

# APPENDIX - PROCEDURES

Procedures revised March 2022.

Note: Procedures are not board approved.

## Admissions – Credit Students – Procedures

Policy: Admissions – Credit Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-01-policy>).

### New Credit Students (degree/certificate seeking)

New full-time and part-time students who are seeking a degree or certificate must complete the following steps:

1. Complete and submit an Online Admissions Application (<http://pages.ccc.edu/apply/>);
2. Submit official transcripts from all colleges and universities previously attended (for more information, see Transfer Credit (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#transfer-credit-procedure>));
3. Verify identity and residency (see Residency (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-01-policy>));
4. Attend New Student Orientation (<http://www.ccc.edu/services/Pages/Student-Orientation.aspx>);
5. Take the appropriate City Colleges of Chicago placement test(s) as required of all new students. Placement test waivers may be granted in certain situations (see Assessment & Placement (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#assessment-placement-procedure>));
6. Meet with a College Advisor ([www.ccc.edu/advising](http://www.ccc.edu/advising)) (<http://www.ccc.edu/advising/>) to discuss career and education goals and to select an academic plan of study, and register for classes; and,
7. Make payment arrangements. If desired, apply for financial aid and meet with a Financial Aid Advisor (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>).

### Admission for Signature Program/Plan

Students who have not been formally admitted to the selective admission program will be temporarily assigned to the Associate of General Studies (AGS) or other degree program plan with a focus area that identifies the selective admission program of interest. (For example, a student interested in Nursing will be temporarily assigned to the AGS program and assigned a secondary program plan of 0239 Nursing.) While enrolled in the AGS program, these students can complete the prerequisite requirements for admission to the program and/or complete general education courses. Once the student has been formally admitted to the selective admission program, their program plan will be updated to reflect their admission into the program.

Students are not automatically readmitted into a signature program. For readmission into a signature program, students are required to consult with the program director and comply with program policies. Degree requirements for students who are accepted into signature programs are based on the academic year for which they are accepted.

### Admission for High School Student

Registration and parental/guardian consent forms are available by visiting [www.ccc.edu/earlycollege](http://www.ccc.edu/earlycollege) (<http://www.ccc.edu/earlycollege/>). Questions

regarding enrollment of high school-age students should be referred to the Admissions (<http://www.ccc.edu/departments/Pages/Admissions.aspx>) and/or Advising Offices (<http://www.ccc.edu/departments/Pages/Advising.aspx>).

### Academically Dismissed Students

To appeal, students must submit an Academic Standing Appeal along with necessary documentation. For more information, see Academic Standing (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-12-policy>) and <http://www.ccc.edu/services/Pages/SAP-Appeal.aspx>.

### Transcripts

Transcripts submitted for admission, financial aid, transfer, or placement reasons must be official and submitted directly to the Registrar's Office where the student intends to register. Official transcripts can be submitted electronically or by mail, and must be received within one year of the transcript print date. Transcripts that have been opened, altered, or tampered with are not considered official. If the Registrar determines that a transcript may be fraudulent they will take the necessary steps to confirm the validity of the document. This may include, but is not limited to, contacting the institution or requesting new documents. Any cost associated with verifying or obtaining the transcript is the responsibility of the student. No financial aid will be dispersed for the student if it is determined that the transcript is fraudulent.

## Admissions – International Students – Procedures

Policy: Admissions – International Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-02-policy>).

### International Students with F-1 Academic Student Visas

F-1 academic students seeking foreign transfer credits (<http://www.ccc.edu/services/Pages/Foreign-Transcript-Evaluation.aspx>) must submit evaluated results completed by a CCC approved vendor.

International students must comply with the following requirements:

1. Submit an International Students Admissions Application (<https://www.ccc.edu/departments/Pages/International-Students.aspx>)
2. Submit transcripts from all secondary (high school equivalent) institutions attended
3. Pay the Form I-20 student visa processing fee
4. Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-05>)).

International students already in the United States on F-1 academic student visas must:

1. Complete the International Students Admissions Application (<https://www.ccc.edu/departments/Pages/International-Students.aspx>)
2. Complete the transfer verification form
3. Submit transcripts:

- If no previous U.S. college or university attendance, submit the secondary (high school equivalent) transcript showing diploma award
- If previous U.S. college or university attendance, submit official transcripts from all U.S. colleges or universities attended

4. Pay the Form I-20 student visa processing fee
5. Submit proof of English proficiency unless the applicant is from a country where English is the official language (see English Proficiency Requirement (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-05>))

The I-20 student seeking a change of status will only be granted after providing **one** of the following documents:

- Notice of Action INS Form I-797 with approval
- Passport with the INS stamp showing approval for I-551c
- Permanent Alien Card I-551-B 6

## International Students in All Other Visa Classes (Not F-1 Academic Student)

Students holding non-immigrant visas other than F-1 academic student visas (see Admissions (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-02>)- International Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-02>)) must complete the same steps as new students (see New Credit Students (degree/certificate seeking) (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-01-policy>)). Additionally, the prospective student may be required to submit additional documentation proving his or her eligibility to study.

For more information see: [www.ccc.edu/internationalstudents](http://www.ccc.edu/internationalstudents) (<http://www.ccc.edu/internationalstudents/>).

## Admissions – Adult Education Students – Procedures

Policy: Admissions – Adult Education Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-03>).

In order to enroll in Adult Education classes, students must:

- Complete a Student Information Card and outcome form.
- Take placement tests to determine level of instruction (see Assessment & Placement – Adult Education Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-06-policy>)).
- Supply additional documentation, as needed.
- Participate in an orientation provided by their college.

## Assessment & Placement – Credit Students – Procedures

Policy: Assessment & Placement – Credit Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-04-policy>)

Note: see Testing & Placement Guidelines (<http://www.ccc.edu/departments/Pages/Testing-Resources.aspx>) 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 Degree	CCC Reading to Write	CCC Reading to Write AND *High School GPA of 3.00	GED English	HiSET English	SAT-Evidence Based Reading & Writing	Transfere DevEd English	Transitional English
English 21+	Allows 6 for English 101 Eligibility	5	5	165+	Writing (16+)	540+ Reading (16+) Essay (5+)	480-540	Cumulative 'C' or better over 2 semesters or grade of "Pass"
English 19 or 101/97 20		5	3 or 4				480-540	Transfere DevEd English will place into English 101/97

### English CCC Reading to Write Placement Grid

	Placement Score	Placement Score AND *High School GPA of 3.00
English 101	6	5
English 101/97	5	3 or 4
English 96	3 or 4	
FS Writ 93	1 or 2	

## Additional Notes for English Placement and Eligibility Requirements

- Students, excluding those students in the Early College Program, who score 480 or above but under 540 on the SAT Evidence Based Reading & Writing or who score 19 or above but under a 21 on the ACT English will be required to take the CCC Reading to Write (RTW) as part of the enrollment process.
- Students who have not enrolled in English courses may elect to retake the RTW if one year has lapsed.
  - Students who participate in approved non-credit workshops or Level Up may be able to retake RTW sooner than one year's time.
- Adult Education students are eligible to retake the Reading to Write English assessment once per term to determine Bridge and Gateway Eligibility after successful completion of an Adult Education course.

- Students who took legacy remedial and foundational studies courses but are not English 101 Composition eligible should see a college advisor for assistance.
- Students who are required to take English 101 Composition & English 97 Written Communication Skills are eligible to enroll in courses that require 'Eligibility for English 101 Composition' only if they are concurrently enrolled in English 101 Composition, English 97 Written Communication Skills, and the other course.
- If English 97 Written Communications or English 101 Composition is dropped prior to the start of the term, all other courses that require English 101 eligibility must be dropped as well.
- Students who would like to drop or are withdrawn from English 97 Written Communications or English 101 Composition should consult with their college advisor to discuss continued pursuit of other courses that have English 101 Composition eligibility as a requirement, as the enrollment in such courses is dependent on the support of and enrollment in English courses.
- \*Students must have a cumulative high school GPA of 3.00 AND a valid RTW score, if student is using GPA for placement.
- A grade of C or better in Transitional English.
- GED and HiSET exams must be taken in the English language.

#### 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

### Math Placement

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

#### College Level Math Placement Options

ACT-Math	ALEKS PPL	ALEKS PPL AND *High School GPA of 3.00	GED Math	HiSet Math	SAT-Math	Transfer DevEd Math	Transitional Math
MATH 224+, or below	76-100				580+		
MATH 224+ MATH 1 MATH 1 MATH 1 or below	61-100				580+		
MATH 123+, MATH 140, MATH 125, MATH 121, MATH 118, or below	46-60	30-45	160	13	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	STEM TM
MATH 121+ MATH 1 MATH 1 or below	46-60	30-45	155	11	530+	Eligible Transfer Dev Ed Math with a 'C' or higher	Quantitative Literacy TM
MATH 125+ MATH 25 or MATH 118 + MATH 18 1	30-45	20-29				Eligible Transfer Dev Ed Math with a 'C' or higher	

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

#### Math Placement Grid

ALEKS Placement Score	ALEKS Placement Score AND *High School GPA of 3.00	GED	HiSet
MATH 207, or below	76-100		
MATH 204, MATH 146, MATH 144, MATH 141, or below	61-100		

MATH 143, MATH 140, MATH 125, MATH 121, MATH 118, or below	46-60	30-45	160	13
MATH 125, MATH 121, MATH 118, or below	46-60	30-45	155	11
MATH 125 + MATH 25 or MATH 118 + MATH 18	30-45	20-29		
MATH 100	20-45		150	10
MATH 99	30-45	20-29	150	10
MATH 90 or MATH 98	20-29		145	8
Foundational Series 3003 + 3004	20-29			
Foundational Series 3001 + 3002	19 or below			

#### Additional Notes for Math Placement and Eligibility Requirements

- Students are limited to a single ALEKS math assessment per year. An ALEKS math assessment provides for up to five (5) attempts with required time in the learning module between attempts.
- ALEKS placement scores expire after one year if the student has not enrolled in a math course appropriate to their placement within that time. Once a student enrolls in a pre-requisite course, the student must complete math courses sequentially, unless enrolled in a special program or granted departmental consent to skip a pre-requisite course.
- Enrolling in a co-requisite pair including Math 118 General Education Math/Math 125 Introductory Statistics **does not** make one eligible for courses with the pre-requisite of Math 118 General Education Math/Math 125 Introductory Statistics eligibility.
- Transitional Math requires: Semester 1 grade: A, B, C, or D. Semester 2 grade: A, B, or C
- \*Students must have a cumulative high school GPA of 3.00 AND valid ALEKS score if student is using GPA for placement

#### Math Placement Expiration

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

## 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 webCAPE Exam (available at Placement Testing for Spanish or French) and follow the placement guidelines below. Once you place, you proceed along the sequence in accordance with the Academic Catalog.

French Placement	Spanish Placement	Course Number(s)
0-259	0-269	101
260-336	270-345	102
337-402	346-426	103
403+	427+	104, 206, 210, 213, 214

In addition to the above, if you are taking webCAPE to place, note that:

- Placement test scores expire after one (1) year.
- Both French and Spanish placements of 103 or higher are subject to departmental chairperson review
- SPANISH 104 Fourth Course Spanish and FRENCH 104 Fourth Course French and above all require ENGLISH 101 Composition eligibility
- SPANISH 191 Survival Spanish Nursing, SPANISH 192 Survival Span for Law Enforcement Officers, SPANISH 206 Intensive Oral Practice Spanish, SPANISH 210 Modern Civilization & Culture Spanish, SPANISH 213 Intro To Modern Literature Spanish 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 Survival Span for Law Enforcement Officers, 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.

## Assessment & Placement – Adult Education Students – Procedures

Policy: Assessment & Placement – Adult Education Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-06-policy>).

If you are an Adult Education student, you will take a BEST Literacy, BEST Plus or CASAS exam if you want to place into ESL courses, and a TABE test for high school equivalency. All are valid through the current fiscal year, at which point you must test again to re-enroll in anything but Spanish high school equivalency or vocational courses. If you are a new student, you must pre-test by the third class meeting. All post-tests must be the same exam as the pre-test. We will use only the most recent post-test score to place you.

## ESL Placement Guidelines

BEST Literacy	CASAS	Level Placed
< 20	< 180	ESL Beginning Literacy
21 – 52	181 – 190	ESL Low Beginning
53 – 63	191 – 200	ESL High Beginning
64 – 67	201 – 210	ESL Low Intermediate
68 – 75	211 – 220	ESL High Intermediate
Retest with BEST Plus or CASAS	221 – 235	ESL Advanced
	235+	Ineligible for ESL coursework

## High School Equivalency Placement Guidelines

1. Determine which placement exam – Literacy, Easy, Medium, Difficult, or Advanced – you will take by taking the TABE Locator (see Table 2, below).
2. Then, choose whether to take a Battery or Survey exam.
3. Take the exam to determine Level Placed (see Table 3, below).

## Tables 1 and 2, Level Equivalencies and TABE Locator

Level	Description	Grade Level	Content Range
1	Beginning Literacy	< 2nd	Literacy (L)
2	Beginning ABE	2nd – 3rd	Easy (E)
3	Low Intermediate ABE	4th – 5th	Medium (M)
4	High Intermediate ABE	6th – 8th	Difficult (D)
5	Low Advanced ASE	9th – 11th	Advanced (A)
6	High Advanced ASE	11th – 12th	Advanced (A)

## TABE Locator, to determine level of test

Reading	Math	Language
<b>Level 2</b>		
< 7	< 7	< 7
<b>Level 3</b>		
7-10	7-11	7-9
<b>Level 4</b>		
11-14	12-15	10-12
<b>Level 5 – 6</b>		
15-17	16-18	13-15

## Table 3, TABE Placement Guidelines

### Complete Battery 9

L	E	M	D	A	Level Placed
< 25	< 19	< 14	< 13	< 14	1
25-30	19-35	14-26	13-21	14-20	2
31-32	36-44	27-38	22-31	21-28	3
	45-50	39-44	32-39	29-37	4
		45-50	40-43	38-41	5
			44-50	42-50	6

### Complete Battery 10

L	E	M	D	A	Level Placed
< 24	< 21	< 15	< 14	< 14	1
24-30	21-35	15-26	14-23	14-19	2
31-32	36-44	27-38	24-33	20-28	3
	45-50	39-45	34-40	29-36	4
		46-50	41-44	37-40	5
			45-50	41-50	6

### Survey 9

L	E	M	D	A	Level Placed
	< 10	< 7	< 7	< 7	1
	10-16	7-12	7-10	7-9	2
	17-21	13-18	11-15	10-13	3
	22-25	19-22	16-18	14-17	4
		23-25	19-20	18-19	5
			21-25	20-25	6

### Survey 10

L	E	M	D	A	Level Placed
	<10	< 8	< 7	< 8	1
	11-17	8-13	7-10	8-10	2
	18-21	14-19	11-15	11-13	3
	22-25	20-22	16-19	14-17	4
		23-25	20-21	18-20	5
			22-25	21-25	6

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

## Transfer Credit – Procedures

**Policy:** Transfer Credit (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#transfer-credit-procedure>).

Students should request their official transcripts be sent to the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) at their college. Approved transfer credits will be posted to degree seeking students' academic records by the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>).

1. The same course (including articulated transfer course) will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs)
2. If transfer courses are packaged differently (for example lecture is one course, lab is another), from a transfer institution, but is equivalent to one course at CCC, CCC will articulate both against our one course.
3. Pre-College level (remedial) coursework is not accepted as transfer credit.

Note: If unofficial transcripts are submitted as part of the admission process, they will not be evaluated for transfer credits and official transcripts will still be required for future enrollment and transfer credit evaluation.

Posting transfer credit is important and will improve accuracy in advising (<http://www.ccc.edu/departments/Pages/Advising.aspx>) and course selection, and may reduce the time to graduate.

Note: eligible transfer credits (including college credits earned at foreign institutions) will be awarded based upon the number of credits earned at the transfer institution. Transfer credit hours earned at a quarter system institution will be converted to a CCC semester hour equivalent, as follows: one (1) credit hour earned on the quarter system is equivalent to 0.67 semester hours (see table below).

Quarter System Course Credits	CCC Transfer Equivalency Credit Hours
3	2.01
4	2.68
5	3.35
6	4.02

College credits earned at foreign institutions must be evaluated by an approved transcript evaluation service (<http://www.ccc.edu/services/Pages/Foreign-Transcript-Evaluation.aspx>).

## Military Credit – Procedures

Policy: Military Credit (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-08-policy>).

The process for awarding Military Credit differs from the process used to award other transfer credit. Military Credit is not automatically posted to a student's record following evaluation.

1. Prior to the end of the student's second term when a Joint Services Transcript (JST) or DD 214 applies to a student, the student will meet with the Veterans Services Specialist to request the documentation needed for a military credit evaluation. The Military Credit award process should occur prior to the end of the term when the evaluation takes place.
2. All documentation will be reviewed by the Office of the Registrar and a military credit evaluation will be submitted to the Veterans Services Specialist on the Military Transfer Credit Evaluation Form.
3. Credit will be awarded only after the student completes a mandatory military transfer advising session with the Veterans Services Specialist and the Veterans/Military Academic Advisor. The purpose of the advising session is to determine whether the acceptance of the articulated Military Credit serves the student's educational goals. In the mandatory military transfer advising session, the Veterans Services Specialist, Veterans/Military Academic Advisor, and the veteran will review the veteran's educational goals, academic program and plan, and other factors to agree upon the Military Credit to award so as to maximize achievement of the veteran's goals.
  - If the student is scheduled for a military transfer advising session and he/she is considered a "no-show" for his/her appointment and it is at the end of the student's second term for which a JST or DD 214 applies to the student, the student will only receive the standard military credit award of seven (7) credits from his/her DD 214 and no other credit will be awarded from his/her JST.
4. The veteran is required to acknowledge in writing the decisions made in the mandatory military transfer advising session, and that acknowledgement will become part of the student's academic record. Once a student accepts the agreed upon military credit, all credits become part of his/her record and any other credit from the JST or DD 214 will not be added or removed from his/her record, regardless of any

potential program changes made after the evaluation is finalized. If a student has additional military courses or training added to his/her JST or DD 214 after the date of their initial Military Credit evaluation, the student may repeat the process to have the subsequent courses/training evaluated for potential credit transfer.

5. The Veterans Services Specialist will work with the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) to ensure that the agreed upon Military Credit is posted to the student's academic record.

For more information about Military Credit, please visit Veterans Services (<http://www.ccc.edu/departments/Pages/Veterans-Services.aspx>). Also see Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-01-policy>).

## Credit by Assessment of Prior Learning – Procedures

Policy: Credit by Assessment of Prior Learning (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-09-policy>).

A student may be granted college credit through the methods listed below:

### A) Methods in Detail

#### Standardized Tests

Course credit may be obtained by standardized examinations. Please see Section 2.10 Credit By Standardized Examination/Testing (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#text>)

#### Institutional Challenge Exams

Course Credit may be obtained by approved Institutional Challenge Exams, in lieu of completing courses, only if standardized exams for the subject are not available. A passing grade for institutional challenge exams is 70% (grade of 'C'). Some specific programs may require a higher passing grade due to program accreditation. This information must be shared with the student before taking the exam. Tests will be administered in the testing center (or by specific circumstances administered by department and virtually). Before completing the exam, students may obtain a copy of the course syllabus. Please note, that some exams may require additional documentation. Examples may include transcripts, professional certification and licenses, employer letters, or other appropriate documentation.

#### Portfolio Assessment

Portfolio Assessment requires final approval from the Vice President of Academic and Student Affairs.

#### Credit by Evaluation

Course Credit may be obtained through evaluation via Published Guides or Local Faculty Evaluation. Colleges will only accept approved recommendations provided by Published Guides such as American Council on Education (ACE) – (National Guide, Military Guide), and National College Credit Recommendation Service (NCCRS). The recommendations include military training and industrial/corporate training. Local Faculty Evaluation provides credit recommendations through articulation agreements, bridge programs, local industrial/corporate trainings, and areas deemed equivalent to college level learning. Documentation of prior learning must be provided to receive PLA credit. Documentation examples may include transcripts,

professional certification and licenses, employer letters, or other considerable documentation.

#### B) Practices and Standards

- Students that earn PLA credit may be able to substitute PLA credit for a prerequisite course required in the program of study. However, credit will not be given to both the prerequisite and direct equivalent course. Please see Section 4.12 Prerequisite Course Substitution (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-program-requirements/#text>).
- Specific program accreditation may require different guidelines to PLA credit.
- The same course will not be articulated twice towards program completion, except Allowed Repeatable Courses (ARCs).
- Students are advised to request PLA credit prior to enrolling in the same course they have requested credit for. If a PLA request is granted and the student is enrolled in the same course, it is ultimately the student's responsibility to follow the drop/refund guidelines.
- The PLA fee is non-refundable, including in the event of not passing. Students will then be able to enroll in the course for the academic program and pay full tuition price.
- Students are allowed to attempt PLA once per approved course.
- All evaluated work must be equivalent to C level coursework.
- The PLA assessment is only transcribed if coursework is equivalent to a C or higher.
- PLA is considered transfer credit (T) and reflected on the student's academic record when the credit is accepted. PLA carries no grade and credit earned will not be included in Grade Point Average (GPA) calculations.
- Students may earn up to 75% of college credits through PLA credit towards their program of study.
- Specific program accreditation may vary and may limit PLA processes.
- Military credit shall not exceed sixty-seven percent (67%) of the total credits required for the academic program, or plan, in which the veteran/student enrolls.
- PLA credit from another institution isn't guaranteed to transfer to CCC. However, if an academic program approves previous credit, the exemption may be allowed. All previous documentation must be submitted for department review.
- PLA credit is not guaranteed to transfer to other institutions.

#### Type of PLA & PLA Fee

Institutional Challenge Exam - \$100

Portfolio - Requires approval from Vice President of Academic & Student Affairs.

Standardized Exam - \$30 CCC processing fee in addition to testing vendor fee. CLEP- \$89 & ACTFL \$70. Fees subject to change.

Credit by Evaluation (Professional Training) - \$50

- *Specialized programs may have a different fee associated.*
- *Neither financial aid nor veterans educational benefits are available for PLA assessment.*
- *Military personnel may be eligible for a CLEP exam waiver. (Speak with Veteran Coordinators for more information).*

- *PLA partnerships will require no charge.*
- *Standardized fees are paid through the third-party vendors.*

## Credit by Standardized Examination/ Testing – Procedures

*Policy:* Credit by Standardized Examination/Testing (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-10-policy>).

*Effective March 9, 2017, high school students who have successfully completed an International Baccalaureate® (IB) individual subject examination will be evaluated and college credit awarded based on the most current IB credit award policy, regardless of when the IB subject examination was taken.*

## Academic Amnesty – Procedures

*Policy:* Academic Amnesty (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-11>).

### a. Returning Students

*Students who wish to apply for academic amnesty are highly recommended to work with a college advisor to discuss academic amnesty. Students must submit an application to the Office of the Registrar.*

*The application will be reviewed by the Registrar ("Approving Registrar") to ensure that the student meets the eligibility requirements; if not, the application will be returned to the student with no further action taken. The Approving Registrar will retain the application in the student's academic record, approve the student's application, and apply academic amnesty **only after** the student fulfills all eligibility requirements, including successfully completing at least one (1) term upon his/her return. See Eligibility for more information (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-11>).*

### b. Current Students

*Current CCC students who meet all eligibility requirements may apply for academic amnesty.*

- *The student had a previous period of five (5) or more consecutive calendar years (minimum 15 academic terms) where the student did not enroll or earn a final grade in credit bearing coursework at CCC.*
- *Upon their return (initial term(s) of enrollment), the student completed at least one (1) term of credit bearing coursework (minimum 9 credit hours, excluding any development education coursework) and earned a term grade point average (GPA) of 2.0 or higher. See Cumulative Grade Point Average for more information (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-11-policy>).*

*If academic amnesty is granted, only courses where "F" grades were earned during the Amnesty Period will be granted amnesty.*

### c. Student Applies for Academic Amnesty at a Different CCC College

*If a student applies for academic amnesty from a different CCC college than where previously enrolled during the Amnesty Period, upon approval (prior to updating the student's record), the Approving Registrar will notify the Registrar at any college where an "F" grade was earned (i.e., for courses that will be granted academic amnesty).*

## Class Attendance – Adult Education – Procedures

*Policy:* Class Attendance – Adult Education (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-07-policy>).

*Instructors/Adult Educators are required to record student attendance via the Faculty Portal (my.ccc.edu (<http://my.ccc.edu>)) within three (3) days of each class meeting date.*

## Eligibility for Course Enrollment – Procedures

*Policy:* Eligibility for Course Enrollment (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-09-policy>).

*Students are encouraged to register for the “next course level” as early as possible, but will be dropped from the course prior to the start of the term if a grade of “C” or higher is not achieved.*

## Academic Standing – Procedures

*Policy:* Academic Standing (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-12-policy>).

### a. Academic Standing Status and Required Support

*City Colleges defines our Academic Standing statuses as follows:*

- **Good Standing** – Above a 2.0 CUM-GPA.
- **Academic Warning** – Below a 2.0 CUM-GPA when previously in Good Standing in the last enrollment term.
- **Academic Standing Intervention** – Below a 2.0 CUM-GPA when previously on Academic Warning in the last term of enrollment.
  - Students who have attempted 30 hours or less and below a 1.75 GPA will be placed on Academic Standing Intervention.
  - Students who have attempted 15 credit hours or less and below a 1.5 GPA will be placed on Academic Standing Intervention.

*If at the end of any given term a student’s CUM-GPA falls below 2.0, he/she must:*

1. Meet with his/her college advisor to help determine which classes the student will retake, and/or change program plan. Advisors will make these changes in the student’s Planner in CS9.
2. Work with his/her college advisor, to establish an academic improvement plan. The academic improvement plan will be determined by the college advisor and the student, and it will include course enrollment plans, detailed goals and timelines. Plans for utilizing campus resources like tutoring, Wellness, transfer guidance, and career planning and placement should be incorporated as needed. The college advisor will document the academic improvement plan.

*If a student no longer meets the threshold for good academic standing and was discontinued for having not earned a final grade in two consecutive terms (excluding Summer), he/she may have to **re-apply** to City Colleges.*

*Students with legacy academic standing statuses will maintain them until they complete a term for which they will have an updated academic standing calculated.*

*None of the above statuses shall have enrollment impacts.*

### b. Pre-Warning Outreach and Support

*Students who are otherwise in Good Academic Standing but have two consecutive terms of a term-based cumulative GPA below 2.0 will be referred to his/her College Advisor. The College Advisor and student will evaluate the student’s current progress and identify if they would benefit from an Academic Improvement Plan as outlined above.*

## Non-Grade Designations – Procedures

*Policy:* Non-Grade Designations (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy>).

### a. I – Incomplete

- *Instructor responsibilities (or Department Chair in the absence of the instructor)*
  - Document (and record in the student information system) the student’s extenuating circumstances that led to the “I” grade and all requirements which must be met by the student to remove the “I” grade and replace it with a final grade.
  - Enter an “I” grade and a provisional final grade in the student information system. See Glossary of Terms for more information (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/>).
  - Inform the student in writing of the requirements needed to remove the “I” grade and the date the requirements must be met (no later than the midpoint of the following term, excluding the Summer term).
  - Receive the completed coursework.
    - If additional coursework is submitted: finalize grading, and submit a grade change form with the final grade to the Office of the Registrar no later than End of Term processing for the following term (excluding the Summer term).
    - If no additional coursework is submitted: document the fact that no additional coursework was submitted.
  - Provide documentation of the completed work to the Department Chair to be placed in department files.
- *Student responsibilities*
  - Request an “I” grade, including extenuating circumstances.
  - Complete the remaining coursework and/or final examination no later than the midpoint of the following term (excluding the Summer term).
  - Note: if the remaining work is not completed and turned into the instructor by this deadline, the “I” grade will lapse to the provisional final grade entered at the time the “I” grade was entered.
- *Course enrollment*
  - Until the “I” grade is removed, a student who receives an “I” grade may not enroll in any new course for which the “I” grade course is a prerequisite.
  - A student who has an “I” grade may not re-register in that course. However, if the “I” grade lapses to the provisional final grade, then the student may then re-register for the course.
- *Department Chair*
  - Verify that a copy of all assignments and/or tests required for the removal of each “I” grade have been placed in the department files and so certify to the Academic Vice President
- *Academic Vice President*
  - Academic Vice Presidents may extend the time to complete the “I” grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.



**b. COVID - Incomplete (Spring 2020 only)**

- All applicable procedures for I-Incomplete apply
- Instructor responsibilities specific to COVID Incompletes (or Department Chair in the absence of the instructor)
  - Document (and record in the student information system) that the student's extenuating circumstance, was due to a pause in instruction due to COVID-19 and all requirements which must be met by the student to remove the "I" grade and replace it with a final grade.
  - Enter an "I" grade and a provisional grade in the student information system.
  - Inform the student
  - Receive the completed coursework and or schedule any appropriate make up times to complete missing requirements
- Note: if the remaining work is not completed and turned into the instructor by this deadline, the "I" grade will lapse to the provisional final grade entered at the time the "I" grade was entered
- Academic Vice Presidents may extend the time to complete the "I" grade. All requests must be approved by the Provost, or their designee, and have a clearly defined end date.

**c. VMW – Voluntary Medical Withdrawal**

Withdrawals from classes for medical reasons must be made for all classes. An approved Voluntary Medical Withdrawal will result in a VMW indicator on the student's permanent academic record and transcript.

- Initiate a voluntary medical withdrawal – the student will notify the Dean of Student Services who will determine if a voluntary medical withdrawal is appropriate. The student may be required to consent to the disclosure of relevant medical information to the appropriate CCC personnel. The Dean of Student Services will make a recommendation to the President whether or not to approve a medical withdrawal. Where withdrawal is appropriate, the Dean of Student Services will also recommend an individualized plan which will include conditions necessary to return from the medical withdrawal and may include a recommended length of medical absence. If a withdrawal is granted, the student will meet with the Dean of Student Services to review the individualized plan.
- Return from a voluntary medical withdrawal – a student who desires to return to CCC from a voluntary medical withdrawal must notify the Dean of Student Services of the student's intent to return at least 30 days prior to the start of the relevant term. The student will meet with the Dean of Student Services to ensure that all conditions of the individualized plan have been met. The student may be required to consent to the release of relevant medical information to appropriate CCC personnel. Based upon evaluation of the relevant information, the Dean of Student Services will assess whether the student is prepared to be readmitted and make a recommendation to the President.

**d. NC – No Credit COVID-19**

- Student must consent to a possible change to NC before the end of the term. Consent is completed in the student portal and must be request before the end of the term. Student can elect which courses the NC designation should apply.
- If the final grade awarded is a C or higher, the grade will remain as is. If the final grade awarded is a D or F, the grade will be converted to NC and no hours will be earned for the course.

- Instructors are not informed that a student has elected this option; final grades of D or F assigned by the instructor are converted to NC when final grades post.

Note: Students cannot elect to change to NC after final grades are awarded.

**e. Administrative Removal from College**

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.

When health concerns arise, additional guidance will be available on the City Colleges website ([www.ccc.edu](http://www.ccc.edu)). For more information, see Administrative Removal from College.

Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for review.

## Midterm Grades – Credit Students – Procedures

Policy: Midterm Grades (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-15-policy>).

Midterm grades are not recorded for classes that are fourteen (14) calendar days duration or shorter.

Midterm grades are provided as an indicator to let students know how they are progressing through their course work. Credit students receiving midterm grades below "C" should meet with their instructor, college tutor, and College Advisor (<http://www.ccc.edu/departments/Pages/Advising.aspx>) immediately to seek ways to improve their standing in the course.

## Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status – Procedures

Policy: Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-16-policy>).

**a. Appeal Final Grade or Academic Dishonesty**

Students who are appealing a final grade or academic dishonesty are encouraged to contact their instructor informally prior to initiating a formal appeal.

Note: the burden of proof is on the student for final grade appeals, whereas the burden of proof is on the instructor for cases of academic dishonesty.

**In Person Classes**

Step 1: A student who wishes to appeal a final grade or finding of academic dishonesty (<http://www.ccc.edu/services/Pages/Grade-Appeal.aspx>) must first meet with the instructor to review the criteria applied in assigning the final grade or evidence supporting a finding of academic dishonesty. The student must initiate this appeal within thirty (30) calendar days after

the student's final grade has been posted in the student information system or a finding of academic dishonesty by submitting a Grade or Academic Dishonesty Appeal Form to the instructor with a copy to the Department Chairperson (or Dean of Instruction or equivalent college officer if the instructor is also the Department Chairperson).

Step 2: The instructor shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.

Step 3: If the student is dissatisfied with the instructor's written decision, the student may appeal in writing to the Department Chairperson (or Dean of Instruction or equivalent College Officer if the instructor is also the Department Chairperson) within fourteen (14) calendar days of the instructor's written decision. The Chairperson (or Dean) shall investigate the matter and communicate the outcome of the investigation and a decision to the student in writing within fourteen (14) calendar days after receipt of the appeal. The investigation shall include a meeting with the:

- Instructor to review the criteria applied to the student's performance in assigning the final grade or evidence supporting a finding of academic dishonesty; and
- Student to hear the basis of the grievance and review the student's supporting evidence.

Step 4: If the student is dissatisfied with the Department Chairperson's (or Dean's) written decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Department Chair's (or Dean's) written decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal. The decision of the Academic Vice President is final.

Step 5: If at any step in the appeal process the student does not receive a written decision by the deadlines stated above (note: it may not always be possible to meet the written decision deadlines, particularly during periods between terms), the student may proceed to the next level of appeal (the sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal).

### Online Learning Classes

The process for online classes is the same as above until Step 3. When appealing to the Department Chairperson (or Dean), all CCC online students should first contact the Office of Instruction at Harold Washington College, which will facilitate communication with the respective Department Chairperson at Harold Washington College. This is done because all CCC online classes are offered through Harold Washington College. As of Step 3, the appeal process for online classes will be administered at Harold Washington College.

### Grade Change by Someone Other Than The Instructor

A grade may be changed by someone other than the instructor of the course or the Department Chairperson only in the event there is objective evidence to do so and in response to a student appeal. In that event, another instructor who is credentialed to teach the course within the discipline shall be appointed by the Department Chairperson to conduct an evaluation of the student's performance and award the final grade.

#### b. Appeal Final Enrollment Status

It is the student's responsibility to officially withdraw from classes (see WTH – Class Drop or Withdrawal (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-j>) and the Glossary of Terms

(<https://catalog.ccc.edu/academic-student-policy/glossary-terms/>) for more information).

Students who wish to appeal a final enrollment status or non-grade designation should contact the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) of the college where the class was offered. Students must provide a rationale and supporting documentation as to why the enrollment status should be changed. See Non-Grade Designations for more information (p. 8).

## Student Responsibilities Regarding Registration and Enrollment- Procedures

Policy: Student Responsibilities Regarding Registration and Enrollment (p. 10)

### Schedule Revision Procedures

Students enrolled in the regular 16-week session have the option to revise their schedule during the first week of semester without penalty. The Summer term will have a shortened schedule revision period.

During the Schedule Revision Period, students who wish to make changes to their class schedule must do so with the assistance of a college advisor. An approval from the instructor is required if adding a course after it has begun. Online classes require instructor consent after the 3<sup>rd</sup> day of the class for the Fall and Spring terms and after the 1<sup>st</sup> day in the Summer term.

1. Students will submit a Schedule Revision Form by submitting a request to add or add/drop.
2. A College Advisor will review the request and confirm:
  - a. Student eligibility
  - b. Class availability
  - c. The class must be open
3. If the student meets all requirements and the class has not started, the advisor will assist to enroll the student
4. If the student meets all requirements and the class has started, the advisor will submit the request to enroll to the instructor for approval prior to enrolling. Instructor consent is at the discretion of the instruction and is not guaranteed.

**Note:** Students are eligible to enroll in open classes only. If the class is full at time of registration, the student will need to select another class.

Students must also follow the payment deadlines and may be dropped if payment is not satisfied by the deadline listed in the student portal, including classes enrolled in during the Schedule Revision Period.

It is ultimately the student's responsibility to drop unwanted classes

## Repeating & Retaking Courses – Procedures

Policy: Repeating & Retaking Courses (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-17-policy>).

#### a. Allowed Repeatable Courses (ARC)

Before registering, students should meet with their College Advisor to confirm the maximum allowable credits for the ARC course. Note: students who wish to repeat an ARC course to improve a previous grade **must**, at the time of registration, submit a CCC grade improvement request form to his/her College

Advisor. The completed request form must be submitted to the Office of the Registrar.

#### b. Retaking Courses

Before registering, students should meet with their College Advisor and, if applicable, their Financial Aid Advisor (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>) to review the benefits and consequences of retaking the course.

#### c. Repeating Courses That Are No Longer Offered

- i. Students should meet with their college advisor to identify an appropriate replacement course and complete an appeal form for all courses not listed on the grid below. The appeal form must be submitted to the College Registrar who will review and determine if the substitution is appropriate. The decision of the College Registrar is final.
- ii. Courses listed on the grid below have been approved to substitute for an equivalent course that is no longer offered at CCC. Once the repeat course is taken, the original grade will be excluded from the student's GPA, the original course will remain on the transcript.

### Approved Equivalencies for Courses No Longer Offered

Inactive Course Code	Inactive Course Title	Approved Substitute Course Code	Approved Substitute Course Title
ART 300	Comp Art and Applications	ART 275	Comp Art and Applications
BIOLOGY 105	Fundamentals of Nutrition	BIOLOGY 107	Nutrition-Consumer Educa
BIOLOGY 106	Environmental Biology	BIOLOGY 119	Environmental Biology
BIOLOGY 111	General Course Biology	BIOLOGY 114	General Education Biology
BIOLOGY 112	General Course Biology	BIOLOGY 115	Human Biology
BIOLOGY 117	Medical Terminology	BIOLOGY 120	Terminology for Med Careers
BIOLOGY 126	Human Struc & Func I	BIOLOGY 226	Human Struc and Func I
BIOLOGY 127	Human Struc & Func II	BIOLOGY 227	Human Struc and Func II
BUSINES 101	Principles of Accounting I	BUSINES 181	Financial Accounting
BUSINES 102	Principles of Accounting II	BUSINES 182	Managerial Accounting
BUSINES 107	Payroll Accounting	BUSINES 183	Payroll Accounting
CHLD DV 251	Prin Of Pre-School Educ	CHLD DV 258	Prin & Prac of Pre-School Educ
CHLD DV 257	Prin/Prac Family Child Care	CHLD DV 228	Prin Of Child Care Practice
COSMET 565	Intro to Cosmetology/ Cosmetic	COSMET 101	Intro to Cosmetology/ Cosmetic
COUNSEL 111	Career Planning	INTDSP 102	Career Dev and Decision Making

CRM JUS 201	Police Org & Management	CRM JUS 221	Police Organization & Mgmt
ENVR TC 242	Environmental Analysis	ENVR TC 243	Environmental Analysis
FRENCH 122	Second Course French	FRENCH 102	Second Course French
FRENCH 123	Third Course French	FRENCH 103	Third Course French
FRENCH 124	Fourth Course French	FRENCH 104	Fourth Course French
ITALIAN 123	Third Course Italian	ITALIAN 103	Third Course Italian
ITALIAN 124	Fourth Course Italian	ITALIAN 104	Fourth Course Italian
MATH 110	Elements of Algebra	MATH 98	Begin Algebra with Geometry
MATH 111	Fundamentals of Mathematics	MATH 90	Mathematical Literacy
MATH 112	Intermediate Algebra	MATH 99	Intermediate Algebra w/ Geomet
MATH 135	Finite Mathematics	MATH 144	Finite Mathematics
MATH 205	Calculus I	MATH 207	Calculus & Analytic Geom I
MATH 206	Calculus II	MATH 208	Calculus & Analytic Geom II
MATH 104	Plane Trigonometry	MATH 141	Plane Trigonometry
MCROBIO 119	Microbiology	MCROBIO 233	General Microbiology
PHY SCI 114	General Course I Phy Sci	PHY SCI 101	General Course Phy Sci
PHY SCI 115	General Course II Phy Sci	PHY SCI 102	General Course Phy Sci
PSYCH 218	Human Growth & Develop I	CHLD DV 101	Human Growth & Development I
SPANISH 122	Second Course Spanish	SPANISH 102	Second Course Spanish
SPANISH 123	Third Course Spanish	SPANISH 103	Third Course Spanish
SPANISH 124	Fourth Course Spanish	SPANISH 104	Fourth Course Spanish
STBPS 204	Keyboarding I	STBPS 190	Keyboarding I
THR ART 231	Stagecraft	THR ART 130	Stagecraft

### Deceased Student – Procedures

*Policy:* Deceased Student (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-19-policy>).

#### a. Confirmation of Death

Verification of death must be obtained prior to making any updates to a deceased student's academic record or student account. An original or certified copy of the death certificate is required and must be submitted to the Office of the Registrar; a news report, obituary, deceased posting, etc.

may not be used to verify death. An official death certificate may be requested from:

- A medical professional or mortuary (preferred), or
- The student's family

b. **Student Record**

Upon verification of death, the Registrar will update the student's status to "deceased" and will withdraw the student from all enrolled classes, effective on the date of death.

c. **Student Indebtedness**

**The total remaining balance due on the student's account will be waived. If a refund is due, it will be issued to the student's estate.**

d. **Financial Aid**

CCC will perform an R2T4 calculation to determine the amount of funding that must be returned to federal financial aid programs.

- If the calculation indicates that the school must return funds, CCC will return the funds through the G5 drawdown process.
- If the calculation indicates that the student must return funds, CCC will apply an exception. The student's estate is not required to return any Title IV funds that were previously disbursed.

If the deceased student received Title IV aid during the payment period or period of enrollment and has a previous grant overpayment, CCC will notify the federal Debt Resolution Services that the student is deceased. If the student has a credit balance that has not been refunded at the time of death, the school may apply any funds owed for unpaid institutional charges or for previous amounts owed due to R2T4 withdrawal determinations. Any amount of the credit balance remaining after institutional charges must be returned to Title IV programs.

If a deceased student has earned Federal Work-Study income that has not yet been paid, CCC will deliver such earnings to the student's estate.

## Illinois Articulation Initiative – Procedures

Policy: Illinois Articulation Initiative (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-program-requirements/#4-02-policy>).

Information about the IAI may be found at <http://www.itransfer.org>. The site includes information on requirements for general education and specific majors plus course descriptions, a student planning worksheet, IAI approved courses for participating institutions, transfer tips, etc.

Additional transfer information is available at: <https://www.transferology.com/>.

## Physical Education Courses – Procedures

Policy: Physical Education Courses (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-program-requirements/#4-11>).

Students should be advised and made aware of the Physical Education (Health and Fitness Science) requirements of the four-year colleges or universities to which they may want to transfer.

## Student Program Status & Governing Academic Catalog – Procedures

Policy: Student Program Status & Governing Academic Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>).

a. **Students with an Active Status**

The effective date of the program/plan or home college change is the date processed in the student system. No backdating is allowed.

b. **New or Readmitted Students**

- Students matriculated prior to the first day of the term: The effective date of the program/plan or home college change is the date processed in the student system. No backdating is allowed.
- Students matriculated after the first day of the term for late start sessions: the effective date of the program/plan or home college change is the first day of the term. No backdating is allowed after the first day of the late start session (for which they were admitted).

## Graduation Requirements for Degrees – Procedures

Policy: Graduation Requirements for Degrees (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-02-policy>).

a. **Degree Confirmation**

Degree confirmation must be formally declared and recorded in the student information system.

b. **Number of Semesters/Terms Needed to Earn 60 Credit Hours**

Credit Hours per Term	Terms Needed to Earn 60 Credit Hours
15	4
12	5
9	7
6	10
3	20

Students who expect to complete an Associate Degree program (60+ credit hours) in two years will need to take fifteen (15) or more credit hours per term or enroll in one or more Summer terms. The length of associate degree programs can vary from 60 to 78 program credit hours. Additional credit hours may be necessary if remedial and/or prerequisite coursework is required.

## Revocation of Degrees or Certificates – Procedures

Policy: Revocation of Degrees or Certificates (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-07-policy>).

The President of the College that awarded the degree or certificate will convene a special hearing to review the evidence surrounding the alleged violations. Upon recommendation of the College President and with the

concurrency of the Provost & Chief Academic Officer, the recommendation to revoke the award will be forwarded to the Chancellor for final approval.

Upon revocation, the student's permanent academic record, official transcript, and any other relevant CCC documents will be updated to reflect the revocation of the degree or certificate. Both the conferred award and revocation will be included in the student's permanent academic record and will appear on the student's official transcript.

## Posthumous Degree Awards – Procedures

*Policy:* Posthumous Degree Awards (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-08-policy>).

The recommendation for a degree should be made at the request of the deceased student's family, family representative, or by a faculty member and submitted to the Dean of Student Services at the same college.

The Dean of Student Services will compile student information to include current enrollment, progress toward completion, good academic standing, and support and approval of the family and will consult with other Deans and, in some cases, other faculty.

The final recommendation should be submitted to the Vice President and Chief Academic Officer of the faculty member's college who will submit the recommendation to the College President where the recommendation was made. The recommendation will be submitted to the President of the College from which the degree will be conferred (if not the same college).

After approval by the College President(s), the actual presentation of the degree should be at the discretion of the family, either presented at graduation to a family member or mailed.

Recommendations for posthumous degrees will be processed for spring graduation ceremonies. If recommendations are made other than for spring graduation, the degree will be immediately conferred or postponed until the next spring graduation at the discretion of the family.

## Course Directives – Procedures

*Policy:* Course Directives (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-10-policy>).

### a. Course Substitutions

Course directive (substitution) appeals, wherein a successfully completed course outside of the curriculum is used to satisfy a requirement of the student's academic program, shall be approved by the college Vice President.

### b. Course Operational Maintenance

- Course directives wherein elective credit is used to make-up a credit hour shortfall, particularly in the case of transfer credit from a quarter system institution, shall be approved by the Registrar. For further information, see Credit Hour Requirements for Academic Program Completion (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-02-b>).
- Elective course substitution as indicated in the Academic Catalog may be approved by an advisor, Registrar, or Dean.

## Residency – Procedures

*Policy:* Residency (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-01-policy>).

Dependency status may be confirmed with the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>).

New students should verify their residency at the Admissions Office (<http://www.ccc.edu/departments/Pages/Admissions.aspx>).

Continuing and returning students should visit the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) for residency verification and updates.

All students may view their official address by visiting [my.ccc.edu](http://my.ccc.edu) (<http://my.ccc.edu>). Students may update their official address (<http://www.ccc.edu/services/Pages/Update-Student-Records.aspx>) by visiting the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) (see Student's Responsibility to Maintain Current Address (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-01-policy>)). Note: students must change their official address no later than the first day of the term for their new address to apply to the current term (see In-District Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-01-g>)). After the first day of the term, official address changes will apply for the next term for purposes of residency and tuition calculations.

If CCC sends mail to a student which is returned by the U.S. Postal Service, a "bad address" indicator will be placed on the student's account, which will prevent future enrollment until a valid address is confirmed. Students with a bad address indicator must provide two separate verification items from the list above, and have their address updated and bad address indicator removed at the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>).

Document(s) submitted as proof of residency may be subject to further verification.

## Non-Refundable Other Charges – Procedures

*Policy:* Non-Refundable Other Charges (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-03-policy>).

### a. Loaner Laptop Computer Fines for Late Return, Loss or Damage

Loaner laptop computers may be borrowed for a period of thirty (30) calendar days or until the end of the term, whichever comes sooner. Loan extensions may be granted to students in good standing, depending on device availability.

Students who fail to return loaner laptops to the location from which they were borrowed and/or fail to pay for damages will be charged up to the full value of the laptop on their student account. These students will not be able to register for classes until the charges are paid in full and will lose future borrowing privileges.

### b. Scientific Calculator Fines for Late Return, Loss or Damage

Scientific calculators may be borrowed for a period is one (1) day; calculators must be returned by end of day they are borrowed. Fines are assessed at \$1.00 per hour. If a calculator is not returned by the end of the term or is returned damaged, the calculator becomes the property of the student and charge of \$140 and a hold will be placed on the student's account. The student will not be able to register for classes and will lose borrowing privileges until charges are paid in full.

### c. Audio-Visual (A/V) Equipment Fines for Late Return, Loss or Damage

A/V equipment may be borrowed for a period of one (1) day; equipment must be returned by end of day they are borrowed. Fines are assessed at \$1.00 per hour. If the equipment is not returned by the end of the term or is returned damaged, the equipment becomes the property of the student and a replacement cost and a hold will be placed on the student's account. The student will not be able to register for classes and will lose borrowing privileges until charges are paid in full.

## Financial Obligation – Procedures

Policy: Financial Obligation (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-04-policy>).

### a. Students Financial Responsibilities

- Upon registration, students are responsible for all costs as a result of his/her enrollment. If the student plans not to attend a class, it is his/her responsibility to withdraw from the class. See Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>) for more information about class withdrawals and refunds. Not attending or not completing a class does not relieve the student of charges.
- Administrative, clerical or technical billing errors do not absolve the student of financial responsibility to pay the correct amount of tuition and/or other financial obligations.
- If awarded financial aid, withdrawing from class(es) after the qualified refund date may cause a reduction or ineligibility of the student's financial aid and may result in an unpaid balance which is the student's responsibility.
- If a student's account becomes delinquent, CCC may refer the delinquent account to a third-party collection agency, and the student will be responsible to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.
- Students are responsible for making payment arrangements by the payment deadline or could be removed from classes.

### b. Payment Arrangements

**Failure to make payment arrangements may result in the student being dropped from his/her classes.**

**Note: If a student fails to make payment but is not automatically dropped from course enrollment, the student is still responsible for paying any outstanding tuition and charges, because the student is responsible for taking appropriate steps to withdraw from a course** (see WTH – Class Drop or Withdrawal (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-j-policy>)).

### c. Delinquent Accounts

A student with a delinquent account will have his/her record flagged as delinquent. Students with delinquency flags for any career program/plan will not be allowed to register for classes until their outstanding balances have been resolved and the delinquency flag has been removed. Payment of all outstanding delinquent balance(s) must be made in full before a student will be permitted to register for classes at any CCC college.

### d. Student Defaults

If a student defaults on his/her payment plan due to insufficient funds or an invalid account, he/she will be required by the Business Services Office to

pay in full at the time of enrollment for subsequent terms. Additionally, CCC will charge a non-sufficient funds charge if a student's method of payment is unable to be processed for any reason.

### e. Appeals of Tuition and/or Other Charges

Students may appeal a charge on their student account in writing using the approved Financial Appeal form available at the Business Services Office. Appeals must be submitted within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Financial appeals will be reviewed and a written decision will be communicated via the student's CCC email account.

Note: appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.

## Tuition Assistance – Chargebacks & Cooperative Agreements – Procedures

Policy: Tuition Assistance – Chargebacks & Cooperative Agreements (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-05-policy>).

As of Summer 2017, CCC is a participant in the statewide Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement). Under this agreement, CCC students who wish to enroll in an academic program not available at any of the City Colleges of Chicago may apply to CCC for approval to attend another public Illinois Community College where the desired program is offered and pay that college's in-district tuition rates.

Applications for approval under the CAREER Agreement are due no later than thirty (30) days prior to the first day of class at the college the student plans to attend. Application forms and further information, including program rules and requirements which are subject to change without notification, are available by visiting [www.ccc.edu/chargeback](http://www.ccc.edu/chargeback) (<http://www.ccc.edu/chargeback/>).

CAREER Agreement approval is granted at the program level. If CCC offers a comparable program, approval will not be granted under the cooperative agreement, even if the receiving college offers the program in a different format from CCC. The determination of eligible programs is made at CCC's sole discretion.

Students may receive CAREER Agreement approval for up to three (3) terms at a time. Students must reapply under the CAREER Agreement each academic year. CAREER Applications will only be approved for students with no debt owed to CCC.

If CCC has authorized a student for the first year of a program in another district under the CAREER Agreement, and subsequently CCC develops a comparable program, the student is not required to transfer back to CCC for the balance of the program. In general, once a program has been approved for a student under the CAREER Agreement, CCC continues that approval, upon reapplication each year, until the program is completed. However if CAREER Agreement approval is granted and the student permanently moves out of the CCC district, authorization is valid only for the remaining unexpired term or semester.

In the case that the desired program is offered by an Illinois public community college that is not participating in the CAREER Agreement, CCC may authorize

a tuition assistance via a tuition chargeback. If CCC has a cooperative or joint agreement with another Illinois community college for the desired program, CCC will not offer tuition chargeback assistance for that program at any other college.

CCC does not provide chargeback approval for comparable programs or courses as determined by CCC's sole discretion. CCC will not approve chargebacks for general education, developmental education, and/or program prerequisite courses.

Students must apply for chargebacks each term requested. Chargeback applications will only be approved for those students with no debt owed to CCC. CCC does not provide tuition chargebacks for courses where a failing graded is earned nor for repeat courses.

Students may only receive tuition chargeback assistance for courses that have been approved for that student for a given term. Students may not receive tuition chargeback assistance for any course substitutions that are not approved by CCC.

Authorization of a chargeback shall not exceed two (2) consecutive calendar years [maximum six (6) consecutive terms including summer terms] of study for any individual, regardless of program length. Additionally, chargeback authorization is limited to one (1) program per applicant in their lifetime.

Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board. A student must present his/her chargeback or cooperative agreement letter to the Business Office of the CCC college with which he/she enrolls at the time of registration.

The Tuition Chargeback & Cooperative Agreements application will only be available during the application period and will be posted at [www.ccc.edu/chargeback](http://www.ccc.edu/chargeback) (<http://www.ccc.edu/chargeback/>) for approximately one month, closing no later than three (3) weeks prior to the start of the application term.

Chargeback and cooperative agreement decisions and notifications will be made on a rolling basis and applicants will be notified of the decision via email.

## Tuition Waiver Programs – Discretionary – Procedures

Policy: Tuition Waiver Programs – Discretionary (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-06-policy>).

### 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 program courses. To be eligible for waivers a student must:

- Graduate from a Chicago Public Schools (CPS) or Chicago charter high school
- Have a cumulative high school GPA of 3.0 or higher on a 4.0 scale
- Be designated, at the sole discretion of City Colleges, "completion-ready" in Math and English
- 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 for Financial Aid" form)

Chicago STAR Scholars have up to three (3) years of scholarship eligibility from their high school graduation date (Maximum Timeframe), regardless of when they begin their program. STAR scholarships end upon degree completion or reaching Maximum Timeframe, whichever comes first. They must start at City Colleges and gain completion ready status no later than the third term (excluding Summer term) 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
  - GED<sup>®</sup> 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 (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-12-policy>))
- Chicago residency and eligible for in-district tuition rates
- Full-time enrollment in a degree or certificate program for term
- Recognized documented (describe type and level of service provided) service to the college community
- Any other attributes recognized, in the College President's judgment, as warranting consideration
- Award is decided by committee based on President recommendation

### d. Student Government Association (SGA)

For students serving as a member of the SGA Executive Leadership Team, the City Colleges will waive up to a specified amount of tuition per term for students who meet all eligibility criteria and remain in good standing. In addition to the tuition waiver, students are eligible to receive a book voucher. The amount of the voucher for books will be prorated to the student's enrollment level each term. In order to be eligible for this waiver, the applicant must:

- Be a member of the SGA Executive Leadership (President, Vice President, Treasurer and Secretary) for the term in which the waiver is granted
- Maintain a cumulative and term GPA of 2.75 or higher
- Apply for financial aid by completing the FAFSA for the appropriate academic year (this requirement can be waived if the applicant does not qualify for financial aid due to citizenship status)
- Fulfill the Executive Leadership duties and responsibilities outlined in City Colleges of Chicago Academic & Student Policy and SGA Guidelines including Code of Conduct and SGA Executive Goals
- Apply for the tuition waiver at the end of each term and submit the completed application to the Dean of Student Services before the first day of class of the following term to be considered eligible
- The SGA waiver applies only to classes required for the student's academic program

#### e. Gateway Scholarship

Eligible Adult Education students receive reduced tuition and supportive services as they transition into college credit courses. Gateway scholars' tuition for credit courses is reduced by half for four semesters.

To qualify for the Gateway program, students will need to:

- Complete one or more Adult Education classes at City Colleges during the prior or current academic year
- Qualify for in-district tuition by either living in Chicago or working full-time in Chicago
- Have earned a high school diploma or equivalency OR plan to earn their high school equivalency before the anticipated first college credit term
- Complete the online credit application
- Take the CCC Read-to-Write placement exam and score a 3 or higher (or 33 or higher for the CCC-RTW-ESL)
- Take the ALEKS placement exam and score a 30 or higher or placement into Math 90.
- Enroll in at least six credit hours in their first term, which must include English.\*

\* Students in programs which do not require English are not required to enroll in English.

Students with F-1 or J-1 visas are ineligible for the Gateway Scholars Program

#### f. Athletic Tuition Waiver Policy

Student-athletes eligible under National Junior College Athletic Association (NJCAA) standards are considered qualified to receive tuition waivers. A tuition waiver awarded for athletic purposes is 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. City of Chicago residency is not required to be eligible for the waiver. Waiver details are defined in the annual NJCAA National Letter of Intent issued to each student-athlete. In accordance with

NJCAA rules and regulations, student-athletes cannot receive assistance, in cash or in-kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid or scholarship as defined by the NJCAA. Consequently, those student-athletes who receive an Athletic Tuition Waiver that includes the cost of books are not allowed to sell or exchange their books. Therefore, student-athletes are required to either sign an affidavit attesting their understanding of this regulation or they are required to return all books purchased to the Athletic Department at the end of each term. Student-athletes that have an enrollment change or drop a class and have already purchased books are required to return the books to college online book store within 30 days of the order confirmation to receive full credit. Failure to sign the affidavit or return books for credit to the book store would be a violation of NJCAA by-laws and force the student-athlete into a period of suspension or ineligible status to compete until all books purchased with an Athletic Tuition Waiver are returned to the Athletic department.

The maximum number of annual waivers potentially available per sport will be dictated by the NJACC. These are one-year, renewable awards (subject to available funding and the successful fulfillment of all NJACC eligibility requirements) and may include summer school expenditures, provided participation in summer courses counts toward a CCC degree based on the student-athlete's academic program plan. Renewal of the tuition waiver must be given in writing to the student-athlete and college Business Services Office as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA and CCC standards of conduct outlined in City Colleges of Chicago Academic & Student Policy.

NJCAA athletic scholarship rules and regulations can be found in the NJCAA Handbook & Casebook ([https://www.njcaa.org/member\\_colleges/handbook/](https://www.njcaa.org/member_colleges/handbook/)).

#### 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.

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.

#### 1. 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.

##### i. Debt Forgiveness

Circumstances arise where a student may request a tuition waiver (based on a personal situation, emergency circumstances, or potential institutional error). In these cases, the student must complete and submit a written Debt Forgiveness Petition and supporting documentation to the College Business Office for review by the College Petition Waiver Committee.

The student will receive a decision by the College 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.

## Tuition Waiver Programs – State – Procedures

Policy: Tuition Waiver Programs – State (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-07-policy>).

#### a. Senior Citizens (age 65 or older)

Eligible senior citizens (age 65 or older) may register in credit classes tuition-free. Seniors are not required to apply for financial aid to receive a Senior Tuition Waiver. Details are as follows:

- **Qualifications:** Senior Citizens (Seniors) must:
  - Be residents of the City of Chicago (see Residency (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-01-policy>)).
  - Be age sixty-five (65) or older on the date of registration; acceptable documents to verify age include a valid state issued driver's license, state issued ID card, or U.S. Passport.
  - Have an annual household income less than the threshold amount provided in Section 4 of the "Senior Citizens and Disabled Persons Property Tax Relief Act", approved July 17, 1972, as amended. (Source: P.A. 97-689, eff. 6-14-12.)
- **When to register:** Tuition-free registration is available each term beginning on Monday of the week prior to the week during which classes start, subject to space availability. Seniors may register at any other time during the registration cycle, but will not qualify for the Senior Tuition Waiver.
- **Charges:** Seniors are responsible for paying all applicable charges.

- **Credit:** As for all enrolled students in academic courses, Seniors will earn a course grade and credit unless the Senior is auditing the course. Note: audited courses do not qualify for Senior Tuition Waivers.

#### b. DCFS Scholarship (20 ILCS 505/8)

Each year the Department of Child and Family Services (DCFS) selects a maximum of 53 scholarship recipients (at least four of whom shall be children of veterans) from among the youth under care, youth who aged out of care at age 18 or older, or youth formerly under care who have been adopted or are in a guardianship placement. Selected youth must have earned a high school diploma from a public school district or a recognized nonpublic school or a high school equivalency certificate or who have met the State criteria for high school graduation. Scholarship recipients shall be eligible for scholarships and fee waivers which will entitle them to four (4) consecutive years of community college, university, or college education. Selection shall be made on the basis of scholastic record, aptitude, and general interest in higher education. In accordance with this Act, tuition scholarships and fee waivers shall be available to such students at any university or college maintained by the State of Illinois. The Scholarship applies to full-time students (12+ credits) and includes a tuition waiver, book voucher (**only waived if Financial Aid does not cover books and supplies**), monthly stipend (State paid), and State provided medical card until age 23. Students are required to attend summer school (6+ credits) to maintain their monthly stipend during the summer months.

#### c. Illinois Veteran Grant (IVG) (110 ILCS 947/40)

The IVG Program pays tuition and mandatory charges for undergraduates for honorably discharged veterans with at least one year of full-time active duty, or who served in a foreign country during a time of hostilities in that country regardless of length of service or was medically discharged for service related reasons or discharged prior to August 11, 1967. Veterans residing out-of-district will qualify for in-district tuition. The Veteran Certifying Official (located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) can assist the student in determining his/her eligibility for the IVG Grant. For more information about veterans benefits and repeating courses, see Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-01-policy>) and Repeating & Retaking Courses (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-17-policy>).

#### d. Illinois National Guard (ING) Grant (110 ILCS 947/45)

The Illinois National Guard Grant pays tuition and eligible charges for eligible members of the Illinois National Guard. The Veteran Certifying Official (located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) can assist the student in determining his/her eligibility for the ING Grant. Veterans residing out-of-district will qualify for in-district tuition. For more information about veterans benefits and repeating courses, see Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-01-policy>) and Repeating & Retaking Courses (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-17-policy>).

#### e. MIA/POW Scholarship (105 ILCS 5/30-14.2)

Dependent(s) of a veteran or eligible serviceperson who was an Illinois resident at the time they entered active duty and has been declared to be a prisoner of war, missing in action, died as a result of a service-connected disability, or disabled with a 100 percent disability as the result of a service-connected cause may be eligible to receive the MIA/POW Scholarship.

*The Veteran Certifying Official (located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) can assist the student in determining his/her eligibility for the MIA/POW Scholarship. For more information about veterans benefits and repeating courses, see Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-01-policy>) and Repeating & Retaking Courses (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-17-policy>).*

## Tuition Waiver Programs – Federal – Procedures

*Policy: Tuition Waiver Programs – Federal (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-08-policy>).*

### a. Post 9/11 GI Bill<sup>®1</sup> (Chapter 33) and Montgomery GI Bill (Chapter 30)

*Veterans, service members, and their family members who qualify for either the Post 9/11 GI Bill (Chapter 33) or the Montgomery GI Bill (Chapter 30) and reside out-of-district qualify for the in district tuition rate. The School Certifying Official (located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) can assist the student with obtaining the correct tuition rate. For more information about veterans educational benefits and repeating courses, see Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-01-policy>) and Repeating & Retaking Courses (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-17-policy>).*

### b. Bankruptcy

*Students and employees may be eligible to receive a waiver for a debt owed to CCC if they provide official court documents confirming they have filed a petition in bankruptcy that covers the dates the debt was incurred and their debts have been discharged by the court.*

1

GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill> (<http://www.benefits.va.gov/gibill>).

## Tuition Waiver Programs – Contractual – Procedures

*Policy: Tuition Waiver Programs – Contractual (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-09-policy>).*

### a. Dual Enrollment

*The Dual Enrollment Program allows academically qualified high school students, who are college eligible based on defined enrollment criteria (see Early College Program (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-05>)), to enroll in college courses at one of the seven (7) City Colleges (CCC) campuses and receive college credit for their work. Courses must be selected from a list of transferable courses that have been articulated with senior institutions in Illinois or from the first-year courses in an ICCB approved associate in applied science degree program. Career Technical Education (CTE) courses are also eligible for Dual Enrollment. Course instruction occurs on the CCC campuses. Students in dual enrollment frequently enroll in English, Mathematics, Foreign Languages,*

*Science, and Literature. A student may take more than one course. However, only **one course per term** will be covered by CCC and only if the student is a resident of Chicago or attends a Chicago high school. The waiver will cover tuition for the class.*

### b. Employee, Spouse/Domestic Partner and Dependents

*Subject to the terms of the specific collective bargaining agreement provisions in place at time of registration, union employees may register at CCC for themselves, a spouse/domestic partner, and dependent children up to age 25 tuition-free. Free tuition is limited to credit classes only. The employee is required to pay all applicable charges. The employee must provide documentation (e.g., tax return; divorce decree; or in the case of spouse filing separately, provide a marriage certificate and tax return for the spouse) to the college that his or her spouse/domestic partner or dependent qualifies for the waiver.*

## Federal Financial Aid Eligibility – Procedures

*Policy: Federal Financial Aid Eligibility (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-14-policy>).*

*The first step in the financial aid process is to complete the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) and to list the college code for CCC at which the student plans to complete his/her degree or certificate. If the student is unsure as to which City College of Chicago he/she plans to attend, then the student should list multiple school codes on the FAFSA. Once the college receives the FAFSA, the Financial Aid Office will follow-up with the student by sending a detailed email to his/her CCC student email account. The email will either list additional requirements that are part of the financial aid process, or it will be a notification of the student's financial aid awards. The financial aid process should be completed prior to registration. A financial aid tuition deferment will not be granted unless a student has completed all outstanding financial aid requirements.*

*A student's estimated financial aid award is determined based on a number of factors, including but not limited to, his/her enrollment status in eligible courses at the financial aid census date for the term, Expected Family Contribution as derived from the FAFSA, academic program duration, and federal and state eligibility limits by program. The Financial Aid Office can provide detailed information on each of these requirements.*

*Book Vouchers are typically available one week before classes begin for the term. A financial aid book voucher is available when a student has a Pell Grant and/or a Federal Direct Loan that exceeds his/her tuition charges for the term. The dates and times for book vouchers will be posted in the Financial Aid Office. To receive a book voucher, a student must have provided all requested financial aid documents, and then logs into my.ccc.edu (<http://my.ccc.edu>), navigate to their current year financial aid information, and selects "yes" in the book voucher authorization section of the portal. The book voucher authorization will remain for the duration of the student's enrollment at CCC unless he/she logs into my.ccc.edu (<http://my.ccc.edu>) and updates the book voucher authorization to "no". Please visit the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>) for additional information on book vouchers.*

*Financial aid is disbursed at different times throughout the academic year. Unless Federal regulations require otherwise, a single disbursement of financial aid dollars will occur 4 - 6 weeks after the term begins. For the Summer term, 100% of the disbursement will be scheduled 2 weeks after mid-term. A student can expect his/her financial aid refund approximately*

14 days after he/she has a credit balance on his/her student account due to a financial aid disbursement. Some academic programs will qualify for a different financial aid disbursement schedule. Disbursement date information can be obtained in the Financial Aid Office.

Financial aid will pay for up to 30 credit hours of remedial/developmental course work specified as prerequisites to classes required for the completion of the student's financial-aid- eligible academic program.

Note: financial aid is not available for Foundational Studies courses.

## Satisfactory Academic Progress – Procedures

Policy: Satisfactory Academic Progress (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-16-policy>).

### I. 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 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.

### II. 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

#### a. Standard 1: Grade Point Average (GPA):

Students must maintain a minimum cumulative GPA according to the following chart:

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

\* 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%
16-30	60%
31 or more	67%

\*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)

- 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

- 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 the prior program that apply to current program will be included in SAP calculations.
  - Deleted Courses:** If a course is deleted (DEL) for the reason of non-payment or failure to meet the prerequisites, the course is not included in the calculation of GPA, Pace percentage, or Maximum Timeframe.
  - Earned Letter Grades:** Earned letter grades of A, B, C, D positively impact a student's Pace percentage and bring the student closer to completing his or her program within the Maximum Timeframe of the program if the earned grade is the student's first graded attempt. Although a D letter grade may not negatively impact a student's Pace percentage, it contributes to lowering the student's GPA to below the required standard. Earning an F letter grade negatively impacts the student's GPA, Pace percentage and Maximum Timeframe determination.
  - Foundational Studies Courses:** Foundational Studies courses (also known as Pre-Credit courses) are not included in the GPA, Pace percentage, or Maximum Timeframe calculations.
  - Incomplete grades:** Incompletes ("I" grades) are 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, incompletes do lower the student's Pace percentage until they are changed to an earned letter grade of D or higher. Incompletes are included in the Maximum Timeframe calculation.
- Non-Credit (NC) Course:** 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 in 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.
    - NC courses will be excluded from the quantitative component (pace, timeframe measurement) and (GPA measurement) of Satisfactory Academic Progress (SAP) attempted credits a student was unable to complete as a result of the COVID-19 national emergency per the following electronic announcement on May 15, 2020.
    - (OPE Announcements) Subject: UPDATED Guidance for interruptions of study related to Coronavirus (COVID-19). (<https://ifap.ed.gov/electronic-announcements/051520UPDATEDGuidanceInterruptStudyRelCOVID19May2020>)
  - No Show Withdrawals:** No Show Withdrawals (NSW) are not included in the GPA, Pace, or Maximum Timeframe calculations.
  - Reinstate in a class (RNS):** Reinstated classes are included in all SAP evaluations.
  - Remedial Courses:** Remedial (developmental) courses are included in the Cumulative GPA calculation and excluded from Pace percentage. Remedial courses are excluded from the Maximum Timeframe calculation.
  - Repeated Courses:** When a student repeats a remedial or college level course for any reason, the last grade earned will be used in 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.
  - 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.
  - 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.
  - 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 (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/>) for more information about the Statistical (STAT) Date.

## VI. Additional Standards

1. **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.
2. **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)
3. **Transfer Students:** Credits officially accepted in transfer will be counted in determining the maximum number of allowable credit hours for financial aid eligibility.
4. **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

1. 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.
2. To appeal, the student must submit an appeal online at [ccc.edu/sap](http://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. 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 to account for semesters that were previously accounted for in prior appeals that were approved.
3. 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 10 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 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, 3<sup>rd</sup> Week of September to receive Financial Aid for Fall
- Friday, 3<sup>rd</sup> Week of January to receive Financial Aid for Spring
- Friday, 3<sup>rd</sup> 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 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, 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.

#### 1. 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.

## Monetary Assistance Program (MAP) – Procedures

*Policy:* Monetary Assistance Program (MAP) Grants (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-17-policy>).

*MAP grants are funded by the State of Illinois. The actual amount a student is awarded each term depends on the calculation of financial need, the cost of tuition and mandatory fees at the college of choice, the number of credit hours for which the student is enrolled, and other factors related to the amount of funding provided for the program each year. MAP grants can be applied toward tuition and mandatory fees only. MAP grants cannot be used for items such as books, travel, or housing. All MAP awards are paid directly to the college. The college certifies that the student is enrolled and that he/she meets all eligibility requirements.*

*Students may be required to provide proof of Illinois residency.*

## Veterans Education Benefits – Procedures

*Policy:* Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-01-policy>).

*The City Colleges of Chicago has two team members at each college who are dedicated to serving veterans, service members, and their dependents. The School Certifying Official (SCO), located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>), is available to assist military affiliated students with utilizing state and/or federal veterans educational benefits. The Veterans Services Specialist (<http://www.ccc.edu/departments/Pages/Veterans-Services.aspx>), located in the Veterans Services Center, can assist the student with issues related to his/her education, applying for veterans education benefits, and with connecting to external agencies (healthcare providers, counseling services, housing assistance, etc.). The Veterans Services Specialist can also assist a veteran or service member in obtaining an official copy of his/her military transcript for evaluation and military credit (<http://www.ccc.edu/services/Pages/Request-Military-Transcript.aspx>).*

The City Colleges of Chicago does not, and has never, conducted fraudulent or aggressive recruiting on or off military installations or in any other venue, nor do we misrepresent ourselves, our programs, or our mission. We do not pay incentive compensation to anyone for recruiting actions. We meet all State authorization requirements consistent with those issued by the Department of Education.

#### a. State Programs

- Illinois Veteran Grant (IVG)
- Illinois National Guard Grant (ING)
- MIA/POW Scholarship

#### b. Federal Programs

- Montgomery GI Bill (Chapter 30) (see Post 9/11 GI Bill (p. )<sup>®</sup> (Chapter 33) and Montgomery GI Bill (Chapter 30))
- Post 9/11 GI Bill<sup>®</sup> (Chapter 33) (see Post 9/11 GI Bill (p. )<sup>®</sup> (Chapter 33) and Montgomery GI Bill (Chapter 30))
- Transfer of Entitlement (TOE) of Post 9/11 GI Bill (Chapter 33 TOE)
- Montgomery GI Bill Selected Reserve (Chapter 1606)
- Vocational Rehabilitation and Employment Program (Chapter 31)
- Survivors and Dependents Educational Assistance Program (Chapter 35)

- Marine Gunnery Sergeant John David Fry Scholarship
- Tuition Assistance (Active Duty, Reserves, and National Guard)
- Tuition Assistance Top-Up (TATU)
- VA Work Study

#### c. Registration Process

Veterans, service members, and their dependents who plan to use their federal and/or state veterans educational benefits must meet with the Veterans Services Specialist prior to registering for courses for the first time. Military affiliated students who are registering for the first time should follow the process outlined below:

1. Meet with the Veterans Services Specialist to discuss education goals, veterans educational benefits, and the Military Credit Policy. The Veterans Services Specialist will assist the student in applying for their benefits or in completing the Request for Change of Program or Place of Training, review the documentation the School Certifying Official (SCO) needs to process the student's request for veterans education benefits, and ensure all documentation for Military Credit is requested and submitted timely.
2. Meet with a College Advisor (<http://www.ccc.edu/departments/Pages/Advising.aspx>) to obtain an Education Plan and register for courses that are required per the Education Plan.
3. Visit the SCO to submit a copy of his/her DD214 (or other applicable separation document), documentation that supports his/her eligibility for the veterans educational benefit he/she plans to use, class schedule (after registering), and Veterans Education Benefits Declaration Form.
4. For each subsequent term of course registration, the student must bring his/her class schedule to the SCO (after registering) and Veterans Education Benefits Declaration Form.

The SCO certifies the military-affiliated student's enrollment via VA-ONCE.

#### d. Enrollment Certification Process

The SCO certifies the data required for each program which may include in-state flat rate tuition charges, term dates, eligible credit hours, the training type, and the name of the academic program.

The SCO monitors military-affiliated students' enrollment throughout the term and reports any changes in enrollment or tuition.

#### e. Attendance and Active Duty Service

Students who are Active-Duty Service members and their eligible dependents may apply for the Tuition Assistance program through the US Department of Defense. The student obtains an authorization form from their military branch and submits it to the Business Office at their campus for third-party billing for the amount of tuition.

A student's failure to attend classes may result in the loss of Tuition Assistance (TA).

- 100 percent of TA funds will be returned to the appropriate Military Service branch when the Service member does not begin attendance in one or more of their enrolled courses.
- If TA funds have paid for a course that is cancelled by CCC, the funds are returned to the appropriate Military Service Branch.
- If a student discontinues attendance in one or more courses, then TA funds are returned on a proportional basis through the 60 percent portion of the period for which the funds were provided.

In instances when a Service member stops attending due to a military service obligation, CCC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

## Academic Standards and Veterans – Procedures

Policy: Academic Standards and Veterans (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-03>).

If a student who is receiving federal veterans educational benefits changes his/her enrollment (ADH, ADR, ADW, NSW, VMW, WTH), the change will be reported to Veterans Affairs within thirty (30) days (see ADH – Academic Dishonesty Withdrawal (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy>), ADR – Administrative Removal from College (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy>), ADW – Administrative Withdrawal (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy>), NSW – No-Show Withdrawal (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy>), VMW – Voluntary Medical Withdrawal (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy>), and WTH – Class Drop or Withdrawal (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-policy>)).

If the student believes they have a mitigating circumstance leaving them no other choice but to withdraw from their class, the student should meet with the Veterans Services Specialist in the Veterans Resource Center (<http://www.ccc.edu/departments/Pages/Veterans-Services.aspx>) immediately after the withdrawal to discuss the circumstances and bring in documentation to support the situation. The Veterans Services Specialist will complete a Mitigating Circumstance Form and forward it onto the School Certifying Official located in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>) for processing within the VA system.

The student is responsible for any overpayments due to enrollment changes and may owe a debt to CCC and/or Veterans Affairs as a consequence of the enrollment change.

The U.S. Department of Veterans Affairs (VA) requires all students receiving VA benefits to make Satisfactory Academic Progress (SAP) toward completing their program. The Satisfactory Academic Progress for VA benefit purposes is different than SAP for Federal Financial Aid.

## Requirements

All students receiving military or veteran affiliated educational benefits must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher of all classes attempted when utilizing federal benefits.

Students who do not maintain the standard will be classified as one of the following:

- **VA Warning:** After the first semester of not meeting the above standards, students will be placed on Warning. Students on warning are still eligible for VA benefits and may still enroll in classes. Students on warning are required to meet with the Veteran Service Specialist in the Veteran Resource Center to find the best City Colleges of Chicago resources to regain satisfactory progress. CCC will report the warning status to the VA.
  - **Continuation of Warning:** For students that improve their GPA but still fall below the 2.0 GPA standard, will be eligible for benefit enrollment

the following academic semester. Students will remain on a warning status until they achieve a cumulative GPA of 2.0 and above.

- **Removal of Warning:** The Warning status will be removed once the student raises their cumulative GPA above a 2.0.
- **VA Suspension:** CCC will place students who do not meet the standard after the warning semester on suspension. CCC will report the suspension status to the VA. Students may appeal the suspension (instructions and more information are included below). Students who do not appeal or whose appeal is denied will not be allowed to utilize veteran benefits the next consecutive semester. After the period of non-certification, the student will need to follow the appeal process.
- **VA Termination:** If a student reaches suspension of VA benefits for a second time, the student's benefits will be terminated by the institution and they will be unable to be certified at City Colleges of Chicago.

**Notification:** Students who are placed on warning or suspension will be notified via email and postal mail at the end of the semester when final grades are posted.

**Credits:** Include graded classes (A – F). Note: satisfactory (S), unsatisfactory (U), classes dropped on or after the first day, withdrawals (WTH), incompletes (I), repeats, transfer credits (T), Administrative withdrawn (ADW), voluntary medical withdrawn (VMW) and audited course (AUD) do not count. See student handbook for information on Student Policy for grading policies.

**Withdrawals:** CCC will report dropped classes to the VA which may result in a VA debt to the student.

**Required classes:** CCC will only certify degree program courses for the purposes of federal educational benefits.

**Repeated Classes:** Successfully completed courses may not be certified again for educational benefit purposes. If a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to the VA again.

**Transfer Credit:** Credits earned at other colleges must be evaluated through Registrar's Office for transfer credits.

\*This policy pertains to veteran benefits **only** and differs from City Colleges of Chicago financial aid SAP policy.

**Appeal Process:** Students on suspension who believe their circumstances merit reconsideration, may appeal their suspension by submitting a Petition for Reinstatement. This form can be found in the Veteran Resource Center or the Financial Aid Office. The appeal requires a student to explain why they failed to meet the standard and what has changed that will allow them to meet the standard during the next semester. Reasons a student may appeal include: death of a relative, injury or illness, or other circumstances that result in a hardship to the student.

Documentation may be required as evidence to support claim. Students who appeal will be notified of the decision via student e-mail within 10 business days. If a student has a grade change or believes that the SAP determination is incorrect, it is the student's responsibility to contact the financial aid office. Only one approved appeal per student is permitted, unless other extenuating circumstances occur.

## Results of Appeal

- **Approved with certification of benefits:** Students can enroll in classes. Enrollment will be certified and, if eligible, the student will receive payment of benefits.
- **Approved without certification of benefits:** Students can enroll in classes; however, enrollment will not be certified. In order to demonstrate commitment and the ability to be successful, students will need to pay for their classes out of pocket. If the student demonstrates academic success, (enroll in at least 6 credits and completes 100% of classes attempted with a GPA above 2.0) future enrollment will be certified, and the student will receive payment of benefits if eligible.
  - If approved, students will be required to meet with an academic advisor. CCC may require the student to fulfill specific terms and conditions such as taking a reduced credit load or enrolling in specific courses. Students who will be able to meet the SAP requirements at the end of the semester will be placed on VA Probation. Students who will not be able to complete the SAP requirements at the end of the semester will be required to make an Academic Improvement Plan (AIP) with an Academic Advisor. The AIP will include the classes and GPA required for each semester until the student meets the SAP standard.
- **VA Probation** status or the requirement to follow an academic plan will be removed when the student has met the SAP requirements. At the end of each semester, students on probation who do not meet the SAP requirements or students with an AIP that do not meet the requirements of the AIP, will be placed on suspension.

**Denied:** Students who choose not to petition or whose petition is denied will **not** be allowed to enroll for one semester and classes will be dropped at that point. Students must wait at least one semester before another petition is considered, if the petition is considered.

## Students Called to Active Military Service – Procedures

**Policy:** Students Called to Active Military Service (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-04>).

If a student receives military orders, the service member must submit a copy of his/her documentation to the Veterans Services Specialist as soon as possible prior to their departure.

- **If the call to active duty is on or before the midterm date:** the college will withdraw the student from all classes and refund all tuition and charges paid.
- **If the call to active duty is after the midterm date:** the student may, at his/her option:
  - Request of instructors an early final examination or the assignment of an Incomplete "I" grade, provided the student is in good academic standing in the affected course(s). If the instructor grants an "I" grade, the student will be subject to the normal rules regarding Incomplete Grades (see I – Incomplete (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-13-e-policy>)); or
  - Choose to withdraw from courses and receive a full refund of all tuition and charges paid.

The Veterans Services Specialist completes the Military Leave/Deployment Form and works with the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) to ensure all student records



accurately reflect the student's choice. If the student is using Veterans Education Benefits, the Veterans Services Specialist also works with the School Certifying Official to ensure Veterans Affairs is notified of the student's mitigating circumstances due to military orders. The Veterans Services Specialist retains the Military Leave/Deployment Form with accompanying orders.

## Email Account & Portal – Procedures

*Policy:* Email Account & Portal (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-06>).

### a. Email Account

Students may setup their accounts by visiting [my.ccc.edu](http://my.ccc.edu) (<http://my.ccc.edu>), and then clicking on username (<https://apps.ccc.edu/AccountManagement/>). Email may be accessed both on campus and off campus. Students may manage preferences, including forwarding CCC email to a personal email account if preferred. More information is available by visiting [my.ccc.edu](http://my.ccc.edu) (<http://my.ccc.edu>).

Email correspondence between students, faculty, and staff and auto-generated email messages sent as a part of certain districtwide processes occur via the CCC email account.

### b. Self-Service

Students, faculty and staff may access CCC information systems through the portal by logging into [my.ccc.edu](http://my.ccc.edu) (<http://my.ccc.edu>). By accessing the portal:

- Students may view their degree audit, create an education plan, register for or drop classes (exceptions apply), view their class schedule, check grades and academic history, upload documents required by the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>), review their student account, and much more. In addition, via the portal, students have access to other systems and tools (<http://www.ccc.edu/Pages/StudentTools.aspx>), such as Blackboard and GradesFirst.
- Faculty and staff may access the student information system (Campus Solutions), Finance System, and HR System, learning management system (Blackboard), early alert system (GradesFirst), and more.

## Students with Disabilities – Procedures

*Policy:* Students with Disabilities (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-01>).

Students with disabilities may request accommodations by doing the following:

### a. Provide Documentation of Disability(ies)

Students with disabilities should arrange an appointment for an intake interview with ACCESS Center staff at least thirty (30) days prior to enrollment, bringing current documentation of disability(ies). Students may request an academic adjustment at any time, but are advised to do so as early as possible. Some academic adjustments may take more time to provide than others. Students should follow ACCESS Center procedures to ensure sufficient time to review requests and provide appropriate academic adjustments. Documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodations requested. The documentation will be kept in

a confidential student file in the ACCESS Center. Examples of documentation include:

- Diagnostic evaluation
- Medical records
- Audiogram evaluation
- Vision report
- Psychological evaluation

### b. Request Accommodations Every Term

It is important to request accommodations at least thirty (30) days before the start of the term. Requests that are not made in a timely manner may result in delays in receiving accommodations. Students should pick-up Accommodation Letters from the ACCESS Center and give them to their instructors on or before the first day of class. Additionally, students should meet with their instructors during office hours to discuss their specific accommodation needs.

*Note:* students enrolled in online learning courses should follow the above instructions. The ACCESS Center will forward a copy of the Accommodation Letters for online learning students to the online learning Associate Dean of Student Services, who is available to assist if needed.

### 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. Support Worker in the Classroom

- The support worker is permitted in the classroom per the developmental disability and mental disability services act. The personal support worker will also be noted on the Letter of Accommodation.
- The ACCESS Center will inform the faculty member and the Office of Instruction of the class capacity change.
- The Office of Instruction will make a best effort to adjust classroom location if the class fills to capacity

## Name Change – Procedures

*Policy:* Name Change (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-02>).

### Preferred First Name

Students complete a Preferred First Name Request Form in the Dean of Student Services Office. Upon approval by the Dean of Student Services, the preferred first name is added to the student information system.

Educational Records – Challenge of the Contents – Procedures

*Policy:* Educational Records – Challenge of the Contents (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/>).

Students must utilize the following procedure in order to properly raise their challenge or dispute (see Appeal Instructional Grading, Academic Dishonesty (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-16-policy>) for information about appealing a final grade or finding of academic dishonesty, including time limits):

- *The challenge or dispute must:*
  - *be made in writing,*
  - *include the title and date of the document being challenged or disputed, and*
  - *include the reason(s) for such challenge or dispute as well as any documented evidence that the student desires to submit.*
- *The written challenge or dispute must be submitted to the college administrator in charge of the department from which the record being challenged or disputed is located. The administrator will make a determination regarding the matter within a reasonable period of time and notify the student in writing of the decision.*
- *If the administrator's resolution to the challenge or dispute is not satisfactory, the student will have the right of appeal to the College President within ten (10) school days of receipt of the administrator's decision. The College President will investigate the matter and respond in writing with his/her decision within ten (10) school days.*
- *If the College President decides not to amend the record as requested, the College President shall inform the student of his or her right for a hearing to challenge or dispute the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.*
  - *If as a result of the hearing there is a determination that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the college shall*
    - *amend the record accordingly, and*
    - *inform the student of the amendment in writing.*
  - *If as a result of the hearing there is a determination that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the college shall inform the student of the right to place a statement in the record commenting on the contested information in the record and stating why he/she disagrees with the decision. The student will have thirty (30) calendar days to submit a statement. If received, the college shall*
    - *make the statement a part of the student's official record,*
    - *maintain the statement with the contested part of the record for as long as the record is maintained, and*
    - *disclose the statement whenever it discloses the portion of the record to which the statement refers.*

## Education Records – Disclosure – Procedures

*Policy:* Educational Records – Disclosure (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-06>).

### Disclosure with Written Consent of the Student

*Written consent must be made via an official FERPA (Family Educational Rights and Privacy Act of 1974) consent form or, if available, via student self-service in the student information system.*

## Supportive Intervention Team (SIT) – Procedures

*Policy:* Supportive Intervention Team (SIT) (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-14-policy>).

### a. Appealing an Administrative Removal

*Appeals must be made in writing and submitted to the Provost & Chief Academic Officer within ten (10) academic days of the student's receipt of the College President's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Provost & Chief Academic Officer, in consultation with District SIT, renders an appeal decision within ten (10) academic days after receipt of the student's appeal. The Provost & Chief Academic Officer may uphold the College President's decision, reverse the decision, permit the student to enroll in another City College or make such other disposition as the Provost & Chief Academic Officer deems just and proper under the circumstances. The Provost & Chief Academic Officer's decision on the appeal shall be final and shall be effective immediately upon issuance. See Glossary of Terms (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/>) for the definition of "academic days."*

### b. Readmission after Administrative Removal

*The applicable College SIT will provide an individualized assessment recommending the conditions for the readmission of any student serving an administrative removal to the College President. Conditions for readmission may include: a medical evaluation, treatment plan, personal statements, and evidence of the student's ability to meet CCC academic and code of conduct requirements.*

## Student Optional Disclosure of Private Mental Health Information – Procedures

*Policy:* Student Optional Disclosure of Private Mental Health Information (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-19>).

*Students exercise their option to disclose a designated mental health emergency contact via their student profile on my.ccc.edu (<http://my.ccc.edu>). Students may add a designated contact, change their contact, or delete a previously designated contact.*

## Disciplinary Hearings – Procedures

*Policy:* Disciplinary Hearings (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-21-policy>).

### 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 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 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 (<https://catalog.ccc.edu/academic-student-policy/glossary-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 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](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx) ([http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx)) and at Equal Opportunity in Employment, Programs, Services and Activities (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-24-policy>)*
- *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 Dean of Student Services 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.*

## Appeal of Discipline – Procedures

*Policy: Appeal of Discipline (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-22-policy>).*

*Students may appeal disciplinary sanctions.*

- *The student files an appeal by completing the Disciplinary Appeal Form found at <https://www.ccc.edu/departments/Pages/Judicial-Affairs.aspx>. The online form provides the opportunity to submit any supporting documentation. A copy of this form is also available in the Student Services office and can be submitted, along with any supporting documentation, to j ([judicialaffairs@ccc.edu](mailto:judicialaffairs@ccc.edu))udicialaffairs@ccc.edu ([judicialaffairs@ccc.edu](mailto:judicialaffairs@ccc.edu)). Upon submission by either method, the student will receive an emailed confirmation of receipt.*

- The student is notified of the Provost & Chief Academic Officer's decision via official CCC email and/or certified U.S. mail.

## Student Grievances (Non-Academic) – Procedures

*Policy:* Student Grievances (Non-Academic) (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-23>).

*If any student feels he/she had been mistreated by another student, or a member of the college staff, the following "non-academic grievance" procedures should be followed:*

1. *If the student believes he/she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.*
2. *If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) academic days of the incident, describing the aggrieved incident to the staff person's supervisor. The supervisor will investigate the incident and report back to the student their finding within five (5) academic days. Based on the supervisor's findings the necessary action will be taken in accordance with the City Colleges of Chicago - Rules of the Board of Trustees, or the appropriate procedures outlined by the Collective Bargaining Unit. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.*
3. *If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) academic days of the incident to the Dean of Student Services or their designated representative detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) academic days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee's recommendation and make a final decision on the matter within five (5) academic days from receiving the ruling from the Committee. The student filing the non-academic grievance should be notified in writing of the final ruling within five (5) academic days of the hearing. If the student's grievance is sexual harassment or discriminatory related, he/she should follow the procedures outlined in the Equal Opportunity in Employment, Programs, Services and Activities policy (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-24-policy>).*

## Equal Opportunity in Employment, Programs, Services and Activities – Procedures

*Policy:* Equal Opportunity in Employment, Programs, Services and Activities (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-24-policy>).

*The Equal Opportunity ("EEO") Office is responsible for investigating all equal opportunity concerns of City Colleges of Chicago employees, applicants for employment, students, applicants for admission, or any other person including complaints of discrimination, harassment, hostile work or learning environment, retaliation, intimidation, sexual misconduct, and failure to accommodate due to religion or disability. The EEO Office will investigate complaints involving conduct on City Colleges of Chicago's campuses when*

*such conduct materially and substantially interferes with the operational and educational programs or the safety and welfare of the City Colleges of Chicago community. The head of the EEO Office is the Executive Director of Employee and Labor Relations. The Title IX Coordinator is located within the EEO Office. Any questions regarding Title IX may be referred to the EEO Office or to the*

Office of Civil Rights  
U.S. Department of Education  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: (312) 730-1560  
Facsimile: 312-730-1576  
Email: OCR.Chicago@ed.gov.

### a. Who May File a Complaint

*Complaints of discrimination, harassment, retaliation, or sexual misconduct may be made by or against employees, students, or other participants in Board programs, activities, or services.*

### b. Filing a Complaint of Discrimination or Harassment

*Complaints must be in writing on the City Colleges of Chicago Discrimination and Harassment form. Complaints must be filed within one hundred eighty (180) days of the discriminatory or harassing act complained of on the form. All complaints must be directed to the EEO Office in the Office of Human Resources and Staff Development at the District Office. The EEO Office will also accept complaints at 180 N. Wabash Ave., Chicago, IL 60601 or at [eeofficer@ccc.edu](mailto:eeofficer@ccc.edu). For more information, the EEO Office can be reached at (312) 553-2865.*

*If an incident involves alleged misconduct by the Executive Director of Employee and Labor Relations or the Title IX Coordinator, reports should be made directly to the*

Chief Talent Officer  
3901 South State Street  
Chicago, IL 60609  
or at (312) 553-2987.

### c. Duty To Report

*CCC employees are required to report any incidents of discrimination, harassment, or hostile work or learning environment to the EEO Office regardless of whether the individual being harassed is an employee, student, participant in Board programs, activities, or services, or other person. Additionally, if CCC employees observe acts of harassment, it is recommended that they intervene to stop the harassment unless circumstances would make intervention dangerous. Only employees who are statutorily prohibited from reporting such information (i.e. licensed health care professionals) are exempt from these reporting requirements.*

*Students are encouraged to immediately report any incidents of discrimination, harassment, or hostile work or learning environment to the EEO Office. Reports may be made by the person experiencing the alleged misconduct or by a third party, such as a witness or someone who is told of the alleged misconduct. Where a third party has reported alleged misconduct, the EEO Office will promptly notify the student that a report has been received. EEO Policy and Procedures will apply in the same manner as if the student had made the initial report. Reports from anonymous sources will be treated in the same manner.*

**d. Reporting a Complaint of Harassment**

1. Any individual who believes (s)/he has been a victim of harassment should report the alleged harassment immediately to Campus Security or the EEO Office.
2. If any other employee receives a report or information of harassment, the employee must immediately report the alleged harassment to the EEO Office.
3. Where an individual chooses to report electronically and provide his or her identity and contact information, the EEO Office will respond to the individual within 12 hours.
4. Individuals are strongly encouraged to report incidents of, or share information about, harassment as soon as possible after the incident has occurred. CCC may ultimately be unable to adequately investigate if too much time has passed or if an accused individual has left CCC. Other factors that could negatively affect CCC's ability to investigate include the loss of physical evidence and the potential loss of memory or departure of witnesses.
5. Victims of harassment should make every effort to preserve evidence as may be necessary for the proof of sexual harassment or for obtaining an order of protection.
6. Complaints must be submitted in writing on the City Colleges Discrimination and Harassment Form. All complaints must be directed to the EEO Office in the Office of Human Resources & Staff Development at the District Office. The EEO Office will also accept complaints at [eeofficer@ccc.edu](mailto:eeofficer@ccc.edu). For more information, contact the EEO Office at (312) 553-2865.
7. Because sexual harassment is a serious offense that may threaten the community as a whole, in some instances City Colleges of Chicago may be obliged to pursue alleged sexual harassment charges without the cooperation of the victim. In such instances, the EEO Office will inform the victim of its obligation to address a community safety issue and only share information with individuals responsible for handling City Colleges of Chicago's response.
8. If applicable, individuals have the right to file a Complaint with the EEO Office and a criminal complaint simultaneously. City Colleges will not file a criminal complaint on your behalf.

**e. Confidential Reporting**

If a reporting party desires to keep the details of an incident confidential, the reporting party may speak with:

- Confidential Advisors who will provide emergency and ongoing support to survivors of sexual violence.
- Mental Health Counselors through the Wellness Centers are not required to report any information about an incident to the Title IX Coordinator without the victim's permission.

A victim who at first requests confidentiality may later decide to file a complaint with City Colleges of Chicago or report the incident to law enforcement, and thus will have the incident fully investigated. If City Colleges of Chicago determines that the alleged perpetrator(s) pose(s) a serious and immediate threat to the college community, the Office of Safety and Security may be called upon to issue a timely warning to the community.

Any such warning will not include any information that identifies the victim.

**f. Anonymity**

Students, or parents of minor students, reporting incidents of sexual violence sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to

address the alleged sexual violence. City Colleges strongly supports a survivor's interest in confidentiality in cases involving sexual violence. There are situations in which a school must override a survivor's request, however, these instances will be limited and the information should only be shared with individuals who are responsible for handling City Colleges' response to incidents of sexual violence. Given the sensitive nature of reports of sexual violence, City Colleges ensures that the information is maintained in a secure manner.

If a survivor does not specifically ask for confidentiality, to the extent possible, City Colleges will only disclose information regarding alleged incidents of sexual violence to individuals who are responsible for handling the school's response.

**g. Prevention and Education of Sexual Misconduct**

The Wellness Center at each College is dedicated to the prevention and education of sexual harassment. The Wellness Center's goal is to educate and promote awareness of sexual assault and other sexual misconduct through a survivor centered response. In furtherance of this goal, workshops, presentations and programs are open to the College community to address issues of sexual harassment.

Wellness Center counselors are available to provide assistance to victims with counseling and resources. Information and lists of resources are also available in the Wellness Centers at each College.

**h. Interim Measures**

Survivors may, in consultation with the appropriate college authority or personnel, and the complainant, request interim measures, which include modifying academic or working situations of the complainant and/or respondent while an EEO investigation is pending.

**i. Investigation Procedures**

The Equal Opportunity ("EEO") Office is responsible for investigating complaints of discrimination, harassment, retaliation and sexual misconduct made by students, employees, program participants and visitors, including but not limited to those complaints brought by a student against an employee and/or fellow student, employee against employee or student and third party against employee or student.

1. The complainant and the respondent shall be notified in a timely manner that an investigation is being conducted.
2. An investigation will be conducted within forty-five (45) calendar days, after receiving the complaint, if feasible. Holidays, days when the City Colleges of Chicago has scheduled a recess, or emergency or other closings shall not be counted. Every effort will be made to promptly investigate the complaint.
3. Both the complainant and the respondent will have a full and fair opportunity to present evidence to the EEO Office during the investigatory process in support of or in mitigation of their respective positions. Each party may present evidence and/or witnesses on his/her behalf.
4. The EEO Office will direct all parties, witnesses and other interested individuals to preserve any relevant evidence.
5. The EEO Office may consider information concerning the romantic or sexual history of either party with other people. Either the complainant or respondent may provide information regarding their shared romantic or sexual history. If either offers such information, the other will be notified and have the right to respond.

6. *Each party has the right to request that evidence regarding his or her mental health diagnosis and/or treatment be excluded from consideration when responsibility is being determined.*
7. *Prior reports or determinations of respondent for misconduct may be considered in determining the responsibility of the respondent. Prior determinations of responsibility for allegations of the same type of misconduct may be admissible in the sanctioning stage of the process.*
8. *The preponderance of the evidence standard will be used in reviewing evidence and information obtained during the investigation to reach a determination. 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.*
9. *The EEO Office shall file a written report of the findings with the Chief Talent Officer and/or the College President/Vice Chancellor, which may include disciplinary and/or corrective action to stop, remedy, and prevent recurrence of discrimination, harassment, or sexual misconduct.*
10. *Both the complainant and the respondent shall be notified in writing of the findings of the investigation.*

**j. Confidentiality of the Investigation**

*The investigation will be conducted in such a way so as to maintain confidentiality, to the greatest extent possible, consistent with Board policies, and federal and state law. This confidentiality is required in order to comply with laws and regulations protecting education records of students and employment records of employees, and to provide an orderly process for the determination and consideration of relevant evidence without undue intimidation or pressure. Investigation findings may not be disclosed except as required or authorized by law or as may be authorized by the Chancellor, College President, or Vice Chancellor.*

*The EEO Office has a compelling interest in protecting the integrity of its investigations. In every investigation, the EEO Office has a strong desire to protect witnesses from harassment, intimidation and retaliation, and to keep evidence from being destroyed. The EEO Office may decide in some circumstances that in order to achieve these objectives, parties and witnesses must maintain the investigation in strict confidence. If the EEO Office reasonably imposes such a requirement and the parties or witnesses do not maintain such confidentiality, they may be subject to disciplinary action.*

**k. Duty to Cooperate in EEO Investigations**

*Any employee or student called upon to participate in an EEO investigation should provide his or her full cooperation to the EEO Office during the complaint investigation process.*

**l. False Reporting**

*Any person who knowingly files a false complaint will be in violation of this Policy and will be subject to disciplinary action.*

**m. When a Complaint Is Not Sustained**

*Where a complaint is found to be without substantive merit, or where a complaint of discrimination or harassment is found to be untimely, a determination of no violation of the EEO Policy will be issued to the complaining and responding individuals. That determination will advise the individuals that no further EEO action will be taken on the complaint. When*

*applicable, the individuals will be referred to other processes which may address the issue which is the subject of the complaint.*

**n. When a Complaint Is Sustained**

*Where a violation of the EEO Policy is found to exist, a Survivor may request any interim measures needed to stop the alleged sexual discrimination, harassment or misconduct and to prevent it from reoccurring.*

*If the violation involves employees, the EEO Office will make a recommendation to the Chancellor, College President, or Vice Chancellor regarding a corrective action. Corrective action recommendations for employees may include discipline up to and including termination of employment, or any other remedy deemed appropriate to address the discriminatory or harassing conduct and to prevent its recurrence. Provisions of any applicable collective bargaining agreement will be followed when implementing any corrective action determination against union employees.*

*In the case of a student, where a violation of the EEO Policy is found to exist, the EEO Office will issue its findings and make a recommendation of an appropriate corrective action to the District Hearing Panel with a copy to the Dean of Student Services at the applicable College. Appropriate disciplinary action may range from written reprimands, suspensions, or other action up to and including college dismissal, or expulsion, or any other remedy deemed appropriate to address the discriminatory or harassing conduct.*

*CCC will offer Wellness Center counseling and/or referral services to any enrolled student or current employee (and referral services to any former student) found to have been subjected to or to have engaged in harassment, discrimination, and/or sexual harassment.*

**o. Adjudication Process for Students/Hearing Panel**

*Process where the respondent is a student:*

1. *Formal hearings are brought before the District Hearing Panel. The Panel will generally have three (3) members drawn from specially trained administrators in the District who will receive relevant training at least once a year. Whenever a member of the Panel has a conflict of interest, or the appearance of a conflict, that member shall not sit for the hearing creating the conflict.*
2. *No less than three (3) business days but not more than five (5) business days after delivery of notice of the initial composition of the District Hearing Panel to the parties, the District Hearing Panel will provide a separate notice to the complainant, respondent and any witnesses or other third parties whose testimony the panel deems relevant, requesting such individuals to appear before the panel.*
3. *The District Hearing Panel shall provide the names of the witnesses or other third parties that the panel plans to call in its notices to the complainant and the respondent.*
4. *Unless exigent circumstances are present, the hearing shall be conducted within seven (7) business days but no sooner than five (5) business days after the receipt of the matter by the panel.*
5. *If any party fails to appear before the District Hearing Panel if requested to do so, and such party was provided with proper notice of the hearing, then absent extenuating circumstances, the panel will proceed to determine the resolution of the Complaint.*
6. *Both the complainant and the respondent may be accompanied by one support person or advisor to assist them during the hearing process. This support person can be anyone, including an attorney. The EEO Office must be notified three (3) business days in advance*

of the hearing if a party will be accompanied by a support person or advisor.

7. Both the complainant and the respondent have the right to request substitutions of District Hearing Panel members based upon conflict of interest. The Title IX Coordinator will review all requests on the basis of conflict of interest.
8. For sexual misconduct reports or reports of a sensitive nature, whether the complainant is serving as the reporting party or as a witness, alternative testimony options will be given such as placing a privacy screen in the hearing room or allowing the alleged victim to testify outside the physical presence of the responding party such as through Skype or by phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.
9. If any participant in the hearing requires special accommodations, the Title IX Coordinator should be notified within two (2) business days of the hearing.
10. The parties will have an equal opportunity to present evidence and witnesses on their behalf during the hearing. Formal rules of evidence will not be observed. There will be no direct cross-examination of either party or witnesses.
11. The District Hearing Panel will convene to deliberate and render a decision, by majority vote, regarding whether or not the respondent has violated the EEO Policy by a preponderance of the evidence. No member of the Hearing Panel may abstain. The District Hearing Panel will render a decision within five (5) business days.
12. Following the hearing, the complainant and respondent will be notified in writing of the findings and any applicable sanctions.

#### p. Prohibition Against Retaliation and Intimidation

Retaliation against and/or intimidation of employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited.

Anyone who believes he or she is the victim of retaliation or intimidation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the EEO Office.

Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of this Policy and will be subject to disciplinary action.

#### q. The Appeals Process

The complainant and the respondent have the right to appeal the final determination of responsibility and/or the resulting sanction based on the limited grounds of:

1. procedural error that materially affected the outcome, or
2. material, new evidence not reasonably available at the time of the hearing, or
3. a sanction that is excessive, inconsistent or insufficient with the nature of the offense.

Written requests for appeal must be submitted within five (5) business days following the delivery of the notice of the outcome to the Associate Vice Chancellor of Student Services. The appealing party must explain why he or she believes the factual information was incomplete, the analysis of the facts

was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.

- Each party may respond in writing to any appeal submitted by the other party. Written responses must be submitted within five (5) business days following delivery of the notice of the written appeal. Written requests for appeal submitted by one party will be shared with the other party.
- If the appeal is granted:
  - Due to substantial procedural error, the matter will be heard by the new hearing panel.
  - Due to the discovery of new evidence not reasonably available at the time of the initial hearing or the nature of the sanction, the matter will be returned to the same hearing panel which originally heard the matter for reconsideration in light of the new evidence.

In the event of reconsideration, the appeal panel will give the hearing panel instructions regarding the nature and extent of its reconsideration. The hearing panel will act promptly to reconsider the matter consistent with those instructions. Following reconsideration, the finding of the hearing panel or the sanction imposed by the decision-maker will be final and not subject to further appeal.

#### r. Definitions

**Acquaintance rape** is defined as forced, manipulated or coerced sexual contact by someone the victim knows.

**Age** means the chronological age of a person who is at least forty (40) years old.

**Citizenship status** means the status of being a born U.S. citizen a naturalized U.S. citizen, a U.S. national, or a person born outside the United States and not a U.S. citizen, or immigration status.

**Confidential Advisor** is a person who is employed or contracted by City Colleges of Chicago to provide emergency and ongoing support to survivors of sexual violence. Confidential advisors receive forty (40) hours of training on sexual violence before being designated as confidential advisors, and thereafter receive a minimum of six (6) hours of annual training on issues related to sexual violence. Confidential advisors also receive periodic training on the college administrative process, interim protective measures and accommodations, and complaint resolution procedures.

**Consent** involves explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent to engage in sexual activity may be withdrawn at any time. An individual is unable to give his or her consent if he or she is unable to understand the nature of the activity due to circumstances such as incapacitation, minor status, unconsciousness, etc. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent, nor does a person's manner of dress imply consent. Consent to engage in sexual activity without one person does not constitute consent to engage in sexual activity with another person. The use of coercion pressure, threats, manipulation, substances, and/or force invalidates consent.

**Dating violence** is a form of domestic violence that includes persons who have or have had a dating relationship. Dating violence occurs when one partner engages in any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound the other.

**Disability** means an individual with a physical or mental impairment that substantially limits one or more major life activities of the individual; has a record of impairment; or is being regarded as having such impairment.

**Discrimination** means treating an individual less favorably because of a legally protected category or characteristic.

**Domestic violence** is defined as the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse used by a household or family member by another. Household or family members who are protected are as follows: spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, caregivers and high-risk adults with disabilities.

**Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcomes free will or resistance or produces consent.

**Genetic information** includes information about an individual's genetic tests and the genetic tests of an individual's family members, or information about the manifestation of a disease or disorder in an individual's family members (i.e. family medical history).

**Harassment** is the unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be verbal, written, visual, or physical. Examples of harassment prohibited by this policy include but are not limited to:

- A professor making a religious joke in class;
- A student making a joke about another student in a wheelchair;
- A professor giving a student a better grade because of his race.

**Marital status** means the legal status of being married, single, separated or divorced or widowed.

**Military status** means a person's status on active duty in or status as a veteran of the armed forces of the United States, status as a current member or veteran of any reserve component of the armed forces of the United States, including the United States Army Reserve, United States Marine Corps Reserve, United States Navy Reserve, United States Air Force Reserve, and United States Coast Guard Reserve, or status as a current member or veteran of the Illinois Army National Guard or Illinois Air National Guard.

**National origin** means the place in which a person or one of his or her ancestors was born.

**Order of protection** means a person's status as being a person protected under an order of protection issued pursuant to the Illinois Domestic Violence Act of 1986 or an order of protection issued by a court of another state.

**Pregnancy** means pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

**Rape** is a form of sexual assault. Rape is any non-consensual act involving the penetration of the sex organs, anus, or mouth.

**Religion** means all aspects of religious observations and practices, as well as belief.

**Retaliation** is adverse treatment of an individual because he or she made a discrimination or harassment complaint, or cooperated with an investigation of a discrimination or harassment complaint. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

**Sex** means the status of being a male or female.

**Sexual assault** is defined as any type of sexual contact or behavior, including sexual penetration (oral, anal, or vaginal) by force or threat of force or an act of sexual contact or behavior, including sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. Sexual assault can occur between members of the same or opposite sex.

**Sexual discrimination** is discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.

**Sexual exploitation** occurs when a person takes a non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Sexual Exploitation includes but is not limited to: invasion of sexual privacy; prostituting another person; non-consensual photographing or visual or audio recording of nudity or sexual activity; unauthorized sharing or distribution of photos or visual or audio recording of nudity or sexual activity without the person's permission, consent, knowledge; or sexually-based stalking and/or bullying.

**Sexual harassment** is a form of sex discrimination. Sexual harassment includes, but is not limited to, unwelcome sexual advances (including sexual assault), requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment, academic performance, or participation in a Board program, service, or activity. Sexual harassment also includes situations where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning 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. Whether the harassing conduct is considered severe or pervasive depends upon the context, nature, scope, frequency, duration, and location(s) in which the behavior occurred, as well as, the identity, number, and relationships of the persons involved. Examples of sexual harassment include but are not limited to:

- A professor who continually makes jokes of a sexual nature in the classroom;
- A student's unwanted consistent, flirtation with another student;
- A financial aid advisor who promises a student that she will provide him a scholarship if he goes on a date with her.

**Sexual misconduct** means any knowing touching or fondling of the victim or the accused, either directly or through clothing, of the sex organs, anus, or breast of the victim or the accused, or any part of the body of a child under thirteen (13) years of age, or any transfer or transmission of semen by the



accused upon any part of the clothed or unclothed body of the victim, for the purpose of sexual gratification or arousal of the victim or the accused.

**Sexual orientation** means the actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity, whether or not traditionally associated with the person's designated sex at birth.

**Sexual penetration** means any contact, however slight, between the sex organ or anus of one person and an object or the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any animal or object into the sex organ or anus of another person, including, but not limited to, cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

**Stalking** occurs when an individual knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to a fear for his or her safety or the safety of others, or suffer substantial emotional distress. A person commits stalking when he or she knowingly and without lawful justification on at least two separate occasions follows another person or places the person under surveillance or any combination thereof, and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person.

**Stalking also includes cyber stalking.** Cyber stalking occurs when a person knowingly and without lawful justification on at least two separate occasions intimidates, torments, or terrorizes another person or that person's family member(s) through the use of electronic communication and transmits a threat of future bodily harm, sexual assault, confinement, or restraint; or knowingly solicits another person to commit stalking or cyber stalking; or creates and maintains an Internet website or webpage accessible to one or more third parties for a period of at least twenty-four (24) hours containing harassing statements as outlined above toward another person or that person's family member(s). Repetitive, non-consensual communication of any kind including that which involves the use of electronic equipment or technology for the purposes of cyber stalking is also a violation of the City Colleges of Chicago Reasonable Computer Use Policy (see Article 6, B (<http://www.ccc.edu/departments/Documents/BOARD%20POLICIES%20AND%20PROCEDURES.pdf>))oard Policies and Procedures for Management & Government (<http://www.ccc.edu/departments/Documents/BOARD%20POLICIES%20AND%20PROCEDURES.pdf>)). Examples of cyber stalking include, but are not limited to e-mail, voicemail messages, text messages, instant messages, global positioning systems (GPS), and cell phone software applications.

**Survivor** is defined as an individual who has experienced sexual violence, domestic violence, dating violence or stalking while enrolled, employed, or attending an event at a higher education institution.

**Survivor-centered** means a systematic focus on the needs and concerns of the survivor of sexual violence, domestic violence, dating violence or stalking that:

1. ensures the compassionate and sensitive delivery of services in a nonjudgmental manner;
2. ensures an understanding of how trauma affects survivor behavior;
3. maintains survivor safety, privacy and, if possible, confidentiality; and
4. recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence or stalking.

**Trauma-informed response** is a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence or

stalking though training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, dating violence or stalking, and understanding the behavior of perpetrators.

## Student Travel and Chaperone Policy – Procedures

**Policy:** Student Travel and Chaperone Policy (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-37>).

### a. Procedures for Students

Students follow *Guidelines for Student Travel* which can be obtained from the department or program sponsoring the travel.

### b. Procedures for Chaperones

Chaperones follow procedures contained in *CCC Student Travel Chaperone Guidelines*.

## Course and/or Program Approval – Procedures

**Policy:** Course and/or Program Approval (<https://catalog.ccc.edu/academic-student-policy/institutional/approving-reviewing-sunsetting-programs/>).

The PACC Process reflects collaboration between faculty and administrators to produce quality curriculum, normed with rubrics. The PACC process is conducted internally by City Colleges of Chicago stakeholders prior to external review and approval of PACC Proposals by academic governing bodies and accrediting agencies.

### Step 1: Initiate

- Principle Advocate (PA) submits request for PACC Proposal to the Curriculum Facilitator.

### Step 2: Describe

- Principal Advocate forms proposal team and submits a Proposal Summary (justification and scope) to Vice-President of Academic Affairs, Academic Department/Discipline, and Curriculum Facilitator.

### Step 3: Develop

Principal Advocate develops the Proposal Summary; Principal Advocate and Proposal Team engage in research and development, complete appropriate documents (syllabus, ICCB forms, etc.), and gather supportive documentation.

Principal Advocate shall establish and work with a proposal team that comprises:

1. College PACC Resource Advisors\* (see (PACC) Curriculum Manual), and
2. College Curriculum Committee (Faculty Council subcommittee)

Both bodies will work in tandem on:

1. Program and/or Course Development,
2. Assessment, and
3. Review.

## Step 4: Integrate

*Principal Advocate activates proposal for district-wide integration and dissemination at the Joint Curriculum Development Council. (JCDC).*

*The JCDC shall be comprised of a joint faculty and administration committee of twenty-three members that include:*

- Curriculum Facilitators - Eight tenured faculty members for curriculum development (seven College Facilitators and one District Facilitator)
- Vice-Presidents of Academic Affairs (seven Colleges)
- Curriculum Committee Chairpersons (seven Colleges)
- Office of Academic Programs (one District Representative)

## Step 5: Administrate

*College and District Administration submit PACC Proposal with required documentation to appropriate bodies that may include, but are not limited to:*

- Illinois Community College Board (ICCB)
- Illinois Board of Higher Education (IBHE)
- Illinois Articulation Initiative (IAI)
- Higher Learning Commission (HLC)
- Department of Education (DoE)
- Accrediting Bodies

## Step 6: Monitor

*Office of Academic Programs monitors external agencies review for approval status.*

## Step 7: Establish

*Office of Academic Programs updates Catalog and Student Information System.*

## Step 8: Implement

*Office of Academic Programs notifies Colleges, Principal Advocates, and Joint Curriculum Development Council.*

## Program Review – Procedures

*Policy: Program Review (<https://catalog.ccc.edu/academic-student-policy/institutional/approving-reviewing-sunsetting-programs/#9-03>).*

*The Office of Academic & Student Affairs will coordinate the Program Review process and will train college personnel.*

*Upon receipt of the fiscal year guidelines from ICCB, the information will be forwarded to the Presidents, Vice Presidents, Deans, and Institutional Researchers who will coordinate a collaborative review with the college faculty.*

*The colleges will conduct their own internal program reviews and will prepare their own reports. Evaluative claims and analyses of the effectiveness of a college's programs and services will be supported by data. Data elements include enrollment, retention, graduation, placement, academic standing, articulation agreements, and other information that documents the relevance and effectiveness of each program and service. Each college will determine which programs will be modified, inactivated, and/or withdrawn, prior to their submission to Office of Academic & Student Affairs.*

*Colleges will submit draft program reports to Office of Academic & Student Affairs to allow time for internal review prior to submitting to ICCB.*

## Program Inactivation – Procedures

*Policy: Program Inactivation (<https://catalog.ccc.edu/academic-student-policy/institutional/approving-reviewing-sunsetting-programs/>).*

*CCC works to ensure a fair and consistent process for inactivating or withdrawing programs across the District and a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB).*

*Such programs slated for discontinuation must adhere to the following procedures to ensure proper completion of the program for currently enrolled students.*

1. When a college discontinues offering an approved program to new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules of the ICCB, Section 1501.302, f, p. 27.)
2. The college(s) will announce the pending closure of the program and the last date by which a continuing student can complete the program at one or more colleges (reported to ICCB as either inactive or withdrawn\*) through all means available, such as campus postings, notification in class schedules, and the college's website. The college(s) will also identify and announce the last term that students will be admitted into the program. The last admit term will be posted in the catalog until the inactivation or withdrawal date.
3. The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:
  - a. Notify the students of the actions in items 1 & 2 above by CCC email, certified mail, or if necessary, by phone;
  - b. Will require the student<sup>1</sup> to consult with an Academic Advisor to design an educational plan in order to complete coursework prior to the program's discontinuation.
4. College Advisors will:
  - a. Design an educational program of study that facilitates the student's successful completion of all required courses and completion of all program requirements prior to the inactivation or withdrawal date;
  - b. Identify specific courses that will meet the student's graduation requirements;
  - c. Identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.
5. A document, Memorandum of Understanding (MOU), signed by both the student and the Academic Advisor will be completed that explicitly states the specific courses the student must complete and the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit, prior to the inactivation or withdrawal date. A copy of the MOU should be provided to the student and the Office of the Registrar, and retained by the Academic Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).
6. Students who are unable to complete the agreed upon program of study prior to the inactivation or withdrawal date should be advised to pursue:
  - a. Enrollment in another program based on the coursework for which they have completed and credit earned;
  - b. Transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;

c. *Transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.*

7. *Students will not be allowed to continue or complete the discontinued academic program after the inactivation or withdrawal date.*

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Other than attempting notification by CCC email or mail or phone, college(s) has (have) no further obligation to inactive students or students who fail to respond to the notification and a direction to meet with an Academic Advisor.

## Overtime/Extra Work – Procedures

*Policy: Overtime/Extra Work (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-09>).*

1. *Notification of departmental courses available for overtime/extra work shall be posted in a conspicuous place in each department.*
2. *Faculty members of the department offering these courses, who meet appropriate qualifications to teach a given course(s), shall have first opportunity to be awarded such overtime/extra work according to the collective bargaining agreement, Article VIII.F.3 and 4 (Local 1600).*
3. *After faculty members have selected classes at each individual college, a list of remaining TBA classes will be sent by each home college Academic Vice President to all other Academic Vice Presidents and the Provost & Chief Academic Officer.*
4. *Academic Vice Presidents receiving lists from other CCC colleges shall transmit these to the appropriate Department Chairs so the information can be disseminated to faculty members.*
5. *The responsibility for asking for courses at this point rests with each individual faculty member.*
6. *Faculty members desiring courses at other colleges should indicate their interest by contacting the Academic Vice President at their home college through their Department Chair.*
7. *Each Academic Vice President should then contact her/her counterpart(s) at the campus(es) where the course(s) is (are) being offered and make appropriate arrangements.*

## Outside Employment – Procedures

*Policy: Outside Employment (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-17>).*

*Information on how to submit the Outside Employment form can be found on the following website <http://www.ccc.edu/departments/Pages/Outside-Employment.aspx>*

## Criteria for Promotion in Rank – Procedures

*Policy: Criteria for Promotion in Rank (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-24>).*

*The promotion process originates with the individual faculty member who submits an application for promotion, together with corroborating documentation to the President of the College. The President shall forward all applications to the Rank Committee of the applicant's department, discipline, or program, and the Chair of the local College Rank Promotion Committee. The Rank Committee and the head of the department shall evaluate each candidate according to the Criteria for Promotion in Rank, and then forward their documented recommendations (the same as those specified below in*

*No. 2., and all materials on each candidate to the President of the College and to the College Rank Promotion Committee. The local College Rank Promotion Committee shall consist of six or eight tenured faculty members on active service. The members of this Committee shall be elected by the full-time faculty members of the College. A faculty member who is a candidate for rank promotion shall not at the same time serve as a member of the College Rank Promotion Committee.*

*Criteria for promotion in rank include the following:*

### a. Performance and Teaching

*To evaluate Performance in Teaching (classroom and non-classroom) faculty members are required to prepare a narrative (minimum of 3 double spaced, typewritten pages) describing in detail your classroom or library performance and techniques which enhance student educational growth and development. Focus on your procedures, abilities, creativity, motivational techniques, and use of technology that make you an excellent teacher or librarian. The following is provided for your guidance.*

### Mastery of the Subject Matter

*Incorporate a minimum of 3 components from this category.*

- *Knowledge of subject taught and of changes in applied aspect of specialty*
- *Interest in subject taught*
- *Academic breadth and perspective: ability to relate subject matter taught to broader areas*
- *Presentation of subject matter relevant to student needs*
- *Competence in the application of subject matter*

### Classroom Technique and Performance

*Incorporate a minimum of 3 components from this category.*

- *Make clear in measurable terms the course objectives, student learning outcomes and requirements for grades*
- *Meet the class promptly, regularly and responsibly*
- *Organize the course and prepare adequately for each class*
- *Make a clear and intelligible presentation of subject matter*
- *Illuminate subject matter through concrete illustrations, pertinent subsidiary information, applications to practical situations, etc.*
- *Stimulate lively, well-directed discussions*
- *Arouse student interest in subject matter and stimulate independent thought and effort*
- *Make course content relevant to the student*
- *Adjust teaching techniques and subject matter to the range of the class*
- *Develop student ability to appreciate and to engage in critical thinking*
- *Establish and maintain activities and interest which develop effective communication with the student(s)*
- *Use instructional technology effectively*
- *Evaluate own performance as a teacher and make continuous improvements*

*In the evaluation of performance in teaching, the following factors shall be taken into consideration:*

- *Mastery of subject matter*
- *Knowledge of subject taught and of changes in applied aspect of specialty*

- Interest in subject taught
- Academic breadth and perspective: ability to relate subject matter taught to broader areas
- Presentation of subject matter relevant to student needs
- Competence in the application of subject matter
- Classroom technique and performance; ability to:
  - Make clear in measurable terms the course objectives, student learning outcomes, and requirements for grades
  - Meet the class promptly, regularly and responsibly
  - Organize the course and prepare adequately for each class
  - Make a clear and intelligible presentation of subject matter
  - Illuminate subject matter through concrete illustrations, pertinent subsidiary information, applications to practical situations, etc.
  - Stimulate lively, well-directed discussions
  - Arouse student interest in subject matter and stimulate independent thought and effort
  - Make course content relevant to the student
  - Adjust teaching techniques and subject matter to the range of the class
  - Develop student ability to appreciate and to engage in critical thinking
  - Establish and maintain activities and interest which develop effective communication with the student(s)
  - Use instructional technology effectively

**b. Creative Teaching Methods**

Describe any creative teaching techniques you use in your classroom, especially the commitment to integrating new technology.

**c. Professional Growth (Education Requirements)**

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

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

Graduate credit must be extended by a regionally accredited institution of Higher Education and appear on an official college transcript.

<sup>1</sup>

The Rank Promotions Committee may also take into consideration under this category advanced study with recognized teachers (as in the Fine Arts), participation in workshops, institutes and seminars, practical experience in related non-academic fields (including travel), and applied experience in the field of specialization.

Credit hour totals indicated above shall be cumulative for each rank. The candidate for Professor needs only the total of 60 semester hours of graduate

credit more than the minimum requirements for certification for employment in the City Colleges of Chicago.

Credits outside the field of specialization or certification shall be taken into consideration under this category if evidence is presented of their relevance or value to the performance and/or professional growth of the candidate as a faculty member. Courses and credits shall be considered graduate if the university so transcripts the course.

**d. College Service**

The Rank Promotions Committee and the President shall evaluate the candidate's participation in the educationally important activities of the candidate's department/discipline of the College and of the City Colleges of Chicago. The candidate's qualities of leadership and cooperation, as well as personal and professional integrity and responsibility, shall be factors in the evaluation in this category.

The candidate shall be evaluated in the following areas:

- **Work on faculty and other college committees:** This shall include the candidate's participation on any committee of the College, the local Faculty Council, or the FCCCC on which the candidate has served as an elected, volunteer or appointed member. Service as Chair or Secretary shall carry greater weight than membership only, unless evidence is presented of outstanding contribution as a member.
- **Participation as a department/discipline member:** This shall include the candidate's participation on any department or discipline committee, contribution to curriculum development, providing of teaching materials for other members, assistance to new and adjunct faculty members, and the promotion of the department within the College and the community.
- **Interest in students:** This shall concern the candidate's participation in extracurricular activities with students and student groups, in personal conferences and advising, informal discussions and hospitality to students, sponsorship of student organizations, and acceptance of responsibility for advising students within the faculty area of competence.

To qualify for promotion, the candidate shall provide evidence of performance in each of these areas since the last promotion. Substantial achievement in any one area in this category may compensate for lesser (but not the absence of) achievement in one or both of the others.

**e. Creative Productivity**

Performance in this area shall include publication of books; articles; films; television performances and programming; musical or dramatic composition and performance; participation in shows in art; traveling fellowships; special foundation grants; independent study and/or research; development of educational software; and work in the applied aspects of the faculty member's specialty. Performance in this area need not be exclusively within the candidate's field, certification or specialization. Performance in this area can include development of new courses, assessment of student outcomes, and/or service as an accreditation self-study coordinator.

**f. Community Service**

Performance in this area may be indicated by the candidate's participation in community activities external to the City Colleges. These activities shall be voluntary and non-reimbursed services.

**g. Professional Associations**

Performance in this area shall be indicated by the candidate's participation in workshops, institutes, seminars, and conferences within the field of specialization; by membership and holding office in professional associations or organizations, and by professional honors and awards. Service as an officer, committee chair, or other substantial contribution shall carry greater weight than membership alone.

A candidate may also request that any other documents or information relating to his/her performance as a teacher be added for evaluation.

- The President of the College and the College Rank Promotion Committee shall review the materials and independently rate each candidate according to the following scale:
  - Recommended
  - Not Recommended
- The local College Rank Promotion Committee or its designees and the President or his/her designees shall meet jointly to discuss the Committee's recommendations for the candidates. The Committee and President shall have the option of changing the ratings at this time.
- Candidates who have been rated "Not Recommended" by both the College Rank Promotion Committee and the College President shall be rejected at this step, and shall be immediately informed in writing by the College President with a statement of the reason(s) for rejection.
- All applications which have been rated "Recommended" by the President and the Rank Promotion Committee shall then be submitted to the Provost & Chief Academic Officer. In cases where consensus is not reached, the President shall make the final decision.
- Each President's recommendations shall be evaluated by the Office of Academic & Student Affairs
- The Chancellor shall have the right to determine those candidates for each rank to be recommended by the Chancellor to the Board of Trustees. Candidates not recommended by the Chancellor shall be immediately notified by the Chancellor with a written statement of the reason(s) for non-recommendation.
- A candidate who has been denied at any step in this procedure and who believes this non-recommendation was due to an error of fact may appeal, in writing within ten days after notification of non-promotion, to an Appeals Committee composed of three faculty members designated by the FCCCC and three administrators designated by the Vice Presidents. The Provost & Chief Academic Officer or his/her designee shall be the presiding person, with no vote unless a deciding vote is required in the case of a tie vote, of the Appeals Committee.
- The candidates approved for recommendation for promotion by a majority vote of the Appeals Committee shall be presented to the Chancellor by the Committee with a written statement and the corroborating documentation. Candidates not recommended shall be informed immediately with a written statement of the reason(s) for non-recommendation. Candidates not recommended by the process shall in good faith accept this decision as final.

The Chancellor shall have the final decision of the candidates recommended for promotion as presented to him/her through this process. Candidates not recommended by the Chancellor shall be notified immediately by him/her with a written statement of the reason(s) for non-recommendation.

The final list of approved candidates for Promotion in Rank will be presented to the Board of Trustees prior to the start of the upcoming academic year. The above procedures shall be in effect until further recommendations for revisions are approved by the Chancellor.

## Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review – Procedures

*Policy:* Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-25>).

*In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment, the instructor should completed and submit a Tested Experience (<http://www.ccc.edu/departments/Pages/Faculty-Forms.aspx>) form and submit it to relevant Department Head. With the concurrence of the appropriate Dean, the Vice President will approve the instructor's credentials to teach.*

## Faculty Absences from Professional Duties: Procedures for Reporting Attendance – Procedures

*Policy:* Faculty Absences from Professional Duties: Procedures for Reporting Attendance (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-26>).

### Call-in Procedures

#### Types of Calls for Substitution

- **Timely** – advance notification of at least 24 hours that a substitute is needed.
- **Emergency** – less than 24 hours of advance notification that a substitute is needed.

#### Timely Call for Substitution

*In the event of a Timely Call For Substitution, faculty must send an email to or call **both** the department secretary and the department chairperson. The email must identify the class and section which needs a substitute instructor, and must contain the lesson plan for the scheduled class along with any special instructions for the substitute.*

*Upon receipt of the notification email, the following will occur:*

1. A call for qualified/vetted instructors will be made in the area needing the substitute by the department chairperson or his or her designee.
2. If a qualified/vetted instructor is not found to be available or to be interested, a general call for an instructor from all areas will occur, as academically appropriate and defined by the department chairperson.
3. If a full time or part time faculty member is not found to be available or to be interested in substituting, the class will be cancelled, a cancellation notice displayed, and an attendance sign-in sheet posted by the department secretary or department chairperson. If at all possible, the absent faculty member will email the students informing them of the cancellation.

#### Emergency Call for Substitution

*In the event of an Emergency Call For Substitution, faculty must contact, via email or telephone, both the department secretary and the department chairperson. If neither is available, faculty must contact security to inform students. The faculty member must identify the class and section which needs a substitute instructor, and must clearly communicate (in writing or*

verbally if by phone) the lesson plan for the scheduled class along with any special instructions for the substitute.

The process of responding to an Emergency Call for Substitution will be structured identically to a Timely Call for Substitution described above. However, the process must be expedited depending on the window of time after the identification of the need for a substitute and the beginning time of the scheduled class needing substitution.

### Faculty Cancelling Class

Faculty **cannot self-initiate a class cancellation**. Faculty must follow the above Substitution Policy and Call-in Procedures in order to find a faculty member to facilitate active student learning. If neither the department chair nor secretary are available and security is contacted to cancel the class, faculty are required to follow up with the chair and department secretary.

### Substituting Class Time Prohibited

Alternative class meeting times cannot be substituted for a scheduled meeting time. When students enroll for a course they are registering for specific days and times on a scheduled grid.

## Use of Self-Authored Texts in the Classroom – Procedures

Policy: Use of Self-Authored Texts in the Classroom (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-34>).

Prior to requiring the use of a self-authored text in the classroom, faculty members must seek approval through the Office of the Vice President by completing the Faculty Request for Approval of Self-Authored Texts form housed on the Faculty Forms webpage and in the Office of the Vice President. The form requires the VP to review the documentation provided and ensure that the faculty member has gone through the proper channels to have any royalties from the use of the text routed to an appropriate fund. If approved at the College level, the Vice President will forward the documentation to the Office Educational Quality at the District Office for final review and archive purposes.

## No-Show Withdrawals (NSW) & Refunds – Procedures

Policy: No-Show Withdrawals (NSW) & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-13-policy>).

Effective Summer 2018, students will be charged a \$200 penalty if they are issued a No Show Withdrawal (NSW) for one or more credit classes in an academic term. All Financial balances or charges resulting from NSWs prior to Summer 2018 remain in effect. This penalty is in addition to any tuition that is charged for other coursework in the academic term. If the \$200 penalty is more than the total tuition previously charged for all NSW classes in the term, the NSW penalty will be reduced to the lower tuition amount. This NSW penalty is non-refundable. Per the Department of Education, this \$200 penalty cannot be covered by financial aid as it is not an eligible charge. Any waiver or reduction in penalty fees will follow the Debt Forgiveness Petition process (see Debt Forgiveness (p. 17)).

## Class Withdrawals & Refunds

Policy: Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>)

## No Cost Retakes

Students who withdrew (WTH) or received an ADW after March 16, 2020, receive a NC, or any grade in a class during Spring 2020, except for 1R8 classes, can retake the course at no cost if taken prior to the end of the Spring 2023 term. The no cost retake will not apply towards the student's tuition charges. No additional action is required.

Students receive a one time, no cost retake for Spring 2020 classes in the above categories. Any additional attempts will be charged the current tuition rate.

If a student is retaking a class at no cost, and receives an NSW, the NSW fee is the student's responsibility and is ineligible for an additional no cost retake of the same class.

In addition, if a student receives an ADW or withdraws after the start of the session, the one-time retake has been applied and is ineligible for an additional no cost retake of the same class.

## Infectious Diseases

Policy: Infectious Diseases (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-30-policy>)

Starting in Summer 2020, some classes may begin to transition back to the face-to-face environment. Prior to entering a CCC facility, individuals will be asked to complete the following self-screening questionnaire.

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?
- Have you, or anyone you have been in close contact with (within 6 feet for more than 10 minutes), been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19 in the last 14 days?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official in the last 14 days?

If the answer to any of these questions is yes, you may not come in to school or work. It is recommended by the Chicago Department of Public Health that anyone with close contact and/or symptoms be tested. Individuals in this situation should contact their medical provider or the Chicago Coach app (<https://covidcoach.chicago.gov/>) for additional instructions.

Students are required to maintain contact with their instructors to ensure they are keeping up with their coursework and understand what is required of them to complete the course upon their return.