be recorded for all students receiving an "F". If a student actively pursued the class through the last date of the term as the last date of active pursuit. The unofficial withdrawal date will be the last date of active pursuit, defined in the syllabus. An unofficial withdrawal does not change the final grade and does not appear on the transcript. ***Provisional final grade*** the provisional final grade is the final grade a student would earn if the student does not complete any of the incomplete coursework (final assignments, papers, exams, etc.) and therefore is graded "zero" on those incomplete class requirements, following the issuance of an Incomplete "I" grade (see I – Incomplete). Note: any missing final grades will be automatically assigned as NG (no grade), indicating that the instructor failed to submit a final grade. In this case, the instructor will be required to submit a grade change form with the correct final grade to the Office of the Registrar. d. ***Grading after End of Term (for Incomplete "I" Grades)*** Instructors must complete final grading for any student issued an "I" grade by end of term processing for the next term (excluding the Summer term). For more information about "I" grades, see I – Incomplete. At the end of each term, instructors must submit to the Department Chair a copy of the grade reports (only if manual grade reports were used) on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of "I" (Incomplete) grades. The Registrar shall certify to the Academic Vice President and Department Chairs that the grade report for each instructor's class has been received. The Department Chair shall further verify that a course syllabus, copy of all assignments, and/or tests required for the removal of each "I" grade have been recorded in the student information system (and if required, placed in the Department files) and	an "I" grade is issued). See I – Incomplete and Glossary of Terms for more information, including a definition of "provisional final grade." City Colleges of Chicago is a non-attendance taking institution, however, in order to determine if a student "unofficially withdrew" from class, a last date of active pursuit must be recorded for all students receiving an "F". If a student actively pursued the class through the last date of the term as the last date of active pursuit. The unofficial withdrawal date will be the last date of active pursuit, defined in the syllabus. An unofficial withdrawal does not change the final grade and does not appear on the transcript. ***Provisional final grade*** the provisional final grade is the final grade a student would earn if the student does not complete any of the incomplete coursework (final assignments, papers, exams, etc.) and therefore is graded "zero" on those incomplete class requirements, following the issuance of an Incomplete "I" grade (see I – Incomplete). Note: any missing final grades will be automatically assigned as NG (no grade), indicating that the instructor failed to submit a final grade. In this case, the instructor will be required to submit a grade change form with the correct final grade to the Office of the Registrar. 13. ***Grading after End of Term (for Incomplete "I" Grades)*** Instructors must complete final grading for any student issued an "I" grade by end of term processing for the next term (excluding the Summer term). For more information about "I" grades, see I – Incomplete. At the end of each term, instructors must submit to the Department Chair a copy of the grade reports (only if manual grade reports were used) on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of "I" (Incomplete) grades. The Registrar shall certify to the Academic Vice President	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
shall so certify to the Vice President. If a student does not complete any remaining coursework, then the "I" grade will lapse to the provisional final grade.	and Department Chairs that the grade report for each instructor's class has been received. The Department Chair shall further verify that a course syllabus, copy of all assignments, and/or tests required for the removal of each "I" grade have been recorded in the student information system (and if required, placed in the Department files) and shall so certify to the Vice President. If a student does not complete any remaining coursework, then the "I" grade will lapse to the provisional final grade.	

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~~
 	
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
	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 ==in accordance with Section 10.30a 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 Affairs.
	
	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 online. Final authorization is granted by the Provost or their designee. (Credit
		Update syllabus requirements to reference 10.30 policy.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
scheduled asynchronously 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 f. Blueprint shells must be reviewed and approved by designated representatives of the relevant academic discipline prior to implementation and asynchronous delivery. g. 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) h. Instructors may amend the blueprint course content in teaching their asynchronous course.	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 f. Blueprint shells must be reviewed and approved by designated representatives of the relevant academic discipline prior to implementation and asynchronous delivery. g. 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) h. Instructors may amend the blueprint course content in teaching their asynchronous course.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	Section 10.XX – Teaching College Success Courses – New Section ***Requirements for Teaching College Success Courses*** d) 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 credential 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. e) **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 • *Faculty may teach:* a. Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or b. If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly.	Moved College Success to separate section.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	Notes: f) 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.	

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