

ARTICLE VII. GETTING SUPPORT AT CCC

Section 7.01 Veterans Education Benefits

Policy History: Veterans Education Benefits (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#7-01-history>)
Procedures: Veterans Education Benefits – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#7-01-procedure>).

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill* (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payments to the institution is pending from the VA. This school will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Section 7.02 Advance Pay for Veterans

In order to ease the transition to college, the City Colleges will request Advance Pay for a new or returning student if he/she meets certain eligibility criteria. In order to qualify for Advance Pay, a student must:

- Be enrolled at least half-time in program-applicable coursework, and
- Qualify for the certification of VA benefits in an eligible program (Chapters 30, 35, and 1606 only), and
- Not have received GI Bill benefits through CCC in the previous term, and
- Submit a CCC Advance Pay Form to the VA Certifying Official no later than forty-five (45) days before the start of his/her classes.

At the discretion of the Veteran Certifying Official, some exceptions may be made to these eligibility criteria if documented mitigating circumstances prevented the veteran from applying forty-five (45) days prior to the start of his/her classes.

Per the VA, an Advance Pay will pay the first and second month of benefits. If a student's first month of classes is a partial month, the payment will be prorated for the number of days in that month. Since the VA normally pays after a month is completed, a veteran would not receive another payment from the VA for up to 3 months. CCC advises that a student consider this gap between payments before he/she chooses to participate in Advance Pay.

If a student requests Advance Pay and decides not to attend CCC or does not qualify for federal veterans educational benefits for any other reason, he/she will be responsible for repaying the amount of the Advance Pay to Veterans Affairs. The earliest that an Advance Pay check will be available for pick-up from the Business Services office is 30 days prior to the

start of his/her courses. The Business Services office will notify the student when his/her check has arrived. If a student requests that his/her Advance Pay be applied to his/her tuition and charges, any remaining credit balance will be refunded to the student according to CCC's regular refund schedule.

Section 7.03 Academic Standards and Veterans

Procedures: Academic Standards and Veterans – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#7-03-procedure>).

Students who use federal and/or state veterans educational benefits are required to adhere to CCC's Academic Standing policy (see Academic Standing (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-12-poicy>)). Students are not subject to the financial aid Satisfactory Academic Progress (SAP) standards unless they are also applying for financial aid (see Satisfactory Academic Progress (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-16-policy>)), in which case only financial aid benefits are subject to SAP standards.

A veteran, service member, or their family member receiving federal veterans educational benefits can only be certified for courses that are required per his/her Education Plan. Non-required courses will not be eligible for certification. For information about repeated courses and federal veterans educational benefits, see Repeating & Retaking Courses (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-17-policy>).

A student who is receiving federal veterans educational benefits is required to submit official transcripts for all colleges he/she previously attended to the Office of the Registrar (<http://www.ccc.edu/departments/Pages/Registrar.aspx>) by the end of his/her second term of enrollment at CCC. CCC will not certify future terms of enrollment for any student who fails to submit his/her transcripts within this timeline.

Section 7.04 Students Called to Active Military Service

Procedures: Students Called to Active Military Service – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#7-04-procedure>).

The District supports federal initiatives in times of national emergency which require the activation of individuals and/or the call to active duty of reserve units. In such events, the student will not be disadvantaged due to military service prior to or after the call to active duty.

Student who are called to active duty are eligible to return and receive readmission into CCC.

- Students returning within three (3) years after the completion of service may be reinstated into the same academic program declared at the time of leave, as long as the program is still accepting students. If the requirements of the program have changed, CCC will make a reasonable effort to assist the student in substituting courses, when possible.

- **Note:** Selective Enrollment and programs with specialized accreditation requirements require approval from the program director or designee.
- Students returning after three (3) years of completion of service, will need to follow the current admission procedures in order to reenroll.

Any dispute in matters controlled by this policy will be resolved by the College President after involvement of all parties to the issue.

Section 7.05 Early College Program

Renamed: formerly Postsecondary College Credit Programs, Dual Credit/Dual Enrollment.

Policy history: Early College Program (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#7-05-history>).

a. Definitions

- **Early College Program:** CCC's Dual Enrollment and Dual Credit program for eligible currently enrolled high school students.
- **Dual Enrollment:** An instructional arrangement where an academically qualified sophomore, junior, or senior student currently enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon completion, students receive college credit with their earned grade (A-F).
- **Dual Credit:** An instructional arrangement where an academically qualified sophomore, junior, or senior student currently enrolled in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, students receive both college credit and high school credit with their earned grade (A-F).
- **Continuing Education - Professional & Personal Development Courses:** Continuing Education - Professional & Personal Development courses are **not eligible** for Dual Enrollment or Dual Credit.

Note: high school seniors are not eligible for dual enrollment/dual credit (DE/DC) courses in the summer following their graduation.

b. Tuition and Charges

Tuition and charges are waived for Early College participants enrolled in approved Dual Enrollment/Dual Credit classes (DE/DC). All high school students enrolled in Early College programs must comply with the requirements of CCC's Early College Program regardless of funding source or location of classes. Students are limited in the number of DE/DC classes they may take per term:

- Students may take only **one dual enrollment class** per term, tuition and charges free. However, students may enroll in additional courses but are responsible for all tuition and charges associated with them.
- Students may not enroll in more than 29 credits (lifetime limit) of **dual credit course offerings**, tuition and charges free.

c. Eligibility Requirements

Early College students must meet the following eligibility requirements:

- Admissions requirements for high school students (see High School Students (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#2-01-policy>)).
- Must be either:
 - Currently enrolled at a Chicago Public Schools (CPS) high school, or

- A City of Chicago resident enrolled in high school, including home schooled students.
- Residency verification requirements, see Residency (<https://catalog.ccc.edu/academic-student-policy/student-focused/affording-education/#6-01-policy>).
- Home schooled students: Must be at least 15 years old, completing high school coursework, and must prove age by a valid State of Illinois ID card or driver's license.
- Submit a Parental Permission Form completed with signatures from their parent/guardian and high school guidance counselor.
- Meet all course entry (prerequisites) and academic program requirements.

d. Revocation of Early College Eligibility

A student's Early College eligibility will be revoked if any combination of the following occurs twice:

- Earn a final grade "D" or "F" in a Dual Enrollment or Dual Credit course.
- Receive an NSW for a Dual Enrollment or Dual Credit course.
- Are administratively withdrawn (ADW) from a Dual Enrollment or Dual Credit course.
- Withdraw (WTH) from a Dual Enrollment or Dual Credit course after the Statistical Date. See Glossary of Terms (<https://catalog.ccc.edu/academic-student-policy/glossary-terms/#glossary-stat-date>) for more information about the Statistical (STAT) Date.
- Students who earn a final grade of D or F during Spring 2020 will not have their eligibility revoked.
- Students who withdraw (WTH) or are administratively withdrawn (ADW) after March 16, 2020 will not have their eligibility revoked (Spring 2020 only)

e. Reinstatement of Early College Eligibility

A student whose Early College eligibility has been revoked may be reinstated into the Early College program by:

- Repeating a previously enrolled Early College course in which he/she earned a final grade of "D" or "F," received an NSW or ADW, or from which they withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and
- Successfully completing the course with a final grade of "C" or higher.

f. Discretionary Status

The Early College Program is offered at the sole discretion of CCC. Accordingly, it may be awarded or limited at the discretion of the District, is subject to available funding, is non-refundable, and may be changed or cancelled at any time without prior notice.

Section 7.06 Email Account & Portal

Procedures: Email Account & Portal – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#7-06-procedure>).

CCC provides a free email account to all students, faculty, and staff. CCC sends all official correspondence via the CCC email account only, and takes measures to ensure that email services operate in a reliable and secure environment and comply with the Family Educational Rights and Privacy Act (FERPA).

Students and faculty are responsible for checking their email account frequently for important information, including financial aid, academic

advising, grades, registration, communications from faculty or students, important course updates, assignments and deadlines, quiz and exam dates, general information of interest, etc. In some cases, email is the only notification students or faculty may receive.

Section 7.07 Library Circulation

Access to libraries

The libraries serve current City Colleges of Chicago students, faculty, and staff. A current CCC ID is required (meaning the holder is registered for a given term) to check out materials. All students, faculty, and staff have access to electronic resources (databases, e-books, articles) both on campus and off-campus, with the latter access requiring a CCC username/password for authentication.

Students who were registered in a previous term but not for the current term can access electronic resources using their CCC credentials but are not allowed to check out physical materials such as books from CCC libraries.

Borrowing privileges and off-campus access to electronic resources are not available to CCC alumni.

CCC libraries are open to the public for computer use only and in-library use only of physical materials.

Items can be requested and sent for pickup to the CCC library most convenient for students. Borrowed items can be returned to any CCC library.

Items can be renewed online at library.ccc.edu (<https://researchguides.ccc.edu/libraries/>), in person at a CCC library, or by telephone. Contact information (<https://www.ccc.edu/departments/Pages/Library-System.aspx>) for CCC libraries.

Lending/circulation

Students:

- Loan period is 3 weeks with automatic renewals applied throughout the term, unless a hold has been placed by another patron.
- Late/overdue fines: no overdue or late fines will be applied, with the exception of fines for reserve (library-use only) materials. Fines for non-CCC interlibrary loan items are determined by the lending institution. Items due will be billed unless returned to the library within 21 days of due date. Students are not billed for items lost by fire, flood, or theft; police reports or insurance claims must be provided.
- Reserve items (required textbooks or other materials for a given class) typically do not leave the library and circulate for two hours at a time, with renewals possible only if no one else is waiting for the item. Overdue fines are applied to reserve items.
- Students can check out up to 25 items at a time.
- Lost or unreturned items: Students are responsible for and will be billed for lost or unreturned items. If a late item is returned in good condition no fees will apply. Students can replace the book in kind with a copy that matches the ISBN of the missing item, which is preferred, or pay the replacement cost of an item (cost is determined by the lending library) at any CCC bursar's office.
- The final due date is always the last Friday of the term.

Faculty/Staff:

- Loan period is 4 weeks with automatic renewals applied throughout the term, unless a hold has been placed by another patron. Items due will be billed unless returned within 21 days of the due date.
- No limit on the number of items that can be checked out at a given time
- Late/overdue fines: no overdue or late fines will be applied with the exception of fines for reserve (library-use only) materials. Fines for non-CCC interlibrary loans items are determined by the lending institution.
- Lost or unreturned items: Staff and faculty are responsible for and will be billed for lost or unreturned items. If a late item is returned in good condition no fees will apply. Staff and faculty can either replace the book in kind with a copy that matches the ISBN of the missing item, which is preferred, or pay the replacement cost of an item (cost is determined by the lending library) at any CCC bursar's office.
- The final due date is one year after the initial checkout date. The item can then be checked out again.

Section 7.08 Comprehensive Transitional Postsecondary (CTP) Program

This two-year post-secondary initiative is for adults with intellectual disabilities. It offers academic and occupational coursework and a rich cultural and social college experience. The completion time for the program is two years. This program is built on the principles of access and equity and the advancement of academic knowledge, life skills, and career options.

1. Eligibility

- a. Individuals with a documented intellectual or developmental disability who are currently or formerly (must be able to show proof of eligibility) eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA), including a student who was determined eligible for special education or related services under IDEA but was home-schooled or attended private school.

2. Requirements:

- a. At least 50% of a student's participation in the program focuses on academic components through one of more of the following:

(i) Taking credit-bearing courses with students without disabilities, whereby hours are counted toward certificate completion.

(ii) Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit, whereby hours are counted toward certificate completion.

(iii) Taking non-credit-bearing, nondegree courses (Continuing Education courses) with students without disabilities, whereby hours are counted toward certificate completion.

(iv) Participating in internships or work-based training in settings with individuals without disabilities, as part of the learning experience, but hours performing an integrated internship or employment experience may not count toward hours earned for certificate completion

1. Must be declared in the CTP program.
2. Must maintain CTP SAP requirements, if using financial aid.

1. **Status**

- a. Full-time is 6 or more hours
- b. Part-time is 1-5 hours
- c. Total hours are a combination of credit and contact hours

2. **Tuition and Charges**

- a. Credit classes follow the approved tuition rate (<https://www.ccc.edu/departments/Pages/Tuition-and-Fees.aspx>).
- b. Continuing Education class tuition is per class.

3. **Completion**

- a. Earn a total of 34 hours combined between Credit (including Remedial) and Continuing Education (Contact hours are used for total hour calculation for Continuing Education classes).
 - i. Students can enroll in all Credit and Continuing Education classes CCC offers, as long the course pre-requisites are met.
- b. Students are given a CTP Completion Certificate through the Continuing Education Department (this is not listed on the transcript).
- c. Students must earn a grade of "S", AUD, or "C" or higher in all courses to apply towards completion.
- d. A 2.0 Grad GPA is required for completion.

Section 7.09 Pregnancy and Parenting

Procedures: Pregnancy and Parenting - Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#7-09-procedure>)

Title IX of the Education Amendments Act of 1972 protects pregnant and parenting students from discrimination and ensures they have access to the same educational opportunities as other students.

CCC provides the following academic adjustments, accommodations, and support for parenting and pregnant students, see here (<https://www.ccc.edu/services/pregnancy-and-parenting/>) to request approval for accommodations below:

- Excused absences
- Pregnant and parenting students are entitled to excused absences for pregnancy, childbirth, and related medical conditions. These absences cannot be treated or penalized like unexcused absences.
- Leave of absence
- Students are entitled a leave of absence for up to three (3) terms from time of request. They may be reinstated into their original academic program requirements at the end of their leave, as long as the program is still accepting students.
 - **Note:** Selective Enrollment and programs with additional accreditation requirements also require approval from the program director.
- Makeup time
- Students are entitled to a reasonable amount of time to make up missed assignments and tests after returning from an excused absence.