

**LONG BEACH CITY COLLEGE**  
**Financial Aid Programs**  
**STANDARDS OF PROGRESS**  
**2008-2009**

In accordance with the Higher Education Act of 1965, as amended, the Financial Aid Office of Long Beach City College establishes the following Standards of Progress. These standards apply to all students who apply for and receive financial aid from the following programs.

- Academic Competitiveness Grant
- Cal-Grants B and C
- Federal Work-Study (FWS)
- Federal Pell Grant
- Federal Perkins Loan Program
- Federal Stafford Loan Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who are in default on a student loan or who owe a repayment to a Title IV program, from any institution, are not eligible for federal financial aid. If a student owes a repayment to a Title IV program, the debt must be cleared before any federal financial aid will be issued. In the case of a student loan, financial aid may be reinstated once the student makes satisfactory repayment arrangements with the holder of the loan.

Long Beach City College applies the Return to Title IV Funds Policy outlined in Public Law 105-244. Students who withdraw from all classes before completing 60% of the semester will be required to return the unearned portion of federal financial aid they received.

NOTE: The Board Financial Assistance Program (BFAP) was established in 1984 as an integral part of legislation that first created the community college enrollment fee. Its purpose is to ensure that the enrollment fee does not pose a barrier to the enrollment of low-income students. This program is omitted from the about list of programs because these provisions do not dictate eligibility for BFAP. As long as a student is eligible to enroll under the college's satisfactory progress provisions, fee waivers from BFAP will be granted irrespective of the student's status under these provisions.

### **GENERAL REQUIREMENTS**

Students receiving financial aid must be enrolled in a course of study leading to an A.A. degree, an A.S. degree, a certificate, or transfer program to a 4-year college or university.

#### **High School Diploma or the Equivalent**

Federal regulations require financial aid recipients to either have graduated from high school or have completed a recognized equivalent (such as the California High School Equivalence exam or the GED). Current regulations specify that students who fail to meet the above requirement must achieve a certain score on a federally approved ability to benefit test. The LBCC Assessment Center administers the "Wonderlic Basic Skills Test," which is one of the federally approved Ability to Benefit Tests. Students must achieve scores at or about the mandated cut score in both verbal and math to be eligible for federal financial assistance.

LBCC is participating in a special program to allow students who do not have a high-school diploma or GED and who do not pass the Ability to Benefit test to receive Federal financial aid once they have completed 6 units of academic college courses. The coursework may not include English as a Second Language nor remedial courses; and grades of C or better must be received in all 6 units.

## **Educational Plan**

It is the student's responsibility to enroll in courses toward his or her educational goal. Students are strongly encouraged to make an appointment with a college counselor to have an Educational Plan prepared. Financial aid may be denied for inappropriate classes. The Counseling Department recommends that students take the Assessment Exam before making a counseling appointment.

## **Counseling 1 Class**

Students who are first time financial aid recipients or newly enrolled at LBCC should enroll in and complete Counseling & Guidance One – Orientation for College Success. Failure to complete this course in the Summer or Fall Semester may result in a delay of Spring financial aid checks. Students who begin attendance in the Spring Semester will have the opportunity to enroll in Counseling One during the Spring Semester or the following Summer.

## ***CLASS COMPLETION REQUIREMENTS***

Prior to the start of the semester, it will be assumed that students will be attending full time. Federal Pell Grant and Cal Grant B checks will be ordered according to that assumption, for students who are enrolled in at least 6 units. Thus, a student who received a full time Federal Pell Grant check at the beginning of the semester, but who is only enrolled half-time will not receive any additional Federal Pell Grant or Cal Grant B for that semester. Students who are enrolled in less-than-half time will have their Pell Grant checks ordered at the end of the add/drop period.

Prior to the second disbursement, attendance verification will be performed by computer to determine the enrollment status of the student.

Adjustments will be made to the student's award accordingly:

- A) Federal Pell Grants and Cal Grant B's will be adjusted up or down in accordance with the enrollment status of the student.
- B) As long as the student remains in at least 6 units, Stafford Loans and FSEOG will not be reduced. A student must maintain full-time enrollment to receive FWS. Students who drop below 6 units are no longer eligible to receive Cal Grant, FWS, Stafford Loans, or FSEOG.
- C) Students who have applied for Stafford Loans and who have dropped below six units before the loan is disbursed are no longer eligible for the loan. Students who have applied for Stafford Loans and who completely withdraw from the college may be eligible for a pro-rated loan disbursement only after the 30-day delayed disbursement period at the beginning of the semester.

## ***SATISFACTORY ACADEMIC PROGRESS***

Federal regulations require that all financial aid recipients make satisfactory academic progress and remain in good academic standing. Academic progress is reviewed annually, prior to the student's first disbursement for the following academic year. In addition, students who do not complete any units in the Fall semester will be suspended from financial aid as soon as grades or withdrawals are available.

## **Determining Enrollment Status**

Prior to each check disbursement, the Financial Aid Office will verify the number of units a student is enrolled in. Based on the verified unit enrollment, a determination is made as to whether the student is eligible for additional funds. For purposes of the federal satisfactory academic progress, units attempted mean the number of units the student is enrolled in at the time of the final disbursement for the semester. In determining whether or not a student is making satisfactory progress, the student's enrollment status is defined as the number of units the student was enrolled in at the time of the final disbursement for the semester.

If the student is enrolled in 12 or more units when his or her final disbursement for the semester is made, the student is considered to be full-time.

If the student is enrolled in 9 to 11.5 units when his or her final disbursement for the semester is made the student is considered to be 3/4 time.

If the student is enrolled in 6 to 8.5 units when his or her final disbursement for the semester is made, the student is considered to be 1/2.time.

If the student is enrolled in .5 to 5.5 units when his or her final disbursement for the semester is made, the cost of attendance will be adjusted and the student is responsible to complete at least one class for the semester.

Completed units means that credit was received for the units enrolled. Classes in which a student receives a grade of “F”, “I”, “NC”, ”IP”, “MW”, or “W” will not be counted as completed classes for satisfactory academic progress, but will be counted as units attempted unless the student was no longer enrolled in those classes at the time of last disbursement. Students are allowed to repeat any course in which a grade below “C” was recorded. (See college catalog: “Guidelines for the Repetition of Courses”)

In all enrollment categories, the student is expected to maintain a 2.0 (C average) cumulative grade point average (GPA).

By the end of each academic year, to be considered to be making satisfactory progress toward the educational goal, students must complete the minimum number of units required for their enrollment status, as indicated below:

ENROLLMENT STATUS	UNIT COMPLETION REQUIREMENT
Full-time (12 + units/semester)	21 units/year
¾ time (9-11.5/semester)	15 units/year
½ time (6-8.5 units/semester)	9 units/year
Less than ½ time (.5-5.5 units/semester)	2 classes/year

Units earned from credit by exam courses are not counted for financial aid purposes.

In the determination of enrollment status, it is permissible for a student to count units being taken concurrently at another college. A consortium agreement must be made between the two schools with one school designated as the primary school (from which the student receives financial aid) and the other school as the secondary school.

### **Maximum Time Length**

At LBCC, the Associate degrees require completion of a minimum of 60 units with a 2.0. Students enrolled in the Associate Degree programs must complete their goal by the time they have attempted 90 units.

A student is allowed to transfer 70 units to the four-year colleges and universities. Students enrolled in Transfer programs at LBCC must complete their goals by the time they have attempted 105 units.

LBCC offers a number of Certificate Programs, each requiring a specific number of units for completion. Students enrolled in Certificate programs must complete their goals by the time they have completed 150% of the number of units required for the specific requirement. For example: a student enrolled in the Diesel Mechanics Certificate Program, which is a 45 unit Certificate, must complete that goal by the time he or she has attempted 67.5 total units.

All English as a Second Language classes, and up to 30 units of remedial course work are deducted from the units attempted when determining satisfactory academic progress.

It is the student's responsibility to request transcripts from previously attended institutions, if the student chooses to apply any of those units toward the current educational objective. Upon the student's request, transcripts from colleges accredited by one of the regional accrediting associations will be evaluated for use toward the student's current educational objective. All units applicable toward the current education objective will be counted when calculating the maximum time frame for financial aid. All units attempted, although earned before the student was receiving financial aid, will be considered toward the maximum time frame.

### ***FINANCIAL AID SUSPENSION***

Students who have exceeded their maximum time frame, have not completed the required number of units, or have a cumulative grade point average less than 2.0, will be suspended from financial aid. Students who have been suspended because of insufficient units completed or a grade point average deficiency will not receive further financial aid until they have made up the deficiency.

If a student has been attending LBCC without the benefit of financial aid, the student has been held to the regular college standards for good standing. If a student was suspended by the college, for failure to maintain a minimum 2.0 cumulative GPA or to maintain a 50% completion ratio, the student must be reinstated by the LBCC Readmission Committee before being eligible to receive financial aid.

### ***APPEAL PROCEDURES***

Any student who has been suspended from financial aid may submit a written appeal to the Financial Aid Appeals Committee. Each appeal will be reviewed and approved or denied based on the student's individual circumstances, and his or her proposed course of action. If the written appeal is denied, the student may appeal that decision in person to the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final.

A student who has reached the maximum time frame of units attempted may submit a written appeal to the Financial Aid Appeals Committee. If approved for additional financial aid, the student will be given a specific length of time to complete his or her goal. If denied, the student may make an appointment with a Financial Aid Counselor. If the student is dissatisfied with the decision of the counselor, he or she may make an appointment with the Financial Aid Appeals Committee.

### ***FRAUD***

A student who attempts to obtain financial aid by fraud will be referred to the Dean of Financial Aid for disciplinary action and suspended from financial aid for unsatisfactory conduct. The College may report such instances to local law enforcement agencies, to the California Student Aid Commission and/or to the Federal Government. Restitution of any financial aid received in such a manner will be required.

### ***STUDENT RIGHTS AND RESPONSIBILITIES***

Students should refer to the General Information section of the LBCC Catalog for specific information on:

- Student Responsibility
- Family Educational Right to Privacy Act
- Student Right-to-Know and Campus Security Act
- Drug Free College Statement
- Standards of Student Conduct

Effective date: July 1, 2008