36021
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 5, 2026

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
NOVEMBER 2026
THE OFFICE OF ACADEMIC AFFAIRS

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the revisions to policy and updated *CCC Academic & Student Policies* document be adopted by the Board of Trustees effective November 5, 2026 and posted on the City Colleges of Chicago website.

City Colleges of Chicago

Board Approved Academic & Student Policy

Policy Update Executive Summary

Policy Revision Goals

- **Streamline, simplify, clarify and condense policies.**

Key Policy Changes

Section 2.05 Assessment & Placement – International Students – Update TOEFL scores
Section 3.13 Non-Grade Designations – Clarify that VMW should be submitted to the student home campus
Section 6.01 Residency – Add Credit Unions as acceptable documentation for residency verification and must be NCUA insured and that banks must be FDIC insured
Section 6.14 Federal Financial Aid Eligibility – Define Cost of Attendance (COA)
Section 6.16 Satisfactory Academic Progress

- Students whose SAP appeal has been approved are required to submit a completed Academic Improvement Plan (AIP) in same semester as appeal.
- Change appeal review process from 10 business days to 14 business days

Section 8.01 Students with Disabilities – Clarify provisions regarding service animals
Section 8.02 Name Change –

- Add Permanent Resident Card and Birth Certificate to approved documents for name change
- Allow Preferred Name to occur more than once in the year, upon VPSA or designee approval.

Section 8.17 Academic Integrity and Dishonesty – Add AI guidelines
Section 8.18 Standards of Conduct –

- Add clarifying language and adjust placement of Multiple Violations for Misconduct.
- Update language to align with current practice.
- Update No Trespassing Guidelines

Section 8.23 Disciplinary Hearings –

- Update language to align with current practice
- Update language to require DO approval only if expulsion is recommended.

Section 10.16 Guidelines for Special Non-Teaching Assignment for Faculty – Remove language that NBF's are not allowed to receive special assignments.
Section 10.30 Instructor Processes-

- Add language around teaching requirements that ensure: Regular and substantive interaction between the instructor and students, in all classes and not just online asynchronous
- Add documentation requirements for active pursuit measures.

Section 10.31 Learning Management System-

- Combined full-time and part-time faculty syllabi requirement
- Expand requirement in LMS to include posting grades.

Key Procedure Changes

Section 2.03 Assessment & Placement – Credit Students

- Add language process for students requiring an accommodations to retake CCCRTW prior to one year after the latest attempt.
- Require ALEKS to be taken in-person.

Section 6.06 Tuition Waiver Programs – Discretionary – Add Bridge waivers to align with current practice
Section 8.01 Students with Disabilities - Clarify procedure regarding service animals
Section 8.23 Disciplinary Hearings – Update language to align with current practice

OFFICE OF ACADEMIC AND STUDENT AFFAIRS PROPOSED REVISIONS TO

ACADEMIC & STUDENT POLICIES
November 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

Highlights = policy changes/ Highlights = procedure

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Section 2.03 - 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

	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 CCC Reading to Write Placement Grid

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

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.

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- CCCRTW must be taken in person. Students requiring ADA accommodation must consult with ACCESS to arrange appropriate support.

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Add language process for students requiring an accommodations to retake CCCRTW prior to one year after the latest attempt.

Require ALEKS to be taken in-person.

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

• 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 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
	• Students may elect to retake the CCCRTW one year after their previous attempt.
	  ○ Students who participate in approved non-credit workshops or Level Up may be able to retake CCCRTW sooner than one year's time.
	  ○ Early College students can take CCCRTW once per City College semester – twice per year.
	  ○ Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.
	  ○ Students requiring ADA accommodations for a retake must consult with ACCESS. Based on their approved accommodations, they may be eligible to retake CCCRTW before the one-year waiting period has elapsed.
	• Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance.
	• Students who are required to take English 101 Composition & English 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for English 101 Composition' only if they are concurrently enrolled in English 101 Composition, English 97 Written Communication Skills, and the other course.
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	• **Transitional English requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C or "pass". Alternatively, a student may	

Current Policy/Procedure

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

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

Note: Expiration is from date of exam

ESL Placement

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

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

Proposed Policy/Procedure

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.

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English Placement Expiration

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

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:

Source & Rationale

Current Policy/Procedure

ADDITIONAL NOTES FOR ESL PLACEMENT AND ELIGIBILITY REQUIREMENTS

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

	ACT-Math	ALEKS PPL	*High School GPA of 3.00	GED Math	HiSet 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 a 'C' or higher	STEM TM
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 25, MATH 124 + MATH 24, or MATH 118 + MATH 18		30-45					Eligible Transfer Dev Ed Math with a 'C' or higher	

[1] Multiple course options are available based on your academic plan; see your College Advisor.
[2] Placement is based on meeting any one of the listed measures.

Proposed Policy/Procedure

- 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

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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 a 'C' or higher	STEM TM
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Source & Rationale

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

Math Placement Grid

	ALEKS Placement Score	GED	HiSet
MATH 207, or below	76-100		
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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
MATH 99	30-45	150	10
MATH 90 or MATH 98	20-29	145	8
FS MATH 3003 + FS MATH 3004	20-29		
FS MATH 3001 + FS MATH 3002, or FS MATH 3000	19 or below		

ADDITIONAL NOTES FOR MATH PLACEMENT AND ELIGIBILITY REQUIREMENTS

- Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.
- Aleks placement scores expire after one year if the student has not enrolled in a math course appropriate to their placement within that time. Once a student enrolls in a pre-requisite course, the student must complete math courses sequentially, unless enrolled in a special program or granted departmental consent to skip a pre-requisite course.
- Enrolling in a co-requisite pair including, but not limited to, MATH 118, 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.

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		
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MATH 143 + MATH 40, MATH 140 + MATH 40, or below	46-51		
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MATH 125 + MATH 25, MATH 124 + MATH 24, or MATH 118 + MATH 18	30-45		
MATH 100 or MATH 97	20-45	150	10
MATH 99	30-45	150	10
MATH 90 or MATH 98	20-29	145	8
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- The ALEKS math assessment must be taken in person, effective 2027. Students requiring ADA accommodation must consult with ACCESS to arrange appropriate support.
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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 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
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<tr><th></th><th>ALEKS, GED & HiSet Exams</th><th>*High School GPA 3.00, Transfer DevEd Math, & Transitional Math from High School</th><th>ACT & SAT Exams</th><th>Transfer Math, Advanced Placement (AP), College Level Exam (CLEP), & International Baccalaureate (IB) Math</th></tr>
<tr><td>Placement is valid for:</td><td>1 year</td><td>18 months</td><td>4 years</td><td>No expiration</td></tr>
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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.
<table>
<tr><th>French Placement</th><th>Spanish Placement</th><th>Course Number(s)</th></tr>
<tr><td>0-259</td><td>0-269</td><td>101</td></tr>
<tr><td>260-336</td><td>270-345</td><td>102</td></tr>
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<tr><td>403+</td><td>427+</td><td>104, 206, 210, 213, 214</td></tr>
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In addition to the above, if you are taking the placement exam to place, note that:

Placement test scores expire after one (1) year.

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one eligible for courses with the pre-requisite of MATH 118, MATH 124, MATH 125, or MATH 140 eligibility.

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• 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 • 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 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 • 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
Section 2.05 Assessment & Placement – International Students • ***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 • Belize • Bermuda • British Guyana • British Virgin Islands • Canada (except Quebec) • Cayman Islands	**Section 2.05 Assessment & Placement – International Students** • ***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): ○ 60 on the 2005-2026 Internet-based TOEFL test with at least 15 points in each category ○ 3.5 on the 2026 updated TOEFL® Score Scale with at least a 3.5 in each category 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 96 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 • Belize • Bermuda • British Guyana • British Virgin Islands • Canada (except Quebec) • Cayman Islands	Update to TOEFL scores

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• 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 & Caicos 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.	• 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 & Caicos 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.	
Section 3.13 Non-Grade Designations *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.	**Section 3.13 Non-Grade Designations** *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	Add VMW submission review is completed at the student's home campus.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 administrative removal. The student will be given an opportunity to 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	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 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	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 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	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 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.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 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	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 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. • ***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.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
"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 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	○ 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. • ***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. • ***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 (ADW) may not elect to withdraw (WTH) from the class at a later time.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 (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	○ 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. • ***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. All VMW requests are reviewed by the student's home campus. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds for more information). • ***WTH – Class Drop or Withdrawal*** **It is the student's responsibility to officially drop or withdraw from classes.** A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see Class Withdrawals & Refunds). A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available 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.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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). 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	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. • **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. • ***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. • **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) • **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	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 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.	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. • **NG (No Grade Recorded)** No grade was submitted by the instructor following final grade roll. -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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.		
Section 6.01 Residency *Policy History:* Residency *Procedures:* Residency – Procedures. For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.	**Section 6.01 Residency** *Policy History:* Residency *Procedures:* Residency – Procedures. For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.	Add Credit Unions as acceptable documentation for residency verification. Clarify the certification

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
a. **Definition of an Independent Student** CCC uses Federal Student Aid 's definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid. b. **Residency Verification – New Students** New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment. c. **Residency Verification – Independent Students** Independent students must verify their residency by presenting at least one of the preferred documents in the student's name listed below: ○ Valid driver's license, State of Illinois, or City of Chicago identification card ○ Valid voter registration card ○ Copy of current lease or mortgage statement ○ Current utility bill (60 days or less): water, electric, gas, home internet/cable, or home phone (mobile phone bills are not accepted) ○ Valid Foreign Consular ID card that includes a current address ○ Current orders or a letter from Command for military service persons ○ Signed letter on letterhead from a homeless shelter confirming residency in the shelter ○ Bank statement (dated within 90 days prior to verification) ○ Chicago Public Schools (CPS) transcript that meets each of the following four requirements: ▪ CPS transcript must be official:	• **Definition of an Independent Student** CCC uses Federal Student Aid 's definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid. • **Residency Verification – New Students** New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment. • **Residency Verification – Independent Students** Independent students must verify their residency by presenting at least one of the preferred documents in the student's name listed below: ○ Valid driver's license, State of Illinois, or City of Chicago identification card ○ Valid voter registration card ○ Copy of current lease or mortgage statement ○ Current utility bill (60 days or less): water, electric, gas, home internet/cable, or home phone (mobile phone bills are not accepted) ○ Valid Foreign Consular ID card that includes a current address ○ Current orders or a letter from Command for military service persons ○ Signed letter on letterhead from a homeless shelter confirming residency in the shelter ○ Bank statement (dated within 90 days prior to verification) • Bank must be insured through the Federal Deposit Insurance Corporation (FDIC) • Credit Union must be insured through the National Credit Union Administration (NCUA)	requirement to accept a Credit Union or Bank statement.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
▪ Mailed from CPS in sealed envelope, or ▪ Sent from CPS electronically via secure vendor, or ▪ Hand delivered from student or other designee in sealed envelope from CPS ▪ CPS transcript must show senior year semester either in progress, completed, or graduation date ▪ For Early College students only, semester in progress may be sophomore, junior, or senior year ▪ CPS transcript address must match CCC records from admission application ▪ CPS transcript can be used: ▪ While enrolled at CPS, or ▪ Up to nine (9) months after the graduation date from CPS, or ▪ If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcripted d. **Residency Verification – Dependent Students** Dependent students must verify residency by presenting a birth certificate or parent/guardian's tax forms indicating the student as a dependent or a letter of guardianship/court order AND one of the above (Independent Students) documents or the following document(s) in the parent/guardian's name at the student's address: ○ Copy of current lease or mortgage statement ○ Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) ○ Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification documents. For more information, see Early College Program.	○ Chicago Public Schools (CPS) transcript that meets each of the following four requirements: • CPS transcript must be official: • Mailed from CPS in sealed envelope, or • Sent from CPS electronically via secure vendor, or • Hand delivered from student or other designee in sealed envelope from CPS • CPS transcript must show senior year semester either in progress, completed, or graduation date • For Early College students only, semester in progress may be sophomore, junior, or senior year • CPS transcript address must match CCC records from admission application • CPS transcript can be used: • While enrolled at CPS, or • Up to nine (9) months after the graduation date from CPS, or • If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcripted • **Residency Verification – Dependent Students** Dependent students must verify residency by presenting a birth certificate or parent/guardian's tax forms indicating the student as a dependent or a letter of guardianship/court order AND one of the above (Independent Students) documents or the following document(s) in the parent/guardian's name at the student's address: - ○ Copy of current lease or mortgage statement ○ Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted) ○ Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
e. **Residency Verification – Returning Students** The following types of returning students must verify their residency (upon readmission): ○ 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. See Former Students Returning to the City Colleges of Chicago and Discontinued Students. f. **Student's Responsibility to Maintain Current Address** **Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.** Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported. g. **In-District Students** To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. **Exceptions to in-district residency requirements for tuition purposes only:** Students who meet the following criteria are considered In-District even if they have not met the 30-day residency requirement: • Any student on active military duty or who is receiving veteran's educational benefits, is deemed "in district" for tuition purposes for any academic term, as applicable. • Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or	documents. For more information, see Early College Program. • **Residency Verification – Returning Students** The following types of returning students must verify their residency (upon readmission): ○ 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. See Former Students Returning to the City Colleges of Chicago and Discontinued Students. • **Student's Responsibility to Maintain Current Address** **Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct.** Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported. • **In-District Students** To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term. **Exceptions to in-district residency requirements for tuition purposes only:** Students who meet the following criteria are considered In-District even if they have not met the 30-day residency requirement: • Any student on active military duty or who is receiving veteran's educational benefits, is deemed "in district" for tuition purposes for any academic term, as applicable.	

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other military service documentation, or application for veteran's educational benefits to the campus Veteran Student Services office to obtain verification. • Students who qualify for an in-district tuition waiver program, listed in procedures; • Students who move from outside of the state or district and who obtain residence in the district for reasons other than attending classes at a community college; • Student must demonstrate through documentation a verifiable interest in establishing residency. • Students who are under legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district; or • Documentation may be submitted by a caseworker, or other personnel of the Department or the student's attorney or guardian ad litem. h. **Out-of-District Students** Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence. **Provisions to 30-day residency:** Students who meet the following criteria are considered Out -of-District even if they have met the 30-day residency requirement: • Federal job corps workers stationed in-district; • Inmates of state or federal correctional/rehabilitation institutions location in the district;	• Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran's educational benefits to the campus Veteran Student Services office to obtain verification. • Students who qualify for an in-district tuition waiver program, listed in procedures; • Students who move from outside of the state or district and who obtain residence in the district for reasons other than attending classes at a community college; • Student must demonstrate through documentation a verifiable interest in establishing residency. • Students who are under legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district; or • Documentation may be submitted by a caseworker, or other personnel of the Department or the student's attorney or guardian ad litem. • **Out-of-District Students** Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence. **Provisions to 30-day residency:** Students who meet the following criteria are considered Out -of-District even if they have met the 30-day residency requirement: • Federal job corps workers stationed in-district; • Inmates of state or federal correctional/rehabilitation institutions location in the district; • Full-time students attending a postsecondary education institution in the district who have not demonstrated through documentation a verifiable interest in establishing residency; or	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Full-time students attending a postsecondary education institution in the district who have not demonstrated through documentation a verifiable interest in establishing residency; or • Students attending under a chargeback or contractual agreement with another community college Exceptions to 30 day Out-of-District residency requirement: Students will be classified as out-of-district without meeting the 30-day residency requirement, if they meet the following criteria: • Federal job corps workers stationed in Illinois; • Members of the armed services stationed in Illinois; • Inmates of State correctional/rehabilitation institutions located in Illinois; or • Employed full time in Illinois Students residing outside of Chicago or occupying a Chicago dwelling for purposes of attending a post-secondary educational institution are charged out-of-district tuition. Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks & Cooperative Agreements. i. ***Out-of-State Students*** Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence. j. ***International Students*** In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student's	• Students attending under a chargeback or contractual agreement with another community college Exceptions to 30 day Out-of-District residency requirement: Students will be classified as out-of-district without meeting the 30-day residency requirement, if they meet the following criteria: • Federal job corps workers stationed in Illinois; • Members of the armed services stationed in Illinois; • Inmates of State correctional/rehabilitation institutions located in Illinois; or • Employed full time in Illinois Students residing outside of Chicago or occupying a Chicago dwelling for purposes of attending a post-secondary educational institution are charged out-of-district tuition. Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks & Cooperative Agreements. • ***Out-of-State Students*** Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence. • ***International Students*** - In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student's application should be accompanied by documentation including but not limited to: o Copies of employment documents and visa o Proof of City of Chicago residency o Letter from employer authorizing college attendance	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
application should be accompanied by documentation including but not limited to: ○ Copies of employment documents and visa ○ Proof of City of Chicago residency ○ Letter from employer authorizing college attendance ○ Proof of age for dependent visa holders Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder's application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category. Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency. Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates. Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates. k. ***Online Learning Students*** For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students	○ Proof of age for dependent visa holders Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder's application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category. Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency. Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates. Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates. • ***Online Learning Students*** For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes. • ***Adult Education Students*** All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes: ○ Students who reside outside of the State of Illinois, and ○ Students holding an F-1 academic student or J-1 visa.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
must be a resident of the State of Illinois to enroll in online learning classes. l. ***Adult Education Students*** All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes: ○ Students who reside outside of the State of Illinois, and ○ Students holding an F-1 academic student or J-1 visa. m. ***Alternate Residency Certification*** If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.	• ***Alternate Residency Certification*** If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.	
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	**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. • **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	Add Bridge waiver to Tuition Waivers.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
○ 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 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: ○ Cumulative high school GPA of 3.0 or above, or	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 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. • **CCC Academic Achievement Award** The College President may recommend CCC Academic Waivers to students with academic potential shown by: • Academic achievement: ○ Cumulative high school GPA of 3.0 or above, or ○ GED® score of 680 or above and passing score on each of the four (4) content areas, or ○ 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 • **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 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	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
○ GED® score of 680 or above and passing score on each of the four (4) content areas, or ○ 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 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)**	• Any other attributes recognized, in the College President's judgment, as warranting consideration • Award is decided by committee based on President recommendation • **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 Vice President of Student Affairs 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 • **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	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 Vice President of Student Affairs 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**	• 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 • **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	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 defined by the	Tuition Waiver that includes the cost of books are not allowed to sell or exchange their books. Therefore, student-athletes are required to either sign an affidavit attesting their understanding of this regulation or they are required to return all books purchased to the Athletic Department at the end of each term. Student-athletes that have an enrollment change or drop a class and have already purchased books are required to return the books to college online book store within 30 days of the order confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department. The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete's academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic & Student Policy. NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook. • **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.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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, renewable awards (subject to available funding and the successful fulfillment of all NJACC	• **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. • **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. • **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	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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 seniors who are city residents to progress seamlessly from high school directly into CCC to complete their associate degree.	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. • **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. • **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. **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. • **Career Bridge Program** Eligible Adult Education students may qualify for the Career Bridge Program to assist the transition to Credit courses. The Career Bridge is designed to help English Language Learners and High School Diploma preparation (GED/HiSet) students to earn short term	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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. 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	industry recognized credentials. Tuition, textbooks, pass-through charges, and supplies for affiliated classes are free for the duration that the student is enrolled in the Career Bridge Program. To qualify for the Career Bridge Program, students need to: • Achieve a qualifying entry test score on an Adult Education standardized test based on Illinois High Schol Placement Guidelines (Link to ADED placement section) • Enroll and attend the Adult Education support classes in addition to Credit classes • Qualify for in-district tuition by either living in Chicago or working full-time in Chicago or by having a Cooperative Agreement Form from your in-district community college • Return all loaned items such as textbooks after the affiliated course has ended Students with F-1, F-2, J-1, or J-2 visas are ineligible for the Career Bridge Program -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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. 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. l. **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. **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	-	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
institutional error, the original charges are not considered a valid receivable and a Debt Forgiveness Waiver will be processed.		
Section 6.14 Federal Financial Aid Eligibility *Policy History:* Federal Financial Aid Eligibility. *Procedures:* Federal Financial Aid Eligibility – Procedures. The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress. As it is impossible to list all financial aid policies and procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs: • Federal Pell Grant • Federal Supplemental Educational Opportunity Grant • Federal Work Study • Federal Direct Student Loans • Federal Parent Loan for Undergraduate Students (PLUS Loan) • Monetary Award Program Grant (MAP Grant) Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs. For most programs, students are required to have earned a high school diploma (foreign or domestic), high school equivalency, or have	**Section 6.14 Federal Financial Aid Eligibility** *Policy History:* Federal Financial Aid Eligibility. *Procedures:* Federal Financial Aid Eligibility – Procedures. The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress. As it is impossible to list all financial aid policies and procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs: • Federal Pell Grant • Federal Supplemental Educational Opportunity Grant • Federal Work Study • Federal Direct Student Loans • Federal Parent Loan for Undergraduate Students (PLUS Loan) • Monetary Award Program Grant (MAP Grant) Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs. For most programs, students are required to have earned a high school diploma (foreign or domestic), high school equivalency, or have completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule. Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by: • Passing an independently administered Department of Education approved Ability to Benefit (ATB) test; or	Define Cost of Attendance (COA)

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule. Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by: • Passing an independently administered Department of Education approved Ability to Benefit (ATB) test; or • Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution. Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District. A college level prerequisite course required by a student's program can be considered remedial credit for financial aid purposes only. If the student has not already reached the regulatory limit of 30 remedial credit hours, the prerequisite course(s) may count. Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must:	• Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution. Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District. A college level prerequisite course required by a student's program can be considered remedial credit for financial aid purposes only. If the student has not already reached the regulatory limit of 30 remedial credit hours, the prerequisite course(s) may count. Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must: • Complete all requested forms accurately • Use all financial aid received solely for educational expenses related to attending CCC • Submit in a timely manner all additional documentation requested by the Financial Aid Office • Meet all Satisfactory Academic Progress (SAP) policies Students have the right to: • Know how financial need was determined • Know how financial aid will be distributed • Request an explanation of programs in the financial aid package • Refuse any aid offered • Request an explanation of CCC's refund policy • Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures • Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Complete all requested forms accurately • Use all financial aid received solely for educational expenses related to attending CCC • Submit in a timely manner all additional documentation requested by the Financial Aid Office • Meet all Satisfactory Academic Progress (SAP) policies Students have the right to: • Know how financial need was determined • Know how financial aid will be distributed • Request an explanation of programs in the financial aid package • Refuse any aid offered • Request an explanation of CCC's refund policy • Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures • Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted. CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational	confidential records submitted by parents without the written consent of the parent whose information has been submitted. CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress. Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term. If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year. **Cost of Attendance** City Colleges of Chicago establishes Cost of Attendance (COA) annually in accordance with federal requirements and institutional policy. The Cost of Attendance represents the estimated cost for a student to attend CCC during the applicable period of enrollment and includes allowable educational and living expenses as defined by federal regulations. CCC will establish standardized Cost of Attendance budgets for eligible students based on applicable factors, which may include enrollment status, dependency status, program of study, and period of enrollment. COA components may include tuition and fees, books and supplies, food and housing, transportation, personal expenses, and other allowable educational expenses as permitted by federal regulations.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress. Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term. If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year. **CCC Identity Verification Policy for Federal Loan Requests** In compliance with federal regulations and to protect student financial aid information, CCC requires identity verification for all students requesting to borrow a federal student loan. Students must present a valid, unexpired government-issued photo identification (such as a driver's license, state ID card, tribal id, passport, or military ID) when submitting a Federal Direct Loan Request Form. Identity verification must be completed in person at the Financial Aid Office. If in-person submission is not possible, alternative arrangements may be made at the discretion of the Financial Aid Office, which may include notarized documents or secure online verification methods. This policy ensures the integrity of the loan process and safeguards student information against fraud or unauthorized use.	CCC may adjust a student's Cost of Attendance on a case-by case basis when permitted by federal regulations and when the student demonstrates documented expenses or special circumstances that are not adequately reflected in the standard COA. Adjustments must be reasonable, supported by appropriate documentation, and consistent with federal requirements. COA adjustments are not intended to routinely increase a student's financial aid eligibility. CCC will monitor financial assistance awarded to students to ensure that applicable aid does not exceed the student's established Cost of Attendance. As required by federal regulations, CCC will reduce applicable non-Federal aid or return Federal Pell Grant funds as required. All required adjustments and returns will be processed in accordance with applicable federal requirements and documented in the student's financial aid record. Students will be notified when an adjustment to their financial aid is required and informed of any resulting changes to their financial aid eligibility or student account balance. **CCC Identity Verification Policy for Federal Loan Requests** In compliance with federal regulations and to protect student financial aid information, CCC requires identity verification for all students requesting to borrow a federal student loan. Students must present a valid, unexpired government-issued photo identification (such as a driver's license, state ID card, tribal id, passport, or military ID) when submitting a Federal Direct Loan Request Form. Identity verification must be completed in person at the Financial Aid Office. If in-person submission is not possible, alternative arrangements may be made at the discretion of the Financial Aid Office, which may include notarized documents or secure online verification methods. This policy ensures the integrity of the loan process and safeguards student information against fraud or unauthorized use.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Section 6.16- Satisfactory Academic Progress *Policy History:* Satisfactory Academic Progress *Procedures:* Satisfactory Academic Progress – Procedures. Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Effective Spring 2021, progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program. The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student's academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") or Temporary ("TMP") grade was earned. Remedial courses are excluded from the Pace **and** Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures.	**Section 6.16- Satisfactory Academic Progress** *Policy History:* Satisfactory Academic Progress *Procedures:* Satisfactory Academic Progress – Procedures. Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Effective Spring 2021, progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program. The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student's academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") or Temporary ("TMP") grade was earned. Remedial courses are excluded from the Pace **and** Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures. A student who earns a final grade of "D" or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but	Add requirement for AIP deadline.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
A student who earns a final grade of "D" or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program. A student who fails to maintain Satisfactory Academic Progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.	SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program. A student who fails to maintain Satisfactory Academic Progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals. In order to maintain eligibility, students whose SAP appeal has been approved are required to submit a completed Academic Improvement Plan (AIP) during the same semester in which the appeal is approved.	
Section 6.16 – Satisfactory Academic Progress – Procedures Policy: Satisfactory Academic Progress. I. Student's Satisfactory Academic Progress (SAP) Status The following items are indicators of a student's financial aid status. a. **SAP Good Standing:** Students who are meeting all aspects of the Satisfactory Academic Progress policy. b. **SAP Warning:** Students who fail to meet Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. No appeal is required during this Warning period. Students who fail to meet Satisfactory Academic Progress requirements at the end of the Warning status term will be placed on a Financial Aid Hold. However, with a successful SAP appeal, those students will be placed on Financial Aid probation and will retain financial aid eligibility. c. **SAP Probation:** Students who have successfully appealed their Financial Aid Hold are placed on Probation. Students on Probation are eligible to receive Financial Aid for one (1)	**Section 6.16 - Satisfactory Academic Progress – Procedures** Policy: Satisfactory Academic Progress. • Student's Satisfactory Academic Progress (SAP) Status The following items are indicators of a student's financial aid status. • **SAP Good Standing:** Students who are meeting all aspects of the Satisfactory Academic Progress policy. • **SAP Warning:** Students who fail to meet Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. No appeal is required during this Warning period. Students who fail to meet Satisfactory Academic Progress requirements at the end of the Warning status term will be placed on a Financial Aid Hold. However, with a successful SAP appeal, those students will be placed on Financial Aid probation and will retain financial aid eligibility. • **SAP Probation:** Students who have successfully appealed their Financial Aid Hold are placed on Probation. Students on Probation are eligible to receive Financial Aid for one (1) semester, after which	Update SAP appeal review deadline from 10 to 14 days.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
semester, after which they MUST be in Good Standing or meeting the requirements of an academic progress plan. d. **SAP Hold:** Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their academic progress plan, will be placed on a Financial Aid Hold. Students on a Financial Aid Hold are not eligible to receive Financial Aid. II. Student Notification a. All credit students currently receiving Financial Aid will receive notification of their Satisfactory Academic Progress status through their CCC e-mail at the conclusion of end of term processing. b. Students who have been placed on a Financial Aid Warning or a Financial Aid Hold will also have an alert in their my.ccc.edu Student Portal. III. Evaluating Progress a. The Office of Student Financial Aid evaluates Satisfactory Academic Progress for Financial Aid applicants three times a year (at the end of each semester). Returning students, who were not enrolled for the prior semester evaluation, are reviewed for Satisfactory Academic Progress when CCC receives their Free Application for Federal Student Aid (FAFSA). IV. Standards of Satisfactory Academic Progress a. **Standard 1: Grade Point Average (GPA):** Students must maintain a minimum cumulative GPA according to the following chart:	they MUST be in Good Standing or meeting the requirements of an academic progress plan. • **SAP Hold:** Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their academic progress plan, will be placed on a Financial Aid Hold. Students on a Financial Aid Hold are not eligible to receive Financial Aid. • Student Notification • All credit students currently receiving Financial Aid will receive notification of their Satisfactory Academic Progress status through their CCC e-mail at the conclusion of end of term processing. • Students who have been placed on a Financial Aid Warning or a Financial Aid Hold will also have an alert in their my.ccc.edu Student Portal. III. Evaluating Progress • The Office of Student Financial Aid evaluates Satisfactory Academic Progress for Financial Aid applicants three times a year (at the end of each semester). Returning students, who were not enrolled for the prior semester evaluation, are reviewed for Satisfactory Academic Progress when CCC receives their Free Application for Federal Student Aid (FAFSA). IV. Standards of Satisfactory Academic Progress • **Standard 1: Grade Point Average (GPA):** Students must maintain a minimum cumulative GPA according to the following chart:	

<table>
<tr><th>Current Policy/Procedure</th><th>Proposed Policy/Procedure</th><th>Source & Rationale</th></tr>
<tr><td>

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31 or more	2.0
SAP GPA	

*** Grades for Remedial courses are included in the GPA calculation.**

***Courses that receive a grade designation of Satisfactory "S" or Unsatisfactory "U" do not count towards the GPA.**

***Non-grade designations of ADW, WTH, NSW. AUD, or Incomplete ("I") will be part of the student's transcript, but will not count towards the GPA.**

***Non-grade designations of NC will be a part of student's transcript, but will not count towards GPA, PACE or TIMEFRAME**

b. **Standard 2: Rate of Completion (Pace):**

A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of credit hours. Only non-remedial courses are included in this calculation.

Total Number of Credits Attempted	Pace Requirement
1-15	50%

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Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31 or more	2.0
SAP GPA	

*** Grades for Remedial courses are included in the GPA calculation.**

***Courses that receive a grade designation of Satisfactory "S" or Unsatisfactory "U" do not count towards the GPA.**

***Non-grade designations of ADW, WTH, NSW. AUD, or Incomplete ("I") will be part of the student's transcript, but will not count towards the GPA.**

***Non-grade designations of NC will be a part of student's transcript, but will not count towards GPA, PACE or TIMEFRAME**

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A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of credit hours. Only non-remedial courses are included in this calculation.

Total Number of Credits Attempted	Pace Requirement
1-15	50%
16-30	60%

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</table>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale

16-30	60%
31 or more	67%
SAP Pace	

***This includes earned letter grades of A,B,C,D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, administrative withdrawals (ADW), student initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete("I") was earned. This also includes courses a student may have taken at any one of the City Colleges of Chicago many years ago or during Dual Enrollment while in high school. This excludes remedial coursework**

c. **Standard 3: Maximum Timeframe:** Students must complete their degree or certificate program at City Colleges of Chicago (CCC) within a time frame that is no longer than 150% of the published length of the program. The time frame includes all attempted credit course work at CCC, as well as courses from other schools accepted for transfer at CCC (regardless of any change in program or any prerequisite course work necessary for admission to a program).

Factors that Affect Maximum Timeframe

- Credit Hours Attempted for Which the Student Did Not Receive Financial Aid That Are Applicable Toward the Current Program of Study
- Transfer Credit Hours That Are Applicable Toward the Current Program of Study
- Grade Designations of A, B, C, D, or F
- Academic Dishonesty Withdrawal (ADH)
- Administrative Removal from College (ADR)
- Administrative Withdrawal (ADW)

31 or more	67%
SAP Pace	

***This includes earned letter grades of A,B,C,D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, administrative withdrawals (ADW), student initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete("I") was earned. This also includes courses a student may have taken at any one of the City Colleges of Chicago many years ago or during Dual Enrollment while in high school. This excludes remedial coursework**

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Factors that Affect Maximum Timeframe

- Credit Hours Attempted for Which the Student Did Not Receive Financial Aid That Are Applicable Toward the Current Program of Study
- Transfer Credit Hours That Are Applicable Toward the Current Program of Study
- Grade Designations of A, B, C, D, or F
- Academic Dishonesty Withdrawal (ADH)
- Administrative Removal from College (ADR)
- Administrative Withdrawal (ADW)
- Change of Academic Program
- Incomplete Courses
- Repeated Courses
- Satisfactory/Unsatisfactory Grades
- Subsequent Degrees/Certificates

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Change of Academic Program • Incomplete Courses • Repeated Courses • Satisfactory/Unsatisfactory Grades • Subsequent Degrees/Certificates • Voluntary Medical Withdrawal (VMW) • Withdrawn (WTH) V. Impacts to Enrollment Actions & Types of Courses on SAP a. **Academic Dishonesty Withdrawal (ADH):** Classes attempted during a term when an academic Dishonesty Withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. b. **Administrative Removal from College (ADR):** Classes attempted during a term when a student is removed from college and an ADR withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. c. **Administrative Withdrawals:** Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However,	• Voluntary Medical Withdrawal (VMW) • Withdrawn (WTH) V. Impacts to Enrollment Actions & Types of Courses on SAP • **Academic Dishonesty Withdrawal (ADH):** Classes attempted during a term when an academic Dishonesty Withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. • **Administrative Removal from College (ADR):** Classes attempted during a term when a student is removed from college and an ADR withdrawal is posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. • **Administrative Withdrawals:** Administrative Withdrawals (ADW) are not included in the cumulative GPA calculation. However, ADWs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation. • **Audited Courses:** Audited courses (AUD) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations. • **Cancelled Courses:** If a course is cancelled, it is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe. • **Change of Academic Program:** A student may change their academic program one time with a SAP reset. Only courses from	

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Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
the GPA calculation in accordance with the Course Repeat and Allowed Repeatable Courses policies. All attempts will be calculated into the Pace percentage and Maximum Timeframe calculation. p. **Satisfactory/Unsatisfactory Grades**: An earned grade of S (Satisfactory) positively impacts a student's Pace percentage and brings the student closer to completing his or her program within the Maximum Timeframe of the program. Earning a U (Unsatisfactory) grade negatively impacts the student's Pace percentage and Maximum Timeframe determination. These grades are not factored into the GPA qualitative measure. q. **Subsequent Degree**: Students who complete a certificate or degree may request an SAP reset for a subsequent degree. Only courses from the prior program(s) that apply to the current program will be included in SAP calculations. r. **TMP:** Temporary non-grade designation is not included in the cumulative GPA calculation unless they are later converted to an F grade due to the student's failure to satisfy course requirements within the mandatory timeline. However, TMP lowers the Pace percentage until the grade is changed to an earned letter grade of D or higher. TMP is included in the Maximum Timeframe calculation. s. **Transfer Credit:** Although transferring credit hours to CCC will not impact the student's GPA, any credit hours accepted for transfer and applied to the student's academic program will be included in the Pace percentage and Maximum Timeframe calculations. Transfer hours will be included in both "hours attempted" and "hours completed" in the Pace percentage calculation. t. **Voluntary Medical Withdrawal (VMW):** Classes attempted during a term when a Voluntary Medical Withdrawal is approved and posted are not included in the cumulative GPA	from the prior program(s) that apply to the current program will be included in SAP calculations. • **TMP:** Temporary non-grade designation is not included in the cumulative GPA calculation unless they are later converted to an F grade due to the student's failure to satisfy course requirements within the mandatory timeline. However, TMP lowers the Pace percentage until the grade is changed to an earned letter grade of D or higher. TMP is included in the Maximum Timeframe calculation. • **Transfer Credit:** Although transferring credit hours to CCC will not impact the student's GPA, any credit hours accepted for transfer and applied to the student's academic program will be included in the Pace percentage and Maximum Timeframe calculations. Transfer hours will be included in both "hours attempted" and "hours completed" in the Pace percentage calculation. • **Voluntary Medical Withdrawal (VMW):** Classes attempted during a term when a Voluntary Medical Withdrawal is approved and posted are not included in the cumulative GPA calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. • **Withdrawals:** Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See See Glossary of Terms for more information about the Statistical (STAT) Date. VI. Additional Standards	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
calculation. However, the withdrawn courses do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See GLOSSARY OF TERMS for more information about the Statistical (STAT) Date. u. **Withdrawals:** Student-initiated withdrawals (WTH) are not included in the cumulative GPA calculation. However, WTHs do lower the student's Pace percentage and are included in the Maximum Timeframe calculation unless the student withdraws prior to the Statistical Date (the date after which the class appears on a student's transcript). See See Glossary of Terms for more information about the Statistical (STAT) Date. VI. Additional Standards a. **Developmental Coursework**: Students may receive Financial Aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. b. **Repeated Coursework**: Students can repeat courses with Financial Aid until successfully completed. There is no limit assuming all other SAP requirements are met. Repeated coursework will be included in the evaluation of completion rate and maximum timeframe. Students may only repeat a passed course once as long as it is in order to meet an academic standard (i.e., a higher grade is required for graduation or their program of study) c. **Transfer Students**: Credits officially accepted in transfer will be counted in determining the maximum number of allowable credit hours for financial aid eligibility.	• **Developmental Coursework**: Students may receive Financial Aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. • **Repeated Coursework**: Students can repeat courses with Financial Aid until successfully completed. There is no limit assuming all other SAP requirements are met. Repeated coursework will be included in the evaluation of completion rate and maximum timeframe. Students may only repeat a passed course once as long as it is in order to meet an academic standard (i.e., a higher grade is required for graduation or their program of study) • **Transfer Students**: Credits officially accepted in transfer will be counted in determining the maximum number of allowable credit hours for financial aid eligibility. • **Second Degree/Certificate Students**: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted. VII. Appeal Process and Reinstatement of Financial Aid Eligibility • If a student has been suspended from Financial Aid eligibility because of failure to meet the minimum SAP requirements, and the student feels that severe, extenuating or unusual circumstances have kept them from making progress toward their degree, the student may appeal. Additional resources on mitigating circumstances can be found here. • To appeal, the student must submit an appeal online at ccc.edu/sap. The appeal should include all of the items below. Additional documentation may be requested in the review process. - ○ Identify the circumstance(s) that kept the student from meeting the Satisfactory Academic Progress standards in the past. ○ The student must detail the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
d. **Second Degree/Certificate Students**: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted. VII. Appeal Process and Reinstatement of Financial Aid Eligibility a. If a student has been suspended from Financial Aid eligibility because of failure to meet the minimum SAP requirements, and the student feels that severe, extenuating or unusual circumstances have kept them from making progress toward their degree, the student may appeal. Additional resources on mitigating circumstances can be found here. b. To appeal, the student must submit an appeal online at ccc.edu/sap. The appeal should include all of the items below. Additional documentation may be requested in the review process. i. Identify the circumstance(s) that kept the student from meeting the Satisfactory Academic Progress standards in the past. ii. The student must detail the circumstance(s) affecting their academics, when the circumstance(s) occurred, the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework. iii. Identify what has changed that will allow them to achieve future academic success. iv. Students are not required but can attach documentation that supports the appeal. v. Students with a Maximum Timeframe must account for the credit hours that exceed 150%. Students do not need	○ Identify what has changed that will allow them to achieve future academic success. ○ Students are not required but can attach documentation that supports the appeal. ○ Students with a Maximum Timeframe must account for the credit hours that exceed 150%. Students do not need to account for semesters that were previously accounted for in prior appeals that were approved. • To provide consistency and fairness in decision-making, an SAP Appeal committee that includes three or more college administrators, staff or faculty at the attending institution will make all appeal decisions within 14 business days upon review of the appeal and any applicable documentation. Should an appeal be approved, with the exception of students who have had approvals granted on the basis of a program change/program completion reset or for meeting terms of a prior approval, students will then need to meet with an Academic Advisor at their attending institution and develop an Academic Improvement Plan for the upcoming semester with the student. d. At the end of the semester, grades will be evaluated. If the student has met the required terms of the Academic Plan, the student may remain on Financial Aid Probation and continue to receive Financial Aid the following semester. If the student fails to meet the terms of the Academic Plan in any subsequent semester, the student will become ineligible to participate in all federal and state Financial Aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy. If an appeal is denied, the student is not eligible to receive Financial Aid until SAP standards have been met. Students who wish to appeal their denial may do so by sending additional documentation in support of their appeal to the dedicated SAP e-mail address of their institution. Students whose appeal has been denied due to a finding of falsified documentation will not be able to appeal the denial. e. Appeals submitted after the respective date will be cancelled. Students who are appealing a denial will be granted three weeks from the denial date to submit additional documentation for review. Students who do not submit	

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to account for semesters that were previously accounted for in prior appeals that were approved. c. To provide consistency and fairness in decision-making, an SAP Appeal committee that includes three or more college administrators, staff or faculty at the attending institution will make all appeal decisions within 1~~0~~ business days upon review of the appeal and any applicable documentation. Should an appeal be approved, with the exception of students who have had approvals granted on the basis of a program change/program completion reset or for meeting terms of a prior approval, students will then need to meet with an Academic Advisor at their attending institution and develop an Academic Improvement Plan for the upcoming semester with the student. d. At the end of the semester, grades will be evaluated. If the student has met the required terms of the Academic Plan, the student may remain on Financial Aid Probation and continue to receive Financial Aid the following semester. If the student fails to meet the terms of the Academic Plan in any subsequent semester, the student will become ineligible to participate in all federal and state Financial Aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy. If an appeal is denied, the student is not eligible to receive Financial Aid until SAP standards have been met. Students who wish to appeal their denial may do so by sending additional documentation in support of their appeal to the dedicated SAP e-mail address of their institution. Students whose appeal has been denied due to a finding of falsified documentation will not be able to appeal the denial. e. Appeals submitted after the respective date will be cancelled. Students who are appealing a denial will be granted three weeks from the denial date to submit additional documentation for review. Students who do not	this additional documentation within this timeframe will have their appeals stand as denied. f. Neither paying for one's classes nor sitting out a term affects a student's academic progress standing, so neither is sufficient to re-establish financial aid eligibility. VIII. Deadline to Appeal • Friday, 3rd Week of September to receive Financial Aid for Fall • Friday, 3rd Week of February to receive Financial Aid for Spring • Friday, 3rd Week of June to receive Financial Aid for Summer IX. Fraud There are difficult situations where students purposefully misrepresent information in hopes of obtaining Financial Aid. The SAP Appeal Committee at City Colleges of Chicago is required to have a policy of referral when confronted with actual or suspected cases of fraud or abuse. • Students who willfully submit fraudulent information will be investigated to the furthest extent possible. All documented cases of fraud and abuse will be reported to the proper authorities. • If it is in the judgment of a member of the SAP Appeal Committee that there has been intentional misrepresentation, false statements, or alteration of documents, which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible; the case shall be referred to the Associate District Director of Student Financial Aid for possible disciplinary action. Students may also be subject to the CCC student conduct process. After investigating the situation, if the Associate District Director of Student Financial Aid believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education. The Associate District Director of Student Financial Aid will then review the student's Financial Aid file with the Director of Financial Aid at the student's home campus. If the decision is made by the Director of Financial Aid at the student's home campus to pursue the possibility of denying or canceling Financial Aid, a written request to make an appointment will be sent to the student. If the student does not make an appointment, the Director of Financial Aid may: ○ Not process a Financial Aid application until the situation is resolved	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
submit this additional documentation within this timeframe will have their appeals stand as denied. f. Neither paying for one's classes nor sitting out a term affects a student's academic progress standing, so neither is sufficient to re-establish financial aid eligibility. VIII. Deadline to Appeal • Friday, 3rd Week of September to receive Financial Aid for Fall • Friday, 3rd Week of February to receive Financial Aid for Spring • Friday, 3rd Week of June to receive Financial Aid for Summer IX. Fraud There are difficult situations where students purposefully misrepresent information in hopes of obtaining Financial Aid. The SAP Appeal Committee at City Colleges of Chicago is required to have a policy of referral when confronted with actual or suspected cases of fraud or abuse. a. Students who willfully submit fraudulent information will be investigated to the furthest extent possible. All documented cases of fraud and abuse will be reported to the proper authorities. b. If it is in the judgment of a member of the SAP Appeal Committee that there has been intentional misrepresentation, false statements, or alteration of documents, which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible; the case shall be referred to the Associate District Director of Student Financial Aid for possible disciplinary action. Students may also be subject to the CCC student conduct process. After investigating the situation, if the Associate District Director of Student Financial Aid believes there is a fraudulent situation, all information must be forwarded to the	○ Not award Financial Aid ○ Cancel Financial Aid ○ Determine that Financial Aid will not be processed for future years All processing of the application or disbursement of funds shall be suspended until the Director of Financial Aid has made a final determination. X. Definitions **Warning:** A warning semester is given to every student the first time they violate minimum GPA or completion rate requirements (Pace). Students are still eligible to receive financial aid while in Warning status. **Hold:** If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid. **Probation:** If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid. The student may appeal this decision and if the appeal is approved, the student will be placed on a Probation semester, emailed an Academic Plan and will be eligible to receive Financial Aid for this semester. **Appeal:** Personal statement and supporting documentation asking for Financial Aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a Probationary semester and require that the student sign an Academic Plan. **Academic Plan:** If a student appeals their Financial Aid suspension and is approved they will be assigned an Academic Plan detailing the academic performance and necessary measures required to maintain Financial Aid eligibility until meeting SAP. **Credit Hours Attempted**: The number of credit hours in which a student is enrolled after the last day to drop without a "W"/transcript date. **Maximum Timeframe**: The number of credit hours a student can attempt to complete his/her degree, not to exceed 150 percent of the published time measured in credit hours. **Minimum Cumulative Grade-Point Average:** The grade-point average required for maintaining Satisfactory Academic Progress or graduation.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Office of Inspector General of the Department of Education. The Associate District Director of Student Financial Aid will then review the student's Financial Aid file with the Director of Financial Aid at the student's home campus. If the decision is made by the Director of Financial Aid at the student's home campus to pursue the possibility of denying or canceling Financial Aid, a written request to make an appointment will be sent to the student. If the student does not make an appointment, the Director of Financial Aid may: i. Not process a Financial Aid application until the situation is resolved ii. Not award Financial Aid iii. Cancel Financial Aid iv. Determine that Financial Aid will not be processed for future years All processing of the application or disbursement of funds shall be suspended until the Director of Financial Aid has made a final determination. X. Definitions **Warning:** A warning semester is given to every student the first time they violate minimum GPA or completion rate requirements (Pace). Students are still eligible to receive financial aid while in Warning status. **Hold:** If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid. **Probation:** If a student has received a Warning semester and is still in violation of the SAP requirements, the student is suspended from receiving Financial Aid. The student may appeal this decision and if the appeal is approved, the student will be placed on a Probation semester,	**Pace of Completion**: The percentage of credit hours a student completed of the credit hours in which a student was enrolled after the last day to drop without a "W"/transcript date. • **Satisfactory Academic Progress Policy Statement** The following policies are as guidelines only and are subject to change at the sole discretion of City Colleges of Chicago. -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
emailed an Academic Plan and will be eligible to receive Financial Aid for this semester. **Appeal:** Personal statement and supporting documentation asking for Financial Aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a Probationary semester and require that the student sign an Academic Plan. **Academic Plan:** If a student appeals their Financial Aid suspension and is approved they will be assigned an Academic Plan detailing the academic performance and necessary measures required to maintain Financial Aid eligibility until meeting SAP. **Credit Hours Attempted**: The number of credit hours in which a student is enrolled after the last day to drop without a "W"/transcript date. **Maximum Timeframe**: The number of credit hours a student can attempt to complete his/her degree, not to exceed 150 percent of the published time measured in credit hours. **Minimum Cumulative Grade-Point Average:** The grade-point average required for maintaining Satisfactory Academic Progress or graduation. **Pace of Completion**: The percentage of credit hours a student completed of the credit hours in which a student was enrolled after the last day to drop without a "W"/transcript date. I. **Satisfactory Academic Progress Policy Statement** The following policies are as guidelines only and are subject to change at the sole discretion of City Colleges of Chicago.	-	

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, 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 accommodations 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.	**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 accommodations 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. CCC permits service animals to accompany individuals with disabilities in all areas where students and members of the public are normally permitted to go, in accordance with the ADA and applicable law. If a student has a personal support worker through the home based support services program for adults with mental disabilities	Add language regarding Service Animals

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	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 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:	**Section 8.01 Students with Disabilities – Procedures** Policy: Students with Disabilities. Students with disabilities may request accommodations by doing the following: • 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, uploading current 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: • Diagnostic evaluation	Add procedure language regarding service animals.

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• 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 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 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. e. 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	• Medical records • Audiogram evaluation • Vision report • Psychological evaluation • 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 before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs. • 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 accommodations e. 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,	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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	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 f) Service Animals A service animal is defined as a dog (or in some cases, a miniature horse) that is individually trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. • A service animal must remain under the handler's control and be housebroken. • CCC does not require documentation, certification, or registration for a service animal. • When it is not readily apparent that an animal is trained to perform work or tasks related to a disability, authorized personnel may ask only whether the animal is required because of a disability and what work or task it has been trained to perform. Students are strongly encouraged to contact the ACCESS Center for assistance with questions or coordination related to a service animal.	
Section 8.02 Name Change *Procedures:* Name Change – Procedures. a. ***Legal Name Change*** Name change requests must be made in writing; forms are available in the Office of the Registrar. Two identification documents must accompany the request. All documents must indicate the student's new	**Section 8.02 Name Change** - *Procedures:* Name Change – Procedures. • ***Legal Name Change*** Name change requests must be made in writing; forms are available in the Office of the Registrar. Two identification documents must accompany the request. All documents must indicate the student's new name, at least one of the documents must be a valid photo ID, and at least one document must	Add Permanent Resident Card to approved documents for a name change.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
name, at least one of the documents must be a valid photo ID, and at least one document must link the change from former name to current name. Approved identification documents include: • Marriage certificate • Divorce decree • Driver's license (with picture) • State ID (with picture) • U.S. military ID (with picture) • Mexican Consular ID (with picture) • Tribal ID (with picture) • Social Security card • Passport • Court order The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student's name will be changed in the student information system and on the student's record; the former name will remain as history in the student information system. Note: for financial aid purposes, a student's legal name is the name that is on file with the Social Security Administration. b. ***Preferred First Name*** CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a	link the change from former name to current name. Approved identification documents include: • Marriage certificate • Divorce decree • Driver's license (with picture • State ID (with picture • U.S. military ID (with picture) • Mexican Consular ID (with picture) • Tribal ID (with picture) • Social Security card • Passport • Court order • Permanent Resident Card (with picture) • Birth certificate The completed name change request and supporting documents will be maintained on file in the Office of the Registrar. Upon verification, the student's name will be changed in the student information system and on the student's record; the former name will remain as history in the student information system. Note: for financial aid purposes, a student's legal name is the name that is on file with the Social Security Administration. • ***Preferred First Name*** CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a preferred first name in addition to their legal (primary) name within the student information system. Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student's preferred pronoun. CCC reserves the right to approve use of the preferred name and in	Add Permanent Resident Card and Birth Certificate for name change Add language to allow approval for a student to change their Preferred Name more than once per year.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
preferred first name in addition to their legal (primary) name within the student information system. Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student's preferred pronoun. CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use: ○ Is a first name which the student is already using in day-to-day life ○ Is not used to avoid a legal obligation or misrepresent oneself, and ○ Is not offensive or otherwise inappropriate. Students may not change their preferred name more often than once per academic year.	which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use: ○ Is a first name which the student is already using in day-to-day life ○ Is not used to avoid a legal obligation or misrepresent oneself, and ○ Is not offensive or otherwise inappropriate. Students may not change their preferred name more often than once per academic year, unless otherwise approved by the Vice President of Student Affairs or designee.	
Section 8.17 Academic Integrity and Dishonesty CCC is committed to the ideals of truth and honesty. Students are expected to adhere to high standards of honesty and integrity in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards. Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes	**Section 8.17 Academic Integrity and Dishonesty** CCC is committed to the ideals of truth and honesty. Students are expected to adhere to high standards of honesty and integrity in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards. Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized	Add AI guidelines

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. In addition, students who reuse their own material (coursework, published material, research, etc) must receive approval from their current instructor prior to submitting work used in another class, otherwise this may be considered a form of plagiarism. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing other source material as one's own work. The use of artificial intelligence tools without the explicit permission of the instructor is a form of academic dishonesty. For additional guidance on responsible AI use, please refer to your syllabi, faculty and student AI guidelines and the responsible AI use policy. In individual cases of academic dishonesty, sanctions may include one or more of the following: an F grade on an assignment where academic dishonesty occurred, a written warning, a failing grade for the course, and/or issuing of an academic dishonesty withdrawal (see ADH – Academic Dishonesty Withdrawal). The severity of the penalty is left to the discretion of the instructor, except the issuing of an academic dishonesty withdrawal which requires Vice President approval. A student may appeal a finding of academic dishonesty (see Appeal Instructional Grading, Academic Dishonesty). Additional sanctions may be imposed up to and including dismissal from CCC when circumstances warrant it and/or the revocation of a previously awarded degree or certificate (see Revocation of Degrees or Certificates). A student may appeal additional sanctions (see Disciplinary Hearings and Appeal of Discipline).	collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. In addition, students who reuse their own material (coursework, published material, research, etc) must receive approval from their current instructor prior to submitting work used in another class, otherwise this may be considered a form of plagiarism. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing other source material as one's own work. The use of generative artificial intelligence tools without the explicit permission of the instructor and without citation of use is a form of academic dishonesty. For additional guidance on responsible AI use, please refer to your syllabi, faculty and student AI guidelines and the responsible AI use policy. In individual cases of academic dishonesty, sanctions may include one or more of the following: an F grade on an assignment where academic dishonesty occurred, a written warning, a failing grade for the course, and/or issuing of an academic dishonesty withdrawal (see ADH – Academic Dishonesty Withdrawal). The severity of the penalty is left to the discretion of the instructor, except the issuing of an academic dishonesty withdrawal which requires Vice President approval. A student may appeal a finding of academic dishonesty (see Appeal Instructional Grading, Academic Dishonesty). Additional sanctions may be imposed up to and including dismissal from CCC when circumstances warrant it and/or the revocation of a previously awarded degree or certificate (see Revocation of Degrees or Certificates). A student may appeal additional sanctions (see Disciplinary Hearings and Appeal of Discipline).	

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 at any time, and/or considered an active student (i.e., not required to re-enroll, 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 or designee prior to the event. A withdrawal letter will be issued if the Notice of No Trespass is withdrawn. Visitors and guests who have been issued a "Notice of No~~	**Section 8.18 Standards of Conduct** *Policy History:* Standards of Conduct • ***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 at any time, and/or considered an active student (i.e., not required to re-enroll) 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. • ***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. **No Trespass Warning** CCC may issue a No Trespass Warning to restrict an individual from entering or remaining on College property. A No Trespass Warning is effective immediately and remains in effect for the period specified by the College. Violations of a No Trespass Warning may result in removal from College property, arrest for criminal trespass, and other appropriate action. CCC will maintain records of such warnings and notify appropriate College officials as necessary. **Notice of No Trespass**	Add clarifying language and adjust placement of Multiple Violations for Misconduct. Clarify No Trespass language Update language to align with current practice.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
~~Trespass" and wish to enroll in a 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.~~ c. ***Student Misconduct*** CCC students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, Policies, and Section VIII. "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.	In certain circumstances, CCC may issue a Notice of No Trespass to a visitor or guest. A Notice of No Trespass remains in effect for a minimum of one (1) year from the date it is issued. Individuals who have been issued a Notice of No Trespass must obtain permission before returning to any CCC campus, facility, or event. a. Individuals who wish to attend a CCC sponsored event or activity must meet with the Director of Safety and Security, or designee, before the event to request permission to enter campus premises. If permission is granted, the Notice of No Trespass may be withdrawn in writing. b. Individuals who wish to enroll in a credit or non-credit course or program must meet with the Vice President of Student Affairs, or designee, to request permission to enter campus premises for educational purposes. Any approval may include conditions or restrictions deemed necessary by the College. c. If the Notice of No Trespass was issued in connection with alleged sexual misconduct, the Vice President of Student Affairs, or designee, will inform the EEO Office when making a final decision regarding the request. If permission to return is granted for educational purposes, the Vice President of Student Affairs, or designee, will notify the Director of Safety and Security, the Vice Presidents of Student Affairs at all colleges, and the District Office Student Experience designee. • ***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 VIII. "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 Multiple Violations	

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

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disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment. ▪ 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud, lewd behavior, derogatory language and/or images, or otherwise disorderly conduct under any circumstance including in-person, virtual, and/or online. This includes any conduct that causes or provokes a disturbance or disrupts the normal operations of the college. ▪ 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property ▪ 3.1c: Any conduct or behavior that disrupts teaching is a violation. Examples include, but are not limited to, talking during class, playing music, playing games/videos, 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	• 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 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	

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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. ~~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,	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 Opportunity Policy and Complaint Procedures. **(4.5) Hazing** City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the 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.	

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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. 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,	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 (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 or replica firearm which, 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 City of Chicago Municipal code or Illinois Statutes and must be in the closed position (except for	

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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, 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
	cutlery of a reasonable size, 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
	• **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.
	• **Failure to comply** – failure to comply with college officials acting in the performance of their duties.
	• **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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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. ○ 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment	○ 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. • **Retaliation** – 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. ○ **all** • **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 • Tobacco-Free Campus policy • Responsible Computer Use policy • Other approved CCC Policies and Procedures -	

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○ 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 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. 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	-	

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• 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		
Section 8.21 Disciplinary Hearings *Policy History:* Disciplinary Hearings. *Procedures:* Disciplinary Hearings – Procedures. a. ***Due Process Pre-Hearing Meeting*** The respondent(s) will be contacted by the Vice President of Student Affairs or designee from the Vice President of Student Affairs to advise them of the alleged violations of the Code. The Vice President of Student Affairs or designee will officially explain and review with the respondent student their Due Process Rights. The student must sign the Due Process Rights form verifying receipt of the notice of "student rights" contained within. The Vice President of Student Affairs or designee will inform the respondent in writing of the scheduled date of their forthcoming hearing within two (2) academic days following this meeting. See Glossary of Terms for the definition of "academic days." b. ***Interim Suspension*** The Vice President of Student Affairs or designee is authorized to suspend the student against whom a complaint is made, pending the Formal Disciplinary Hearing in instances in which the Due Process Hearing Meeting indicates a substantial threat to the good order, safety, or well-being of the college community. The student will remain on suspension until the outcome of the hearing is rendered, up to fifteen (15) academic days.	**Section 8.21 Disciplinary Hearings** *Policy History:* Disciplinary Hearings. *Procedures:* Disciplinary Hearings – Procedures. ***a. Due Process Pre-Hearing Meeting*** The respondent(s) will be contacted by the Vice President of Student Affairs or designee from the Vice President of Student Affairs to advise them of the alleged violations of the Code. The Vice President of Student Affairs or designee will officially explain and review with the respondent student their Due Process Rights. The student must sign the Due Process Rights form verifying receipt of the notice of "student rights" contained within. The Vice President of Student Affairs or designee will inform the respondent in writing of the scheduled date of their forthcoming hearing within two (2) academic days following this meeting. See Glossary of Terms for the definition of "academic days." ***b. Interim Suspension*** - The Vice President of Student Affairs or designee is authorized to suspend the student against whom a complaint is made, pending the Formal Disciplinary Hearing in instances in which the Due Process Hearing Meeting indicates a substantial threat to the good order, safety, or well-being of the college community. The student will remain on suspension until the outcome of the hearing is rendered, up to fifteen (15) academic days.	Update language to align with current practice.

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c. ***Informal Hearing*** The Informal Hearing Agreement provides students with minor violations, as determined by the Code, with an option for resolving matters in an informal manner. After conducting an investigation of the facts of the conduct case, the Vice President of Student Affairs or designee or designee (at his or her discretion) determines whether or not the violations committed may be resolved through the Informal Resolution Agreement. This procedure may be exercised in lieu of referring the case to the Disciplinary Committee for a formal conduct hearing. The Informal Resolution Agreement may be conducted by the ~~Dean of Student Services~~ or designee. The ~~Information~~ Resolution Agreement procedure consists of four steps and the student must agree to all four conditions if he or she wishes to resolve the case informally: 1. The student must agree that ~~he or she has~~ violated the Student Code of Conduct. 2. The student must agree with the sanction(s) proposed by the ~~Conduct~~ Vice President of Student Affairs or designee. 3. The student must agree to waive ~~his or her~~ right to a formal hearing before the Conduct Board. 4. The student must agree to waive ~~his or her~~ right to an appeal. If the student agrees to all four conditions, ~~he/she~~ will be required to sign the Informal Resolution Agreement. The student will be provided with a copy and a disciplinary file and record will be created and maintained. d. ***Formal Disciplinary Hearing*** A college's Disciplinary Committee provides students, against whom a compliant has been made, the opportunity to communicate their position on the allegations brought forward.	***c. Informal Hearing*** The Informal Hearing Agreement provides students with minor violations, as determined by the Code, with an option for resolving matters in an informal manner. After conducting an investigation of the facts of the conduct case, the Vice President of Student Affairs or designee or designee (at his or her discretion) determines whether or not the violations committed may be resolved through the Informal Resolution Agreement. This procedure may be exercised in lieu of referring the case to the Disciplinary Committee for a formal conduct hearing. The Informal Resolution Agreement may be conducted by the Vice President of Student Affairs or designee. The Informal Resolution Agreement procedure consists of four steps and the student must agree to all four conditions if he or she wishes to resolve the case informally: 1. The student must agree that they have violated the Student Code of Conduct. 2. The student must agree with the sanction(s) proposed by the Vice President of Student Affairs or designee. 3. The student must agree to waive their right to a formal hearing before the Conduct Board. 4. The student must agree to waive their right to an appeal. If the student agrees to all four conditions, they will be required to sign the Informal Resolution Agreement. The student will be provided with a copy and a disciplinary file and record will be created and maintained. ***d. Formal Disciplinary Hearing*** A college's Disciplinary Committee provides students, against whom a compliant has been made, the opportunity to	

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When the student has been interim suspended pending the Formal Disciplinary Hearing, the student shall have the right to a Formal Disciplinary Hearing within five (5) academic days of the start of the suspension. The student shall be allowed to bring no more than one (1) observer; which includes, but is not limited to: family members, faculty, staff, ~~and~~ or students. These individuals are not allowed to speak in the actual hearing. If a student fails to appear when the case is called for a hearing, without just cause, the hearing may proceed in the student's absence and the student will forfeit the right to appeal all final determinations. If there are any questions as to what constitutes just cause, the District Office Judicial Affairs team will be consulted. e. ***Disciplinary Hearings Involving Allegations of Sexual Harassment*** Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where: 1. submission to such conduct is made a condition of employment or education; 2. submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or 3. such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile or offensive learning or work environment. Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence, dating violence, stalking, sexual misconduct, and sexual assault. f. ***Remote Hearing Participation*** In situations where the accused student's presence at the College	communicate their position on the allegations brought forward. When the student has been interim suspended pending the Formal Disciplinary Hearing, the student shall have the right to a Formal Disciplinary Hearing within five (5) academic days of the start of the suspension. The student shall be allowed to bring no more than one (1) observer; which includes, but is not limited to: family members, faculty, staff, or students. These individuals are not allowed to speak in the actual hearing. If a student fails to appear when the case is called for a hearing, without just cause, the hearing may proceed in the student's absence and the student will forfeit the right to appeal all final determinations. If there are any questions as to what constitutes just cause, the District Office Judicial Affairs team will be consulted. ***e. Disciplinary Hearings Involving Allegations of Sexual Harassment*** Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where: a. submission to such conduct is made a condition of employment or education; b. submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or - c. such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile or offensive learning or work environment. Examples of sexual harassment include, but are not limited to, sexual advances, repeated date requests, sexual gestures, sexual cartoons or images, discussions about sexual activity, domestic violence,	

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constitutes a substantial threat of harm to members of the College community, the President in consultation with the College's Supportive Intervention Team, can order that the student participate in the disciplinary hearing remotely via telephone, videophone, video-conference, or by other means determined by the College. g. ***Accommodations and Assistance*** 1. As per Section 504 of the Americans with Disabilities Act (ADA), students with documented disabilities may request reasonable accommodations at their conduct hearing, appeal, or any part of the conduct process, including communication regarding the process. It is the student's responsibility to determine if accommodations are needed. The Vice President of Student Affairs or designee will not make that determination. These accommodations include, but are not limited to: a sign language interpreter, the presence of a service animal, the presence of a reader or other trained, professional assistant, etc. For more information, contact the college's ~~Disability~~ Access Centers ~~(DAC)~~. It is the student's responsibility to arrange for accommodations and notify the Vice President of Student Affairs or designee within **three (3) academic days** of receiving the initial letter that accommodations are being sought. The Vice President of Student Affairs or designee is not responsible for arranging accommodations, but will work with the college's ~~DAC~~ to make all reasonable accommodations. A professional from the ~~DAC~~ must arrange and/or handle the accommodations. As per ADA, students with disabilities are expected to adhere to the conduct policies applicable to all students.	dating violence, stalking, sexual misconduct, and sexual assault. ***f. Remote Hearing Participation*** In situations where the accused student's presence at the College constitutes a substantial threat of harm to members of the College community, the President in consultation with the College's Supportive Intervention Team, can order that the student participate in the disciplinary hearing remotely via telephone, videophone, video-conference, or by other means determined by the College ***g. Accommodations and Assistance*** a. As per Section 504 of the Americans with Disabilities Act (ADA), students with documented disabilities may request reasonable accommodations at their conduct hearing, appeal, or any part of the conduct process, including communication regarding the process. It is the student's responsibility to determine if accommodations are needed. The Vice President of Student Affairs or designee will not make that determination. These accommodations include, but are not limited to: a sign language interpreter, the presence of a service animal, the presence of a reader or other trained, professional assistant, etc. For more information, contact the college's Access Centers. It is the student's responsibility to arrange for accommodations and notify the Vice President of Student Affairs or designee within **three (3) academic days** of receiving the initial letter that accommodations are being sought.	

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As is the case with all students in the process, the complainant and/or the alleged student is responsible for presenting their own case. Any person(s) providing approved accommodations in the hearing will not be guiding the student in what to say, points to bring up, or otherwise involve themselves in the hearing. This expectations will be communicated by Vice President of Student Affairs or designee to ~~DAC~~ as well. 2. Students may request to have a translator present at their hearing and any meetings related to their case. It is the student's responsibility to determine if a translator is needed. The Vice President of Student Affairs or designee will not make that determination. a. The request to have a translator present must be made in writing within three (3) academic days prior to any hearing. The Vice President of Student Affairs or designee will attempt to locate a translator connected to the College. The translator cannot be a friend or family member and cannot be another student at the College. As is the case with all students in the conduct process, it is the student's responsibility to ensure that they are able to understand communication from the Code of Conduct Office and ask for clarification when necessary.	The Vice President of Student Affairs or designee is not responsible for arranging accommodations, but will work with the college's Access Center to make all reasonable accommodations. A professional from the Access Center must arrange and/or handle the accommodations. As per ADA, students with disabilities are expected to adhere to the conduct policies applicable to all students. As is the case with all students in the process, the complainant and/or the alleged student is responsible for presenting their own case. Any person(s) providing approved accommodations in the hearing will not be guiding the student in what to say, points to bring up, or otherwise involve themselves in the hearing. This expectations will be communicated by Vice President of Student Affairs or designee to Access Center as well. b. Students may request to have a translator present at their hearing and any meetings related to their case. It is the student's responsibility to determine if a translator is needed. The Vice President of Student Affairs or designee will not make that determination. - a. The request to have a translator present must be made in writing within three (3) academic days prior to any hearing. The Vice President of Student Affairs or designee will attempt to locate a translator connected to the College. The translator cannot be a friend or	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
	family member and cannot be another student at the College. As is the case with all students in the conduct process, it is the student's responsibility to ensure that they are able to understand communication from the Code of Conduct Office and ask for clarification when necessary.	
Section 8.21 Disciplinary Hearings – Procedures Policy: Disciplinary Hearings. a. **Due Process Hearing** Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions: • Dismissal of the complaint if it does not constitute a violation of student conduct policy. • Non-judicial intervention if the matter is deemed to be of a minor nature. • Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above. • Mediation involving the affected parties. • Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the	**Section 8.21 Disciplinary Hearings – Procedures** Policy: Disciplinary Hearings. a. **Due Process Hearing** Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions: ○ Dismissal of the complaint if it does not constitute a violation of student conduct policy. ○ Non-judicial intervention if the matter is deemed to be of a minor nature. ○ Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of the above. ○ Mediation involving the affected parties. ○ Consensual resolution when the College and the student agree in writing to a set of terms proposed by the College or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed. ○ Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing. When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is immediately referred to the Supportive Intervention Team (SIT) for risk assessment and	Update guidelines for the College President decision

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed. • Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing. When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review. b. **Interim Suspension** A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing. c. **Formal Disciplinary Hearing** • The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members. • The College President, or designee, will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges.	development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo SIT review. b. **Interim Suspension** A notice of interim suspension is communicated to the student via official CCC email and/or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary Hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing. c. **Formal Disciplinary Hearing** • The hearing will be conducted by a hearing committee composed as follows: two (2) administrators appointed by the College President or designee, at least one (1) faculty member appointed by the college Faculty Council, and at least one (1) student representative appointed by the college Student Government Association. The committee shall number at least five (5) members. • The College President, or designee, will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. • The hearing will be scheduled to reasonably accommodate the student's schedule within the designated time frame for due process to occur. • The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn. • If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• The hearing will be scheduled to reasonably accommodate the student's schedule within the designated time frame for due process to occur. • The accused student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn. • If an accused student fails to attend the Formal Disciplinary Hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student's participation. • The hearing committee's written recommendation to the College President will be based solely upon evidence submitted at the hearing. • After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence upon which that recommendation was made. See Glossary of Terms for the definition of "academic days." • The College President may accept or reject the committee's recommendation or lessen sanctions or conditions. The College President may not increase the level of sanctions or conditions. The College President will advise the student, in writing, via CCC official email and/or certified U.S. mail, of his/her decision within five (5) academic days of the receipt of the written recommendation of the committee.	against the student, and render a recommendation to the College President without the student's participation. • The hearing committee's written recommendation to the College President will be based solely upon evidence submitted at the hearing. • After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) academic days. The recommendation will include a summary of the evidence upon which that recommendation was made. See Glossary of Terms for the definition of "academic days." • The College President may accept or reject the committee's recommendation or lessen sanctions or conditions. The College President may not increase the level of sanctions or conditions. The College President will advise the student, in writing, via CCC official email and/or certified U.S. mail, of his/her decision within five (5) academic days of the receipt of the written recommendation of the committee. • Any written decision by a College President to suspend or expel the student districtwide, shall be forwarded to the District Office of Student Experience designee for approval and shall contain a summary of the evidence on which the decision is based. • The College notifies the student of the President's decision using official CCC email and/or certified U.S. mail. d. **Disciplinary Hearings Involving Allegations of Sexual Harassment** • In cases where a student is alleged to have engaged in sexual harassment, CCC's EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures ("Equal Opportunity Policy"). The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity Policy and more information about the EEO Office can be found at www.ccc.edu/departments/Pages/Equal-	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• Any written decision by a College President to suspend ~~for more than five (days), dismiss, or~~ expel the student shall be forwarded to the ~~Provost & Chief Academic Officer or~~ designee for approval and shall contain a summary of the evidence on which the decision is based. • The College notifies the student of the President's decision using official CCC email and/or certified U.S. mail. d. **Disciplinary Hearings Involving Allegations of Sexual Harassment** • In cases where a student is alleged to have engaged in sexual harassment, CCC's EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures ("Equal Opportunity Policy"). The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity Policy and more information about the EEO Office can be found at www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx and at Equal Opportunity in Employment, Programs, Services and Activities • The preponderance of the evidence standard will be used by the EEO Office in reviewing evidence to reach its finding. Preponderance of the evidence means that there is more credible information supporting the position of one party, in comparison to the other, so that the facts in question were more likely than not to have occurred. Both the accused student and the complaining party shall be notified in writing of the final outcome. • If the EEO Office makes a finding that the EEO Policy has been violated, it will provide its findings and recommendation of	Opportunity-Office-(EEO).aspx and at Equal Opportunity in Employment, Programs, Services and Activities • The preponderance of the evidence standard will be used by the EEO Office in reviewing evidence to reach its finding. Preponderance of the evidence means that there is more credible information supporting the position of one party, in comparison to the other, so that the facts in question were more likely than not to have occurred. Both the accused student and the complaining party shall be notified in writing of the final outcome. • If the EEO Office makes a finding that the EEO Policy has been violated, it will provide its findings and recommendation of discipline to the Vice President of Student Affairs or designee to provide to the President of the College. • Upon request, CCC will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of the crime of violence or non-forcible sex offense to the alleged victim or the next of kin, if the victim is deceased. -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
discipline to the Vice President of Student Affairs or designee to provide to the President of the College. • Upon request, CCC will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of the crime of violence or non-forcible sex offense to the alleged victim or the next of kin, if the victim is deceased.		
Section 10.16 Guidelines for Special Non-Teaching Assignment for Faculty *Policy history:* Guidelines for Special Non-Teaching Assignment for Faculty. 1. ***Definition*** 1. For purposes of these guidelines, special assignments are referred to as non-teaching assignments for faculty members and defined as special purpose, professional activities of college-wide or district-wide significance that are dependent upon faculty leadership and coordination for achieving desired outcomes and are beyond the normal duties and obligations of a full-time faculty member. 2. Full-time faculty members have professional duties and obligations for up to 30 hours per week as part of their regular program. (See Article VIII.F.4.c of the collective bargaining agreement "Criteria for Approval of Faculty Programs,") 3. The following assignments are not covered by these guidelines:	**Section 10.16 Guidelines for Special Non-Teaching Assignment for Faculty** *Policy history:* Guidelines for Special Non-Teaching Assignment for Faculty. 1. ***Definition*** 1. For purposes of these guidelines, special assignments are referred to as non-teaching assignments for faculty members and defined as special purpose, professional activities of college-wide or district-wide significance that are dependent upon faculty leadership and coordination for achieving desired outcomes and are beyond the normal duties and obligations of a full-time faculty member. 2. Full-time faculty members have professional duties and obligations for up to 30 hours per week as part of their regular program. (See Article VIII.F.4.c of the collective bargaining agreement "Criteria for Approval of Faculty Programs,") 3. The following assignments are not covered by these guidelines: - 1. Course instruction, including Adult Education, Continuing Education - Professional & Personal Development, special interest, and professional development; 2. Course coordination and supporting curricular work for online learning courses; and	Update language to align with HR policy.

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1. Course instruction, including Adult Education, Continuing Education - Professional & Personal Development, special interest, and professional development; 2. Course coordination and supporting curricular work for online learning courses; and 3. Clinical coordination for allied health programs, requiring separate accreditation or regulatory standards. 2. **Approval of Assignments** 1. Non-teaching assignments must be approved by the President, for hours within the college's allotment. Additional hours may be approved by the Chancellor. Requests must be submitted through the Special Assignment process. 2. Work may not be initiated on a non-teaching assignment until formal approval has been given. 3. Non-teaching assignments of the following types are among those that may be approved: 1. **Academic:** Work of an academic nature that is outcome or product-oriented, best performed by a faculty member, and beyond normal academic, professional, and department activities. 2. **Administrative Support:** Administrative work related to academic management, governance, academic support, or similar college function that requires a work product.	3. Clinical coordination for allied health programs, requiring separate accreditation or regulatory standards. 2. **Approval of Assignments** 1. Non-teaching assignments must be approved by the President, for hours within the college's allotment. Additional hours may be approved by the Chancellor. Requests must be submitted through the Special Assignment process. 2. Work may not be initiated on a non-teaching assignment until formal approval has been given. 3. Non-teaching assignments of the following types are among those that may be approved: 1. **Academic:** Work of an academic nature that is outcome or product-oriented, best performed by a faculty member, and beyond normal academic, professional, and department activities. 2. **Administrative Support:** Administrative work related to academic management, governance, academic support, or similar college function that requires a work product. 3. **Project:** Implementation of a pilot program, research project, or grant activity beyond normal required faculty duties. 4. **Publication:** Writing, editing, or production coordination of a major publication or report. 3. ***General Policies*** 1. A President may authorize non-teaching assignments of release time at his/her discretion. No additional approvals are required. At colleges preparing a self-study for HLC/NCA accreditation, the President may assign additional contact hours per semester for a faculty coordinator. 2. A Vice Chancellor may request approval from the Chancellor for the services of a faculty member on a non-teaching assignment for released time. The request is subject to the approval of the President of the college to which the faculty member is assigned.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
3. **Project:** Implementation of a pilot program, research project, or grant activity beyond normal required faculty duties. 4. **Publication:** Writing, editing, or production coordination of a major publication or report. 3. ***General Policies*** 1. A President may authorize non-teaching assignments of release time at his/her discretion. No additional approvals are required. At colleges preparing a self-study for HLC/NCA accreditation, the President may assign additional contact hours per semester for a faculty coordinator. 2. A Vice Chancellor may request approval from the Chancellor for the services of a faculty member on a non-teaching assignment for released time. The request is subject to the approval of the President of the college to which the faculty member is assigned. 3. Specific qualifications for faculty selection will be determined by the President or Vice Chancellor who initiates the assignment. 4. Any assignment of a faculty member to non-teaching duties for more than six (6) contact hours of released time during a semester is reserved for the Chancellor. 4. ***Released Time for Load/Compensation by Stipend*** 1. Released time will be for load. Combinations of stipend and released time for one assignment are not allowed. 2. Stipends must be approved in advance. Payment will be based upon the number of working hours projected for	3. Specific qualifications for faculty selection will be determined by the President or Vice Chancellor who initiates the assignment. 4. Any assignment of a faculty member to non-teaching duties for more than six (6) contact hours of released time during a semester is reserved for the Chancellor. 4. ***Released Time for Load/Compensation by Stipend*** 1. Released time will be for load. Combinations of stipend and released time for one assignment are not allowed. 2. Stipends must be approved in advance. Payment will be based upon the number of working hours projected for the assignment. The cost center shall be included for all requests. 5. ***Reporting, Processing and Evaluation*** 1. All non-teaching assignments beyond the college allotment must be submitted to the Chancellor for approval preferably at least 30 days prior to the beginning date of the semester. If approved, copies will be forwarded to the Chief Talent Officer for processing. 2. An evaluation report may be requested by the college or Vice Chancellor who initiates the assignment at the end of each term or academic year for each non-teaching assignment. This report may be written by the faculty member performing the non- teaching assignment, then reviewed by the President or Vice Chancellor, and, finally, submitted to the Provost & Chief Academic Officer. **Note: Non-academic personnel may be awarded compensation to work on special assignments subject to applicable collective bargaining agreements.**	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
the assignment. The cost center shall be included for all requests. 5. ***Reporting, Processing and Evaluation*** 1. All non-teaching assignments beyond the college allotment must be submitted to the Chancellor for approval preferably at least 30 days prior to the beginning date of the semester. If approved, copies will be forwarded to the Chief Talent Officer for processing. 2. An evaluation report may be requested by the college or Vice Chancellor who initiates the assignment at the end of each term or academic year for each non-teaching assignment. This report may be written by the faculty member performing the non- teaching assignment, then reviewed by the President or Vice Chancellor, and, finally, submitted to the Provost & Chief Academic Officer. **Note: ~~Administrators/non-bargained for personnel shall not be awarded compensation to work on special assignments.~~ Non-academic personnel may be awarded compensation to work on special assignments subject to applicable collective bargaining agreements.**		
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 using CCC's approved syllabus system.	**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: 6. Create and post the syllabus using CCC's approved syllabus system.	Add regular and substantive interaction definition for class syllabus requirement.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
• 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 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 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	7. No-show withdrawal (NSW) process – initial class meeting attendance is recorded, including students who WTH after the class started 8. Midterm administrative withdrawal (ADW), active pursuit certification, and grading process 9. Final grading (Effective Fall 2020 – last date of active pursuit if student receives an "F" grade) 10. 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 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, academic engagement, and make-up work should also be included in the syllabus ○ A description of instructor-to-student communication expectations, including regular and substantive interaction, language may vary based on course modality. - 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 their files at the college, itemizing all grades awarded for all student work completed during	Add documentation requirement for Active Pursuit.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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. c. 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. d. ***Midterm administrative withdrawal (ADW), active pursuit certification, and grading process***	each term and the criteria utilized for the awarding of final grades, and records documenting student attendance and/or academic engagement used to measure active pursuit, support no-show withdrawal, administrative withdrawal, grading, and related academic determinations. 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. c. 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. d. ***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.	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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. e. ***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	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. e. ***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 "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	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
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. f. ***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	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. f. ***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 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.	

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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 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.		
Section 10.31 Learning Management System *Policy history:* Learning Management System. a. ***Learning management system*** ~~1. 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.~~ ~~2. Effective fall 2010, all part-time faculty are required, at a minimum, to post their syllabi on the LMS.~~ 3. The LMS Course Menu must contain a content area labeled *Syllabus*. b. ***Syllabi*** 1. The Course Syllabus must be made available on the LMS in accordance with Section 10.30a to students, guests, and observers no later than the first week of the term.	**Section 10.31 Learning Management System** *Policy history:* Learning Management System. a. ***Learning management system*** 1. All faculty are required to post their syllabi in the LMS. 2. The LMS Course Menu must contain a content area labeled *Syllabus*. 3. Effective fall 2027, all grades (including but not limited to assignments, exams, presentations) must be posted in the LMS. b. ***Syllabi*** 1. The Course Syllabus must be made available on the LMS 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 and Student Affairs. 2. All posted syllabi will contain measurable student learning outcomes c. ***Online Asynchronous Course Shells***	Combined full-time and part-time faculty syllabi requirement Expand requirement in LMS to include posting grades.

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
Any exceptions must be approved by the Vice President for Academic and Student Affairs. 2. All posted syllabi will contain measurable student learning outcomes c. ***Online Asynchronous Course Shells*** 1. All Credit and Adult Education courses offered in the online asynchronous modality must have an approved blueprint course shell on file. 2. 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 Only) 3. 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 4. Blueprint shells must be reviewed and approved by designated representatives of the relevant academic discipline prior to implementation and asynchronous delivery.	1. All Credit and Adult Education courses offered in the online asynchronous modality must have an approved blueprint course shell on file. 2. 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 Only) 3. 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 4. Blueprint shells must be reviewed and approved by designated representatives of the relevant academic discipline prior to implementation and asynchronous delivery. 5. 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). 6. Instructors may amend the blueprint course content in teaching their asynchronous course. -	

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
5. 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). 6. Instructors may amend the blueprint course content in teaching their asynchronous course.		

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