

ARTICLE III. TAKING CLASSES AT CCC

Section 3.01 Full-Time & Part-Time Status

a. Credit Hour

- Full-time status: Students enrolled in twelve (12) or more credit hours per term (6 or more during the Summer term) are considered to be full-time students.
- Part-time status: Students enrolled in eleven (11) or fewer credit hours per term (5 or fewer during the Summer term) are considered to be part-time students.

b. Clock (Skills) Hour

- Full-time status: Students enrolled in twenty-four (24) clock hours per week are considered full-time students.
- Part-time status: Students enrolled in twenty-three (23) or fewer clock hours per week are considered part-time students. In addition, a minimum number of contact hours per day are required to comply with other accrediting agency requirements.

Section 3.02 Maximum Credit Hours for Students

Policy history: Maximum Credit Hours for Students (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#3-02-history>).

All students will need a minimum cumulative GPA of 3.0 as well as the written permission of the Academic Vice President (or designee) to enroll in 19 or more credit hours for Fall or Spring terms or 10 or more credit hours during the Summer term.

Section 3.03 Definition of a Freshman

Students who have earned twenty-nine (29) or fewer Graduation Credit Hours (excludes remedial/pre-college level credit hours), including college level credit hours transferred from another institution, are considered Freshman.

Section 3.04 Concurrent Enrollment

a. Concurrent Enrollment within the District

Concurrent enrollment within the District (at more than one of the City Colleges) is permitted.

b. Concurrent Enrollment outside the District

Students who receive financial aid and are enrolled concurrently at CCC and another (non-CCC) institution must have prior written approval (a consortium agreement) from the Financial Aid Office (www.ccc.edu/financialaid) to receive financial aid based upon their enrollment at both institutions. Students should discuss any potential consortium agreements with the Director of Financial Aid prior to enrolling at two colleges concurrently.

- Consortium agreements must designate a home school and a host school. The home school is the school from which the student intends to graduate. The home school processes aid.
- Consortium agreements are made on a per student, case by case basis. No blanket consortium agreements are allowed.

c. Concurrent Enrollment in More than One Career or Academic Program/Plan

Concurrent enrollment in more than one career is not permitted, except for concurrent enrollment in the Credit and Adult Education careers, which is permitted in certain circumstances. Concurrent enrollment in more than one program/plan within a career is not permitted. However, concurrent enrollment in courses within different careers may be allowed. Restrictions may apply depending upon the program or department requirements. Please consult the appropriate department with questions regarding admissions requirements, financial aid eligibility, etc.

d. Concurrent Enrollment in More than One College or Academic Program – Adult Education

Students may enroll in Adult Education classes at only one of the City Colleges per term. However, students enrolled in Adult Education classes may enroll concurrently in Credit classes.

Section 3.05 Class Attendance

City Colleges of Chicago is a non-attendance taking institution. For program or course specific attendance policies, refer to the instructor's syllabus. The Instructor has the right to establish his/her own attendance policy for a course. ***It is the student's responsibility to officially withdraw from classes. Non-attendance does not withdrawal a student from classes*** (see WTH – Class Drop or Withdrawal (p. 3)). ***Failure to withdraw may result in mandatory payment of tuition/charges and/or a failing grade. Colleges reserve the right to administratively withdraw a student from classes for non-attendance.***

Section 3.06 Students Who Are Tardy

Policy history: Students Who Are Tardy (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#3-06-history>).

A student who is registered for a class cannot be excluded from that class for tardiness, but excessive tardiness may negatively affect the student's final grades. Students who disrupt the learning environment upon their late entry may be excluded from class.

Students in certain specialized programs, such as Allied Health, must comply with the requirements published in the program's student manual.

Section 3.07 Class Attendance – Adult Education

Policy History: Class Attendance – Adult Education (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#3-07-history>)

Procedures: Class Attendance – Adult Education – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#3-07-policy>).

Students enrolled in Adult Education classes should attend all scheduled days. Instructors/Adult Educators are required to record student attendance for each class meeting during the term. Students who do not attend regularly may fail class assignments and/or not achieve course objectives; such students may be administratively withdrawn from the class by the Adult Educator. Students who must miss more than three (3) days of class must contact their instructor or other Adult Education staff about missed assignments and their standing in class. Instructors and/or

other Adult Education staff will attempt to contact students who have not communicated after three consecutive absences. Students who miss six (6) consecutive days of class shall be administratively withdrawn (ADW) by the Adult Educator and shall not be readmitted into that course for the remainder of the term.

Section 3.08 Grade Designations

Policy History: Grade Designations (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#3-08-history>)

Grades are awarded to students based on their academic performance (and attendance for Adult Education students) in each class. Official grades are maintained in CCC's student information system. Extra Credit or consideration for grading based on any student-provided monetary or non-academic contribution is prohibited.

Grades issued for college coursework are recorded on a student's permanent academic record and transcript, are used to calculate a student's Grade Point Average (GPA), serve as the basis for a student's Academic Standing (p. 3), and may apply towards graduation. Note: Satisfactory (S) and Unsatisfactory (U) grades are not included in a student's GPA calculation.

(a) Grading Basis for Remedial, Credit and Skills Courses

The A-F grading basis is used for Remedial courses. Two grading bases are used for Credit and Skills courses:

- A, B, C, D, and F; and
- Satisfactory (S) / Unsatisfactory (U)

The grading basis is set for each Credit and Skills course.

- Students who enroll in A-F courses are graded using the A-F grading basis.
- Students who enroll in Satisfactory/Unsatisfactory courses are graded using the S/U grading basis.

A-F Grading Basis

Grade	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failure	0

The grading standard for Satisfactory/Unsatisfactory courses is as follows:

- Satisfactory grade: equivalent to "C" quality work and above (on an A-F grading scale).
- Unsatisfactory grade: equivalent to "D" quality work or below.

Satisfactory/Unsatisfactory Grading Basis

Grade	Description	Grade Points
S	Satisfactory	0
U	Unsatisfactory	0

(b) Grading Basis for Foundational Studies Courses

Grade	Description	Grade Points
S	Satisfactory	-
F	Failure	-

(c) Grading Basis for Adult Education Courses

Grade	Description	Grade Points
P	Student has completed all course and level requirements and should take a course at the next level.	-
R	Student has completed all course requirements; however, more work is needed at this level. The student should be placed in another course at the same level.	-

(d) Grading Basis for Continuing Education - Professional & Personal Development Courses

Grade	Description	Grade Points
S	Satisfactory	-
U	Unsatisfactory	-

Note: Continuing Education courses had a grading basis of Satisfactory/Fail (S/F) prior to Summer 2023.

All academic transactions are recorded in a student's permanent academic record. All Credit courses and final grades earned appear on the student's transcript along with the following additional course statuses:

- ADH – courses from which the student was withdrawn due to a finding of academic dishonesty
- ADR – courses from which the student was withdrawn as a result administrative removal from college or classes, if the withdrawal occurred after the Statistical Date
- ADW – courses from which the student was administratively withdrawn
- AUD – courses that the student audited
- MP - Making Progress. Student progressed in the class but did not meet all learning outcomes to move to the next level. (Remedial Credit Only)
- VMW – courses from which the student was medically withdrawn, if the withdrawal occurred after the Statistical Date
- WTH – courses from which the student withdrew or was withdrawn, if the withdrawal occurred after the Statistical Date

See Glossary of Terms (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/>) for more information about the Statistical (STAT) Date.

Section 3.09 Eligibility for Course Enrollment

Procedures: Eligibility for Course Enrollment – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#eligibility-course-enrollment>).

Students taking prerequisite courses must successfully complete the prerequisites with a grade of “C” or higher to advance to the next course level. Students taking selected general education courses must show proof of eligibility for ENGLISH 101 Composition.

Section 3.10 Graduation Grade Point Average

Graduation Grade Point Average (GRAD-GPA) is calculated on the basis of all credit hours and grades, “A” through “F”, earned while enrolled in the Credit Career at the City Colleges of Chicago with the following exceptions:

- All credit hours and grades earned in Allowed Repeatable Courses (ARC) (p. 6) appear on the permanent academic record and transcript, but only the most recent credit hours and grades earned in an ARC repeat sequence up to the allowable maximum are included in the GRAD-GPA.
- All credit hours and grades earned in Retaking Courses (p. 6) appear on the permanent academic record and transcript, but only the last grade earned is included in the GRAD- GPA.
- Transfer Credit (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#transfer-credit-procedure>) (including Military Credit (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-08-policy>)), Credit by Assessment of Prior Learning (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-09-policy>), and Credit by Standardized Examination/Testing (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-10-policy>) are excluded from the GRAD-GPA, although such credits appear on the transcript and may apply towards graduation.
- Credit hours and grades earned in pre-college level (remedial) coursework are excluded from the GRAD-GPA, although such credits appear on the permanent academic record and transcript.
- ADWs received from Fall 1982 through Spring 1988 will be counted as “F” grades in a student’s GPA.
- Satisfactory/Unsatisfactory grades are excluded from GRAD-GPA calculations.

Section 3.11 Cumulative Grade Point Average

Cumulative Grade Point Average (CUM-GPA) is calculated the same way as GRAD-GPA, but includes credit hours and grades earned in pre-college level (remedial) coursework.

Section 3.12 Academic Standing

Procedures: Academic Standing – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#academic-standing-procedure>).

A student must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher to remain in good Academic Standing.

Section 3.13 Non-Grade Designations

Policy History: Non-Grade Designations (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#3-13-history>)

Procedures: Non-Grade Designations – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#3-13-procedure>).

Non-grade designations are recorded on a student’s permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.

a. **ADH – Academic Dishonesty Withdrawal**

A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-17-policy>). CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>) for more information).

b. **ADR – Administrative Removal from College/Class**

In situations where a student’s presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College’s Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-14-policy>).

When district wide health/safety concerns arise, and a student is not in compliance with health/safety mandates the Provost or approved designees can remove a student from all classes within a specific mode of instruction. In such cases, information will be clearly communicated and requirements will be available on the City Colleges website (www.ccc.edu).

Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for SIT review. See Supportive Intervention Team (SIT) (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-14-policy>) for more information.

An administrative removal will result in an ADR indicator on the student’s permanent academic record. CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>) for more information).

c.

ADW – Administrative Withdrawal

Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor

determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

A student in an **ONLINE** class may be awarded an administrative withdrawal (ADW) **between midterm and the last day for student initiated withdrawal** if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system (LMS, see Learning Management System (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-31-policy>)) or another e-learning platform and engages in no other academic activities is **NOT** actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.

Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) (p. 3) for more information.

If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine Satisfactory Academic Progress and Academic Standing status. **ADWs received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA calculation.** See Graduation Grade Point Average (p. 3) for more information.

CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>) for more information).

d.
AUD – Audit

Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course. Once registration has closed, registered students may not change their registration status from AUD to grade seeking (or vice versa). Students are required to attend and pursue the completion of all required assignments while attending the audited class. A student who audits a class will be issued the final grade of AUD. This grade will not be included in the student's Grade Point Average (GPA) calculation, or as registered hours for the purpose of academic warning or academically dismissed status. Financial aid and federal veterans educational benefits are not available for audited courses.

CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>) for more information).

policy/student-focused/affording-education/#6-11-policy) for more information)

e.

I – Incomplete

Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades (and a provisional final grade; see Final Grading, Grading after End of Term (for Incomplete "I" Grades) (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-30-policy>), and Glossary of Terms (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/#provisional-final-grade>) for more information) are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:

- Have completed at least eighty percent (80%) of the course
- Be able to complete all remaining course requirements without further classroom instruction

"COVID I" incomplete designations are intended for students who actively pursued their Spring 2020 course until March 16, 2020 or beyond during the COVID-19 pandemic in courses included in the Spring 2020 COVID-19 policies appendix (<https://catalog.ccc.edu/academic-student-policy/appendix-covid-19-policies/>).

All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the "I" grade will lapse to the provisional final grade or an updated final grade based upon remaining coursework completed.

f.

NSW – No-Show Withdrawal

Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-13-policy>) for information about the NSW refund policy): Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) (p. 3) for more information.

- Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.
- Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.

g.

NSW – No-Show Withdrawal from Online Courses

Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-13-policy>)).

for information about the NSW refund policy). See Glossary of Terms (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/#glossary-stat-date>) for more information about the Statistical (STAT) Date.

Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see Learning Management System (<https://catalog.ccc.edu/academic-student-policy/institutional/understanding-instructional-policies/#10-31-policy>)), or acknowledging that you have read the syllabus.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) (p. 5) for more information.

h. **RNS – Reinstatement (in a Class)**

- Students may not be reinstated after the last date (available on my.ccc.edu (<http://my.ccc.edu>)) for student initiated withdrawals (WTH).
- A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.
- A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.
- A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).

i. **VMW – Voluntary Medical Withdrawal**

A student who is experiencing a physical or mental health issue that significantly interferes with the student's wellbeing, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes.

The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the Dean of Student Services. After consideration, the Dean of Student Services will make a recommendation to the President who will make the final decision to grant or deny the student's request.

CCC policies for class withdrawals and refunds apply (see Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>) for more information).

j. **WTH – Class Drop or Withdrawal**

It is the student's responsibility to officially drop or withdraw from classes. A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade (see Class Withdrawals & Refunds (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-11-policy>)).

A student may withdraw from an enrolled class prior to or on the Last Day for Student Initiated Withdrawal (available on my.ccc.edu (<http://my.ccc.edu>)). Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.

A student may drop or withdraw from a class (WTH) by visiting my.ccc.edu (<http://my.ccc.edu>). The WTH will appear on the student's permanent academic record, but will be excluded from Grade Point Average (GPA) calculations. A class withdrawal occurring after the Statistical Date will be counted as registered hours (i.e., the class will appear on the transcript and will count as a course attempt for financial aid purposes). See Office of the Registrar (<http://www.ccc.edu/registrar/>) for more information. See Glossary of Terms (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/#glossary-stat-date>) for more information about the Statistical (STAT) Date.

Spring 2020 students who actively pursued their course as of March 16, 2020 who withdraw or receive an ADW will have the opportunity to retake the course in its entirety at no cost if they repeat the course prior to the end of the Spring 2023 term.

k. **NSW (No-Show Withdrawal) & ADW (Administrative Withdrawal) – Adult Education Students**

- **NSW.** A student enrolled in an Adult Education class who is absent for the first three (3) class meeting days will be withdrawn from the class and issued an NSW.
- **ADW.** After five (5) consecutive absences, if the student is absent on the next scheduled class day, the student will be assigned an ADW and shall not be readmitted into that class for the remainder of the term.

l. **NC (No Credit)**

For Spring 2020 courses, except for those in the first eight-week session, any student may elect for a grade to convert to NC (no credit) in the event that a grade of D or F is earned. The student must opt for the NC designation prior to the end of the semester. A subsequent final grade of D or F will convert to NC. A subsequent final grade of C or higher will stand as a letter grade.

Section 3.14 Adult Education Program Enrollment Exclusions

Adult Education students who are unable to complete their course or coursework must officially withdraw from classes by completing withdrawal forms in the Office of the Registrar (<http://www.ccc.edu/registrar/>) or in the Adult Education Office (<http://www.ccc.edu/departments/Pages/Adult-Education.aspx>).

Section 3.15 Midterm Grades

Procedures: Midterm Grades – Credit Students – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#midterm-grades-procedure>).

a. **Midterm Grades – Credit Students**

Midterm grades are issued to students after the mid-point of the session and/or class. Note: midterm grades are not recorded for certain short duration classes.

b. **Midterm Grades – Adult Education Students**

At midterm, a non-grade designation or grade on the midterm class list, as appropriate, will be issued to each Adult Education student. The course instructor/Adult Educator is required to maintain on file documentation to support the basis of non-grade designations given.

Section 3.16 Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status

Renamed: formerly Appeal Instructional Grading or Academic Honesty.

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

Procedures: Appeal Instructional Grading, Academic Dishonesty, or Enrollment Status – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#appeal-instructional-grading>).

a. Appeals – Final Grade or Academic Dishonesty

Students may appeal a final grade or a finding of academic dishonesty (see Academic Integrity and Dishonesty (<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#8-17-policy>)) following the prescribed process. Only the final grade or a finding of academic dishonesty for a course may be appealed (individual assignment or examination grades may not be appealed). An appeal may be initiated if the student:

- Is able to demonstrate that an inappropriate final grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a final grade inconsistent with those assigned other students
- Wishes to challenge a finding of academic dishonesty and/or a reduction of the final grade

b. Grade Appeals Process

Grade appeals must:

- Be initiated by the student within thirty (30) calendar days after the student's final grade is posted in the student information system
- Conclude within one term (excluding the Summer term) of the original final grade's assignment (one additional term will be allowed for Incomplete ("I") grades), and
- Follow the prescribed final grade or academic dishonesty appeal process.

c. Appeals – Final Enrollment Status

Beginning with the Spring 2018 term, students may appeal their final enrollment status within thirty (30) days of the end date of the term during which the non-grade designation was applied by contacting the Office of the Registrar (<http://www.ccc.edu/registrar/>) of the college where the class was offered. See Non-Grade Designations (p. 3) for more information.

A change will only occur when it is a documented error on behalf of the institution or for legitimate academic reasons. Changing student records solely for financial purposes (such as to reduce or eliminate a charge) is prohibited and a violation of CCC policy.

Note: questions regarding NSWs or ADWs issued to students during the term should be directed to the instructor. See NSW – No-Show Withdrawal (p. 3), NSW – No-Show Withdrawal from Online Courses (p. 3), ADW – Administrative Withdrawal (p. 3), and RNS – Reinstate (in a Class) (p. 3).

Section 3.17 Repeating & Retaking Courses

Renamed: formerly Repeating Courses.

Policy History: Repeating & Retaking Courses (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#3-17-history>)

Procedures: Repeating & Retaking Courses – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#repeating-retaking>).

Students may repeat or retake credit courses for two reasons: (a) the course is an Allowed Repeatable Course (ARC) or (b) to improve a grade, as covered below.

Conditions under which students may retake an Adult Education or Continuing Education - Personal & Professional Development course are outlined in sections (d) and (e) of this policy. Note: although a student may be permitted or required to retake a course for graduation, there are limits as to how many times a course can be repeated or retaken and be eligible for financial aid and federal veterans educational benefits.

- For financial aid purposes, once a student receives a passing grade (D or better) in a course, financial aid can only be applied for one more graded attempt. Although withdrawals do not count as paid graded attempts, they can impact a student's Satisfactory Academic Progress (SAP) (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-16-policy>).
- For the purpose of federal veterans educational benefits (see Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-support/#7-01-policy>)), a student may be certified for a repeated or retaken class if his/her program requires that the student retake the class to earn a higher grade. However, repeating or retaking a class more than twice may lead to a revision of the student's enrollment certification in a previous term which may create a debt for the student with Veterans Affairs. Veterans are advised to discuss the impact of repeated or retaken courses with the School Certifying Official (in the Financial Aid Office (<http://www.ccc.edu/departments/Pages/Financial-Aid.aspx>)) prior to requesting that the repeated or retaken course be certified. Note: this paragraph also applies to Post 9/11 GI Bill (Chapter 33) tuition benefits (see Post 9/11 GI Bill (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-08-procedure>)[®] (Chapter 33) and Montgomery GI Bill (Chapter 30) (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-08-procedure>)).

a. Allowed Repeatable Courses (ARC)

Certain courses are considered Allowed Repeatable Courses (ARC) because the course content changes each term or from student to student (for example art, music, physical education, student newspaper, and other special topics courses). All credit hours and grades earned appear on the student's permanent record and transcript, but only the **last credit hours and grades** earned in an ARC repeat sequence up to the allowable maximum are included in GPA calculations. Students who receive an "F" grade on an ARC course may repeat the course to improve the "F" grade, in which case the final grade of the next course attempt will be included in GPA calculations (instead of the "F" grade).

b. Retaking Courses

Students may retake a course to improve a grade: students who earn a "D" or "F" grade in a course may repeat the course; students who earn a grade of "C" or better may repeat the course only once without approval from the Academic Vice President. Students who earn a "D" or "F" in a placement course may repeat to improve their grade regardless of placement score status. All credit hours and grades earned appear on the student's permanent record and transcript, but

only the **last credit hours and grade** earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.

c. **Repeating Courses that are no longer offered.**

Students who earn a grade of "D" or "F" in a course that is no longer offered by any of the City Colleges of Chicago, can enroll in an appropriate replacement course, as long as they meet the enrollment requirements for that course, to replace the GPA calculation for the previous course. All credit hours and grades earned appear on the student's permanent record and transcript, but only the last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Note: transfer credit may not be used to exclude CCC grades in GPA calculations.

d. **Retaking a Course – Adult Education**

A student may take an Adult Education course up to four times if required.

e. **Retaking a Course – Continuing Education - Professional & Personal Development**

Students may retake Continuing Education - Professional & Personal Development courses an unlimited number of times.

Section 3.18 Honors

a. **CCC Scholastic Honors**

Full-time students (those completing at least 12 credit hours within a term) are awarded scholastic honors based upon their term grade point average, as follows:

- Honor's List: 3.0 - 3.49
- Dean's List: 3.5 - 3.99
- Presidential Scholars List: 4.0

Graduates of Associate Degree programs are awarded scholastic honors based upon their Graduation GPA (prior to August 1, 2013, the requirement is based upon the higher of Graduation GPA or Cumulative GPA), as follows:

- High Honors: 3.5 or higher
- Honors: 3.0 - 3.49

b. **Additional Honors**

• **Phi Theta Kappa International Honor Society**

- Phi Theta Kappa (PTK) (<http://www.ptk.org>) is a two-year international honor society that has as its hallmark scholarship, leadership, fellowship and service to the community. PTK is the two-year equivalent of, and is in international partnership with, Phi Beta Kappa. To join, students must:
 - Be invited to join by the chapter at the college where presently enrolled
 - Have completed at least twelve (12) college credit hours of coursework that may be applied to an associate degree
 - Have earned a Graduation Grade Point Average (GPA) of 3.5 or higher
 - Adhere to the moral standards of the society

• **Psi Beta Honor Society**

- The mission of Psi Beta Honor Society (<http://psibeta.org>) is to promote professional development of psychology

students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. To join, students must have completed:

- A college psychology course with a grade of B or higher; and
- Twelve (12) credit hours of college level coursework with a Graduation GPA of 3.0 or higher on a 4.0 grading scale
- **Sigma Kappa Delta**
 - Sigma Kappa Delta (<http://www.english2.org>) is the English Honor Society for two-year colleges. Students who join this honor society earn the recognition and prestige of membership in a national honor society. Students must meet the following eligibility requirements:
 - All English course grades must be a "B" or higher; and
 - Graduation GPA of 3.0 or higher on a 4.0 grading scale
- **Star Scholar**
 - Chicago based eligible high school students who graduate high school with a 3.0 GPA and who test completion ready in Math and English are able to pursue a degree or certificate at City Colleges of Chicago at no cost.

For additional information, please visit the CCC Chicago Star Scholarship site (<http://pages.ccc.edu/apply/star/>).

• **National Adult Education Honor Society**

To be eligible for the National Adult Education Honor Society (<http://www.naehs.org>), a student must obtain a qualifying score on the GED[®] or HiSET[®] examination and pass the Illinois Constitution examination. Eligible students should speak with the Dean of Adult Education (<https://www.ccc.edu/site/Pages/Adult-Education.aspx>) of their college for more information.

Section 3.19 Deceased Student

Procedures: Deceased Student – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#deceased-student-procedure>).

When a student's death is verified by an official death certificate, CCC updates the student record, forgives CCC indebtedness, and settles the student's financial aid account in accordance with federal regulations. See Posthumous Degree Awards (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-08-policy>).