



Central Financial Aid Unit

2015-2016 Policies and Procedures Manual



CHAPTER 1. INTRODUCTION

I. MISSION

- A. The mission of the Los Angeles Community College District (LACCD) is to provide our students an excellent education that prepares them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs, and pursue opportunities for lifelong learning and civic engagement.
- B. The mission statement of LACCD is “Changing Lives in a Changing Los Angeles”
- C. An advertising slogan generally used by LACCD and in most Financial Aid publications is “Education Changes Everything”.

II. THE PURPOSE OF FINANCIAL AID

- A. To provide access to a postsecondary education for those who otherwise would be unable to continue their schooling and/or training. Through loans, grants, scholarships, and part-time employment, needy students are provided monetary assistance to help meet the basic cost of educational expenses.

III. PHILOSOPHY

- A. The fundamental philosophical assumptions underlying federal student aid programs are:
 - 1. The primary responsibility for meeting postsecondary educational expenses of a student begins with the student and/or his/her parents;
 - 2. Parents will contribute to the student's educational expenses to the degree they are able; **and**
 - 3. The family's financial circumstances should be evaluated in a consistent, fair, and equitable manner, while recognizing that special circumstances may affect a family's ability to contribute to educational expenses.

IV. EQUAL OPPORTUNITY

- A. The Los Angeles Community College District is committed to a philosophy of equal opportunity/equal access in all its employment, educational programs, and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs and activities.



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- B. In order to ensure the proper handling of all civil rights matters, each college in the District has its own Affirmative Action Representative, Title IX/Sex-Equity Coordinator, Section 504, Coordinator of Handicap Programs, and an Ombudsperson. Direct initial inquiries to the District Office of Affirmative Action Programs and Services (213) 891-2315.

V. PRIVACY ACT

- A. Current law prohibits public identification of students and their personal matters. All documents, correspondence, and conversations by and between the student, his/her family, and the Financial Aid Office staff are confidential and are to be protected as such¹. Information regarding specific amounts such as income and/or awards and other confidential data are not to be divulged over the telephone.

V. DEVELOPMENT RESPONSIBILITIES FOR MANUAL

- A. Responsible Personnel.
1. The Central Financial Aid Unit in the District Office shall be responsible for completing, updating, and publishing of the Financial Aid Policies and Procedures Manual as well as the FAMS Manual.
 2. Other offices that influence the development of policies within this manual include but are not limited to the Office of General Counsel, Vice Presidents of Student Services, Counseling and Matriculation services, the Deans of Admissions and Records, the EOP&S Program, College Financial Administrators, District Accounting, and the Office of Information Technology.
 - a. This manual will be updated on an annual basis as state and federal regulations or District Policy changes.
 - b. Resources for the development of this manual are listed in each chapter.
- B. Methods and documents used to develop and update policies and procedures.
1. The District and respective Financial Aid Offices keep abreast of new regulations, laws, and Department of Education policy guidance through a combination of various electronic subscription notifications, web sites such as the U.S. Department of Education's Information for Financial Aid Professionals (IFAP), and professional state and federal conferences and workshops.
 2. Publications include but are not limited to:
 - Federal Registers – both NPRM's and Final Rules
 - The Audit Guide

¹ Refer to Chapter 20, Family Education Rights and Privacy Act and Disclosure Policy.



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- Student Financial Aid Handbook
- The Application and Verification Guide
- The Blue Book
- Dear Colleague/Partner Letters
- State and Federal Policy Bulletins
- Electronic announcements
- US Department of Education (ED) Technical References
- State associations
- NASFAA website
- Newsletters from state, regional, and national professional associations

VI.

WEB SITES

Los Angeles Community College District, www.laccd.edu

Los Angeles City College, www.lacitycollege.edu

East Los Angeles College, www.elac.edu

Los Angeles Harbor College, www.lahc.edu

Los Angeles Mission College, www.lamission.edu

Los Angeles Pierce College, www.piercecollege.edu

Los Angeles Southwest College, www.lasc.edu

Los Angeles Trade Technical College, www.lattc.edu

Los Angeles Valley College, www.lavc.edu

West Los Angeles College, www.wlac.edu

Other web sites used:

Los Angeles Community College District (outreach), www.LAcolleges.net

CFAU intranet, cfau.laccd.edu

Department of Education web site for financial aid professionals, www.ifap.ed.gov

National Association of Student Financial Aid Administrators, www.nasfaa.org

California Student Aid Commission, www.csac.ca.gov

California Community Colleges Chancellors Office, www.cccco.edu

FAFSA on the Web, www.fafsa.ed.gov

The Financial Aid Information Page, www.finaid.org

California Association of Student Financial Aid Administrators, www.casfaa.org

California Community Colleges Student Financial Aid Administrators Association
www.cccsfaaa.org

Western Association of Student Financial Aid Administrators – www.wasfaa.org

CHAPTER 6. FEDERAL FINANCIAL AID PROGRAMS

I FEDERAL PROGRAMS

The following federal programs are offered at all nine colleges within the Los Angeles Community College District through the Program Participation Agreement.¹

A The Federal Pell Program

- 1 The Federal Pell Grant provides gift aid assistance to undergraduate students who have not yet earned a baccalaureate or first professional degree.
- 2 It is gift aid that does not need to be repaid.
- 3 Effective July 1, 2012, students can receive the federal Pell Grant for no more than 12 full time semesters or the equivalent.
- 4 The payment period is a semester. The academic year consists of two semesters: Fall and Spring.
 - a. Winter classes are treated as part of Fall for financial aid disbursements
 - b. Summer is a trailer semester for the Pell Grant. Students will qualify when they have remaining eligibility in the award year.
 - c. Students enrolled in Summer only must apply for federal aid on or before the last date to submit a FAFSA. The federal online applications deadline for 2015-16 is midnight Central time, June 30, 2016.
- 5 Enrollment Level
 - a. The minimum unit enrollment for the Federal Pell Grant is one (1) financial aid eligible unit at the home school.
 - b. Pell disbursements are prorated based on the student's enrollment level. Full-time is 12 units or more. Three quarter time is 9 – 11 ½ units. Half time is 6 – 8 ½ units. Less than half time is less than 6 units.
 - c. Additional units may be included in the enrollment level under a Consortium Agreement.²

¹ See Chapter 4 Agreements

² See Chapter 10 Consortium Agreements



6 Students must meet the requirements of Satisfactory Academic Progress.³

B Iraq and Afghanistan Service Grants

1 Students may be eligible to receive the Iraq and Afghanistan Service Grant if they meet all of the following:

- a. The student is not eligible for a Federal Pell Grant based on EFC.
- b. The student meets all other Federal Pell Grant eligibility
- c. The student's parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11
- d. The student was under 24 years old or enrolled in college at least part-time at the time of the parent's or guardian's death.

2 The grant award is equal to the amount of the maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year.

- a. Due to sequestration, for any 2015-16 Iraq and Afghanistan Service Grants first disbursed on or after October 1, 2015 and before October 1, 2016, the maximum award is \$5,382.30. (This is a reduction of 6.8% from the maximum award amount of \$5,775.00)

C. Federal Supplemental Educational Opportunity Grant Program (FSEOG)

1. FSEOG is a campus-based need-based⁴ gift aid available only to undergraduate students who have not yet earned a baccalaureate or first professional degree.
2. The award must be made first to students with exceptional need.
 - a. Exceptional need is defined as students eligible for a Federal Pell Grant.
 - b. Colleges in LACCD have defined exceptional need as students with zero (0) EFC.
 - c. The minimum grant amount of \$100 which may be prorated if the student is enrolled for less than an academic year.
3. Funding for FSEOG is limited to an allocation from the U.S. Department of Education and is not provided for every student who could qualify. After the allocation has been awarded and disbursed, no more FSEOG awards can be made.

³ See Chapter 15 Satisfactory Academic Progress

⁴ See Chapter 13 Packaging



- a. Each college sets its deadline for campus-based funds.
- b. A portion of the allocation is set aside for students who will attend Spring only.

D. Federal Work Study (FWS)

1. The FWS program provides for part-time employment while the student is in school.
2. It is a campus-based, need-based program. Awards cannot exceed the student's financial need.
3. Funding is limited to an allocation.
4. Each college sets its deadline to apply for FWS funds.
5. Students must meet LACCD academic and progress standards to participate in FWS.

E. Federal Perkins Loans

1. Perkins Loans are low-interest (5%) federal student loans for students with exceptional need.
2. The school is the lender. Students make payments to the school.
3. Each Perkins Loan is comprised of federal funds (FCC - federal capital contribution) and school funds (ICC – institutional capital contribution). The schools ICC must equal or exceed one-third of the FCC.
4. The Department of Education (ED) determines the college level of expenditure (LOE), the maximum dollar amount that ED allows a school to expend from the school's loan funds in a given year.
 - a. Congress is not currently allocating any federal capital contribution for the Perkins Loans Program but schools may continue to make loans through its revolving fund.
5. Students must sign a new Master Promissory Note (MPN) or must have a valid, legally enforceable MPN before any disbursement can be made.
6. Borrowers must participate in entrance and exit counseling.
7. Borrowers must be enrolled in at least 6 financial aid eligible units at the time of disbursement.

F. Federal Direct Loans

1. Direct Subsidized/Unsubsidized Loans have annual and aggregate limits⁵ that are the same for all students at a given grade level and dependency status.⁶

⁵ See Chapter 7 Loan Policy



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2. The loan period (or period of enrollment) is the academic period in which the loan will be disbursed. It is typically one academic year: Fall and Spring.
3. With the passage of the Subsidized Loan Eligibility Time Limit of 150% of the student's program length, it is important to accurately report the student's program of study, the program length, the student's loan period, and the student's level of enrollment.
4. Direct Subsidized Loans are available to undergraduate students with financial need. ED pays the interest on the loan while the student is in school at least half time, during grace period, and during periods of deferment.
5. Direct Unsubsidized Loans are available to undergraduate and graduate students. There is no need to demonstrate financial need. The student is responsible for paying interest on the loan during all periods.

G. Federal PLUS Loans

1. PLUS loans are available to graduate students and parents of dependent undergraduate students to help pay education expenses.
2. The U.S. Department of Education is the lender.
3. The borrower must not have an adverse credit history.
4. The maximum loan amount is the student's cost of attendance (COA) minus any other financial aid received.

⁶ See Chapter 13 Packaging



CHAPTER 8. COST OF ATTENDANCE

I. GENERAL INFORMATION

- A. The Cost of Attendance (COA) for the colleges within the Los Angeles Community College District¹ is based on the 2015-16 Student Expense Budgets developed by the California Student Aid Commission².

II. COST OF ATTENDANCE

A. Federal Pell Grant Program

1. The Cost of Attendance for the Federal Pell Grant program is based on full time, full year attendance. A full year is two semesters (nine months) of enrollment.
2. Enrollment and tuition fees are calculated based on the number of average units of the full time students at LACCD.
3. Federal Pell Grants for the Summer term will be awarded and disbursed as the last session of the 2015-16 award year, based upon the student's remaining award year eligibility.
4. The Expected Family Contribution (EFC) from the 2015-16 ISIR will be used to determine eligibility for all terms, including the Summer 2016.

B. Campus Based Programs

1. Cost of Attendance for campus based programs will be adjusted based on actual semesters of attendance.
2. Campus based aid will be awarded and paid during the Summer 2015 as the first session of the 2015-16 award year.
3. Campus based aid for Summer 2015 will be based on 2015-15 Cost of Attendance and EFC.

C. Winter Inter-session

1. Winter inter-sessions are considered and paid as part of the Fall semester.

¹ See Chapter 8 of the FAMS Manual for the LACCD Student Budgets

² The Student Expense Budgets for 2015-16 provided by the California Student Aid Commission are based upon average expenses reported by students at the University of California, California State University, and California Community Colleges in the 2006-07 Student Expenses and Resources Survey (SEARS), adjusted for nine years of inflation or deflation.



CHAPTER 10. CONSORTIUM AGREEMENTS

I COLLEGES WITHIN THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

- A Pursuant to Federal Regulations 34 CFR 600.9(a) and 690.9, the nine colleges of the Los Angeles Community College District allow financial aid students concurrently enrolled in two or more colleges within the District to combine their total enrollment for the purpose of receiving federal and state financial aid benefits.
- B The Board of Trustees adopted as its policy, Board Rule 8700.
- 1 It is the policy of the Los Angeles Community College District that any person enrolled in the Los Angeles Community College District who is receiving financial aid pursuant to Federal Regulations 34 CFR 600 et seq. may satisfy his/her minimum unit requirements in any one or more of the colleges within the District.
 - 2 A student's "home school" shall be the college that the student designates as the college where the student intends to complete his/her educational goal and/or complete his/her associate degree requirements.
 - 3 The student's eligibility shall be calculated on the basis of the full course load carried by the student at the several institutions for the award period; however, the student shall receive financial aid funds only from the home school.
 - a. Campus based programs have limited funding and colleges give priority to students who maintain at least halftime enrollment status at the home school.
 - 4 The home school shall be responsible for the following:
 - a. Determining the student's eligibility to receive financial aid.
 - b. Disbursing all financial aid funds to the student.
 - c. Monitoring the student's eligibility, including whether or not the student is maintaining satisfactory academic progress as defined in the federal regulations and in Chapter 15 of the LACCD Financial Aid Policies and Procedures Manual.
 - d. Calculating Return to Title IV funds.
 - e. Maintaining the student's financial aid records.
- C. Student Enrollment Status
1. The enrollment status will be the sum total of all units in which the student is enrolled throughout the District.



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- a. To remain eligible for aid, the student must maintain at least one (1) financial aid eligible unit at the home school.
- b. Up to thirty (30) remedial/basic skills courses may be eligible for financial aid. Students are informed that all units completed will count towards their 150% program eligibility.
- c. Financial aid units for students whose petitions for reinstatement or extension require an approved Student Educational Plan (SEP) contract will consist of classes in the SEP in which the student is enrolled for the term.

D. ITV Classes

1. Students taking ITV courses must be enrolled in at least one (1) unit at the home school.
 - a. Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College.
 - b. Students enrolled in ITV courses only must designate Los Angeles Mission College as the home school to be considered for financial aid.
 - c. ITV classes are included in disbursements for other classes.

E. Award Calculation

1. Students concurrently enrolled at more than one college in the District will be evaluated, awarded, and receive funds the same as students enrolled in only one college.

F. Disbursement

1. Procedures for disbursing aid, monitoring satisfactory academic progress (SAP) and other eligibility requirements will be the responsibility of the home school.
2. Students taking consortium classes under Board Rule 8700 will be paid in the same cycle as all other students.

G. Repayments

1. Refunds or repayments to any Title IV program will be executed by the Financial Aid Office at the home school in accordance with applicable regulations governing Federal Return to Title IV Regulations and the LACCD policy in Chapter 14 of the LACCD Financial Aid Policies and Procedures Manual.

H. Conditions Affecting Federal Aid and State Aid

1. Eligibility for Federal Pell Grant and Cal Grant will be calculated by the home school based on concurrent enrollment at all colleges within the District as long as the student maintains the minimum enrollment of one unit at the home school.



2. Because individual college funding is limited on federal campus-based programs (FWS, FSEOG, and Federal Perkins Loans), priority in awarding these funds is given to students who maintain at least half-time enrollment at the home school on a term-by-term basis throughout the award year.
 3. Consortium agreements may not be in effect for students borrowing funds under the Direct Loan Program.
- I. Conditions Affecting the Board of Governors Fee Waiver Program¹ (BOGFW)
1. BOGFW A or any of the special classification BOGFW may be processed by the institution at which the student enrolls and presents a BOGFW application and supporting documentation.
 2. BOGFW B will be processed by the automated BOGFW process for students who submits a valid ISIR and meet the income standards for BOGFW B.
 3. BOGFW B may also be processed by the institution at which the student is enrolled and submits a BOGFW application that meets the income standards for BOGFW B.
 4. BOGFW C eligibility is determined based on eligibility demonstrated on the ISIR or California ISIR. Eligibility will be determined by the automated BOGFW process.
 5. BOGFW eligibility is certified once per award year and may be applied to all enrollment periods for that year.

II COLLEGES OUTSIDE OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

- A Students who are enrolled at an institution within the Los Angeles Community College District and take classes at another institution outside of the District may receive financial aid if there is a written Consortium Agreement between the Primary School (home campus) and the Secondary School (host campus). The coursework taken at the Secondary School must count toward the educational goal at the Primary School. Not all colleges participate in consortium agreements.
- 1 Consortium Agreement is defined as a written agreement between two or more institutions eligible to receive Title IV, HEA funding, where one institution undertakes the responsibility to determine a student's eligibility for financial aid and calculate and disburse the funds to the student.
 - 2 Home Campus or Primary Campus is defined as the institution at which the student is matriculated and plans to complete his/her education goal.
 - 3 Host Campus or Secondary Campus is defined as the institution to which the student seeks supplemental access.

¹ See Chapter 9 for the automated BOG Fee Waiver Process



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- B In a Consortium Agreement, the Home Campus is responsible for processing the student's financial aid.
1. If a student is enrolled at LACCD and a 4-year college, the 4-year college must be the Primary Campus.
- C Cross Enrollment at CSU and UC
- 1 Pursuant to Education Code section 66750 et seq.² any student enrolled in any campus of the California Community Colleges, the California State University (CSU), or the University of California (UC) who meets the requirements of Section 66752 may enroll without formal admission and payment of additional fees in a maximum of one course per academic term at a campus of the other systems on a space available basis at the discretion of the appropriate campus authorities on both campuses.
 - 2 A consortium agreement is not required for LACCD students attending either CSU or UC under Education Code section 66750 et seq. Under these circumstances, the LACCD college will continue to be the Home Campus.
- D Federal Pell Grants
1. A Consortium Agreement is required between the Home Campus and the Host Campus in order for the student to receive a Federal Pell Grant for attendance at both institutions.
- E The student will be responsible for initiating the Consortium Agreement and obtaining the appropriate signatures and documentation of enrollment at the Host Campus prior to disbursement.
- F A separate Agreement must be executed for each term of the award year.
1. Consortium Agreements must be completed and submitted during the enrollment period for which the payment is requested.
 2. Agreements submitted after the term in which payment is requested will not be accepted.
 3. Documentation of enrollment may be required prior to any disbursement
 4. The student is responsible for submitting transcripts to Admissions and Records at the completion of the class(es) under the Agreement.

² See California Education Code Section 66750-66754



CHAPTER 15. SATISFACTORY ACADEMIC PROGRESS POLICY

I. GENERAL INFORMATION

- A. In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) establishes the following Standards of Satisfactory Academic Progress (SAP).¹ These Standards apply to all students who apply for and receive financial aid from the programs listed below.²
1. Federal Pell Grant
 2. Iraq and Afghanistan Service Grant
 3. Federal Supplemental Educational Opportunity Grant (FSEOG)
 4. Federal Work Study (FWS)
 5. Federal Perkins Loan
 6. Federal Nursing Loan
 7. Federal Direct Stafford (student) and PLUS (parent) Loans
 8. Cal Grant (B and C)
 9. Child Development Grant
 10. California Chafee Grant
 11. California National Guard Education Assistance Award Program (CNG EAAP)
- B. Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965, as amended.
- C. Satisfactory Academic Progress standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Student Aid programs.
- D. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.
- E. Consortium classes
1. All classes throughout the LACCD will be included when reviewing satisfactory academic progress.

¹See Appendix 15.1 for SAP Brochure.

²The Board of Governors Fee Waiver Program (BOG) is specifically omitted from the above list. A student enrolled at one of the nine LACCD colleges who applies for and is eligible for the BOG program will be granted the assistance irrespective of his/her status under these academic provisions.



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2. For students aided under a consortium agreement with colleges **outside** the LACCD, consortium classes will be included during satisfactory academic progress review. The district student information system will collect, maintain, and utilize the number of outside units entered into the system for calculating student eligibility.
- F. Repeated coursework
1. Repeated coursework within the LACCD will be counted towards attempted units as defined in this chapter.
 2. For repeated coursework for which a student has petitioned the college to utilize the most recent grade received, only the most recent grade received will be used for cumulative Grade Point Average (GPA) calculation for SAP status determination.
- G. Transfer credits from institutions outside the LACCD will be used and evaluated for SAP standing. Transfer units are added when the institution receives transcripts from outside the district. College Admissions & Records Offices (A&R) will record incoming transcripts.
- H. **Academic Renewal.** All classes and all units that have been exempted from academic consideration (i.e., considered for academic standing, college GPA calculation, and as otherwise determined by the Admissions & Records Office) due to Academic Renewal are still considered and counted towards all SAP standards for financial aid eligibility, unless otherwise affected by the Repeated Coursework rule noted above regarding GPA calculation (Section I.F.2).

II. GENERAL REQUIREMENTS

- A. Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:
1. An educational program that leads to an associate degree, **or**
 2. An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a bachelor's degree, **or**
 3. An educational program which leads to a certificate (excluding Skills Certificate programs) that prepares a student for gainful employment in a recognized occupation.

III. SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS³

- A. Maintenance of a 2.0 or higher cumulative GPA.
- B. Completion of a minimum of 67% of cumulative units attempted. Entries recorded in the students' academic record as Incomplete (INC), No Credit (NCR), No Pass (NP), and/or Withdrawal (W) are considered non-grades and must compose 33% or less of the cumulative units attempted.

³See Appendix 15.2 for Explanation of Grades and Grade Points.



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- C. Fewer than ninety (90) attempted units for students who indicate AA degree, AS degree or transfer program as their educational goal.
 - 1. Remedial ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. These classes are classified in the Student Information System as Basic Skills classes.
 - 2. Students who have already earned an Associate or higher degree outside of the LACCD will need to follow the petition procedure.
 - 3. In Progress (IP) grades count as attempted units in the maximum time frame only. IP grades do not affect cumulative grade point average in the qualitative measure nor are they included as completed units in the quantitative measure.

IV. APPLICATION OF STANDARDS

- A. Satisfactory Academic Progress standing for financial aid students will be determined at the end of each payment period/semester (Summer, Fall/Winter, or Spring).
- B. Students who are disqualified from financial aid eligibility will be notified (by mail or email) and receive information regarding the petition process.
- C. Students disqualified at **any** college in the LACCD, are disqualified at **all** colleges within the LACCD.
- D. **Warning Letter.**⁴ Students will receive a Warning Letter (by mail or email) if they were initially in good standing (based on SAP standards) but at the end of their most current semester they show one of the following academic deficiencies:
 - 1. Cumulative GPA is less than 2.0.
 - 2. Cumulative non-grades are greater than 33%.
- E. **Advisory Letter.**⁵ Students will receive an Advisory Letter at the end of the first semester where their number of units attempted reaches or exceeds forty-five (45).
- F. **Disqualification.**⁶ Students will be disqualified if they have one or more of the following academic deficiencies:
 - 1. Cumulative GPA is less than 2.0 following a semester for which the student received a Warning Letter.
 - 2. Cumulative non-grades are greater than 33% following a semester for which the student received a Warning Letter.
 - 3. Total units attempted (excluding Remedial ESL and Basic Skills/Remedial classes, as noted in III.C.1, above) are equal to or greater than ninety (90).
 - 4. An Associate or higher degree has been earned outside the LACCD. Degree

⁴See Appendix 15.4 for Warning Form Letter

⁵See Appendix 15.5 for Advisory Form Letter

⁶See Appendix 15.3 for Disqualification Form Letter



information received and posted to the district Student Information System during a semester will be evaluated for the following semester for potential disqualification.

V. MAXIMUM TIME LENGTH

- A. Students attending for the purpose of obtaining an Associate of Arts degree (AA), an Associate of Science degree (AS), or completion of requirements for transfer to a four-year college are allowed 90 attempted units in which to complete their objective. Exceptions may be made when the requirements of a student's objective cause the student to exceed the maximum time limit.
- B. Certificate Programs.
 - 1. Some certificate programs at the LACCD colleges may be completed in less time than that required for the Associate of Arts (AA), Associate of Science (AS), and transfer programs.
 - 2. The following table shows the normal completion time and maximum time for certificate programs of varying length:

| Units required for the Certificate Program | Normal Length | Maximum Length |
|---|----------------------|-----------------------|
| 16 to 24 | 2 semesters | 3 semesters |
| 25 to 36 | 3 semesters | 5 semesters |
| 37 to 48 | 4 semesters | 6 semesters |

- C. Students enrolled in certificate programs may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an AA or AS degree or to transfer to a four-year school in addition to obtaining a certificate.

VI. SUMMER AND WINTER PERIODS OF ENROLLMENT

- A. Summer and Winter terms are included in the Satisfactory Academic Progress evaluation process. Summer is considered a separate semester for evaluation purposes. Winter term, as it is combined with Fall semester for payment purposes, is included with the Fall semester for SAP evaluation purposes.

VII. PETITION PROCEDURE FOR REINSTATEMENT OR EXTENSION OF FINANCIAL AID ELIGIBILITY

- A. To petition for reinstatement or extension of financial aid eligibility, a student must file the appropriate petition form with the Financial Aid Office (FAO). A student may obtain the appropriate **Petition for Reinstatement** (also referred to as R1 or R2 to denote the level of petition) form (see Sections III.A and III.B, above) or **Petition for Extension** (also referred to as E1 or E2 to denote the level of petition) form (see Section III.C, above) from



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the FAO at the student's specified college. Petition forms must be submitted to the FAO with any supporting documentation the student wishes to have considered.

- B. Students submitting **Petition for Extension** forms must also submit a current **Student Educational Plan (SEP)** prepared by an academic counselor. The SEP should outline the minimum required courses necessary to complete the student's educational program.
- C. Petition forms must be submitted before the end of the semester/term for which the student requests consideration of reinstatement or extension of financial aid eligibility. Students who are disqualified for the Fall semester who are enrolled in the Winter Term must submit their petitions before the end of the Winter Term for consideration for the Fall/Winter terms.
- D. Students are not eligible for any federal or state aid (except for federal student (Direct Stafford) or parent (Direct PLUS) loans) retroactively for petitions received and approved after the payment period ends.
- E. Petitions forms should be completed in ink or typed and consist of a written statement from the student as to why he/she is petitioning the disqualification. Students are expected to address any and all mitigating circumstances beyond their control that have affected their academic performance or request for additional classes and units. Additional information may be supplied by the student which supports their rationale for requesting reinstatement or extension of financial aid eligibility.
- F. Upon receipt of the request, the Reviewer(s) shall consider the petition.
 - 1. A first-level (R1 or E1) petition must be reviewed by either a) the campus Financial Aid Manager or Supervisor, or b) a committee which has as a voting member either the campus Financial Aid Manager or Supervisor.
 - 2. The result of the petition will generally be provided to the student in writing (email or mail) within 30 calendar days. Due to workload issues or other unforeseen events, decisions may require more than 30 calendar days. If this occurs, the FAO may send notice to the student regarding the delay and expected date for the completion of the review process.
 - 3. Students with an approved Petition for Reinstatement (see Sections III.A and III.B, above) may be approved for more than one semester if the Reviewer sets forth terms of academic progress that the student must meet for continued eligibility. If the student is not meeting the terms of the approval, they will be disqualified from continued financial aid eligibility. Note: The Reviewer may approve a Petition for Reinstatement for a single semester, whereby the student must meet all SAP policy standards by the end of the semester to be eligible for continued financial aid eligibility. A student with an approved Petition for Reinstatement is considered to be placed on probation.
 - 4. Students with an approved Petition for Extension (see Section III.C, above) will receive approval for only the minimum number of courses required to complete their educational program, as determined by the student's academic counselor and approved by the Reviewer. Enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. Only one attempt per approved class will be considered for student aid calculation purposes once a Petition for Extension has been approved.
 - 5. Students may submit up to two petitions per semester/term, if a student's petition



is denied, and assuming all petitions are received and reviewed before the end of the specified semester/term. Students may only submit a second-level petition after a decision is rendered on a first-level petition. Students are not guaranteed the right to submit a second-level petition if their first-level petition (R1 or E1) for the semester is submitted with less than 30 days left in the specified semester.

6. An Administrative Review may be initiated by a student who reasonably believes that college, state, and/or federal guidelines were applied incorrectly and, therefore, adversely affected their financial aid status, rights and privileges. An Administrative Review is conducted by a district-appointed administrator. Administrative Reviews must be submitted before the end of the specified semester for which the student is requesting reinstatement or extension of financial aid eligibility.

VIII. SYSTEM RELATED INFORMATION

- A. SAP student status codes: The following codes designate a student's calculated SAP status, based on all calculation rules above:
 1. **SP** – Signifies a student is meeting all SAP standards for the stated semester.
 2. **WN** – Signifies a student has been placed on Warning status for the stated semester (see IV.D, above).
 3. **FD** – Signifies a student has been disqualified for not meeting one or more SAP standards.
 4. **ID** – Signifies an Interim Disqualification status for a student. This code is placed on the subsequent semester for which it has been calculated that a student appears to be ineligible due to reaching or exceeding 90 units attempted, or now shows having earned an AA/AS or bachelor's degree. This code is used before the end of a semester (usually after 70% of a semester has passed), and is calculated based on prior Attempted Units and current Attempted Units combined. Students who receive this code will be sent a letter (by email or mail) indicating their expected disqualification (and need to submit an Extension Petition for further financial aid eligibility consideration) for the following semester.
 5. **IG** – Signifies SAP status calculation is awaiting outstanding grades for classes. As such, the student's status remains uncalculated until the next regular SAP calculation cycle. This status will stop future disbursements.
 6. **SG** – Signifies SAP status calculation is awaiting outstanding grades for classes. This status is used for students who are currently SP status and have not been assigned an ID status for the upcoming semester. This status will be used after the last ID calculation is performed for a given semester, but before the start of the upcoming semester. A student's SAP status will remain uncalculated until the next regular SAP calculation cycle.
- B. Reinstatement Petition override codes: Override codes were developed to allow petition Reviewers (as noted in Section VII, above) to designate specific stipulations for approved Reinstatement petitions. The following list of codes are available for use:
 1. **MS** – Signifies a one-semester approval of a petition. No semester-specific stipulations have been set. As such, the student will be reviewed for overall SAP



standing at the end of such semester and subject to regular review for progress. Usual use of this code is for situations whereby the data system has miscalculated the correct SAP standing of the student, and the petition Reviewer is allowing a semester of aid eligibility regardless of the system-determined status of the student.

2. **MP** – Signifies a one-semester approval of a petition. No semester-specific stipulations have been set. As such, the student will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress. Although similar to the MS code, the intended use of the MP code is for situations where the petition Reviewer assumes or is requiring the petitioner to meet overall SAP standards after only one semester of an approved petition.
3. **MA** – Signifies a one-semester approval of a petition, with possible automatic continuation of the approval if the student maintains a semester GPA of 4.0 and successfully completes 100% of their classes. Students who meet these semester stipulations but continue to not meet overall SAP standards will continue to be eligible for financial aid. The student will be reviewed for overall SAP standing at the end of each subsequent semester and subject to regular review for progress, except when the above-stated semester stipulations have been met.
4. **MB** – Signifies a one-semester approval of a petition, with possible automatic continuation of the approval if the student maintains a semester GPA of 3.0 (or higher) and successfully completes 80% (or higher) of their classes. Students who meet these semester stipulations but continue to not meet overall SAP standards will continue to be eligible for financial aid. The student will be reviewed for overall SAP standing at the end of each subsequent semester and subject to regular review for progress, except when the above-stated semester stipulations have been met.
5. **MC** – Signifies a one-semester approval of a petition, with possible automatic continuation of the approval if the student maintains a semester GPA of 2.25 (or higher) and successfully completes 70% (or higher) of their classes. Students who meet these semester stipulations but continue to not meet overall SAP standards will continue to be eligible for financial aid. The student will be reviewed for overall SAP standing at the end of each subsequent semester and subject to regular review for progress, except when the above-stated semester stipulations have been met.

C. Extension Petition override codes: Override codes were developed to allow petition Reviewers (as noted in Section VII, above) to designate specific stipulations for approved Extension petitions. The following list of codes are available for use:

1. **MX** – Signifies an approval of an Extension petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. No semester-specific stipulations have been set. As such, the student will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress on GPA and passing percentage criteria only (see Sections III.A and III.B, above).
2. **AX** – Signifies an approval of an Extension petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. Semester-specific stipulations of maintaining a semester GPA of 4.0 and passing 100% are required for automatic



continued eligibility beyond the stated semester. Students will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress on GPA and passing percentage criteria only (see Sections III.A and III.B, above), unless the student has met the stated semester-specific stipulations noted above.

3. **BX** – Signifies an approval of an Extension petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. Semester-specific stipulations of maintaining a semester GPA of 3.0 (or higher) and passing 80% (or higher) are required for automatic continued eligibility beyond the stated semester. Students will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress on GPA and passing percentage criteria only (see Sections III.A and III.B, above), unless the student has met the stated semester-specific stipulations noted above.
4. **CX** – Signifies an approval of an Extension petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. Semester-specific stipulations of maintaining a semester GPA of 2.25 (or higher) and passing 70% (or higher) are required for automatic continued eligibility beyond the stated semester. Students will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress on GPA and passing percentage criteria only (see Sections III.A and III.B, above), unless the student has met the stated semester-specific stipulations noted above.

D. General use override code

1. **MD** – Signifies disqualification for financial aid eligibility. Used to override an incorrect placement of a different override code.

E. Expanded Reinstatement Petition override codes: As of the Fall 2012 semester, additional override codes were developed for use with approved Reinstatement petitions whereby the Reviewer wants to calculate and disburse financial aid based on approved courses only (similar to approved Extension petitions).

1. **MY** – Signifies a one-semester approval of a petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. The student will be subject to regular review for progress for subsequent semesters.
2. **AY** – Signifies approval of a petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. Semester-specific stipulations of maintaining a semester GPA of 4.0 and passing 100% (or higher) are required for automatic continued eligibility beyond the stated semester. Students will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress on all SAP criteria, unless the student has met the stated semester-specific stipulations noted above.
3. **BY** – Signifies approval of a petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. Semester-specific stipulations of maintaining a semester GPA of 3.0 (or higher) and passing 80% (or higher) are required for automatic continued



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eligibility beyond the stated semester. Students will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress on all SAP criteria, unless the student has met the stated semester-specific stipulations noted above.

4. **CY** – Signifies approval of a petition whereby the student's enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only. Semester-specific stipulations of maintaining a semester GPA of 2.25 (or higher) and passing 70% (or higher) are required for automatic continued eligibility beyond the stated semester. Students will be reviewed for overall SAP standing at the end of such semester and subject to regular review for progress on all SAP criteria, unless the student has met the stated semester-specific stipulations noted above.

F. Denied petitions: As of the Spring 2014 semester, newly established codes were created to indicate when a petition (Reinstatement or Extension) was denied. These codes were developed to assist in data collection in determining the number of petitions reviewed in the LACCD each semester.

1. **D1** – Signifies a first-level petition (R1 or E1) has been denied for the stated semester. In addition to the code (entered on DEC screen A471), brief comments should be entered on DEC (screen A469) that indicate the Campus where the petition was reviewed and denied.
2. **D2** – Signifies a second-level petition (R2 or E2) has been denied for the stated semester. In addition to the code (entered on DEC screen A471), brief comments should be entered on DEC (screen A469) that indicate the Campus where the petition was reviewed and denied.
3. **D4** - Signifies an Administrative Review has been denied for the stated semester. In addition to the code (entered on DEC screen A471), brief comments should be entered on DEC (screen A469) that indicate the Campus for which the Administrative Review was denied.



CHAPTER 16. DISTRICT FINANCIAL AID ADMINISTRATIVE REVIEW POLICY

I. PURPOSE AND DEFINITION.

- A. The purpose of this policy is to establish a process for obtaining final District resolutions to decisions issued at the College through its petition policy for reinstatement of financial aid.
- B. District Financial Aid Administrative Review requests may only be processed after all college petition procedures have been exhausted.
- C. District Office reviews may be initiated by a student who reasonably believes that college, state, and/or federal guidelines were applied incorrectly and, therefore, adversely affected his/her financial aid status, rights, and privileges.
- D. The student should be aware that federal guidelines Financial Aid Administrators to validate student financial aid eligibility. Their decision, in the absence of error, fraud, bad faith or incompetence is final and cannot be appealed to the Department of Education.
- E. This policy does not apply to student grievances, alleged violations of sexual harassment, actions dealing with student discipline, alleged discrimination on the basis of ethnic group identification, religion, age, sex, sexual orientation, physical or mental disability, grade disputes with instructors, academic probation or dismissal issued through Admissions and Records, or an appeal for residency qualification. Information about these due processes may be obtained from the college Student Services Office.

II INITIATION OF DISTRICT ADMINISTRATIVE REVIEW

- A. The student shall file a formal District Financial Aid Administrative Review Form¹ with the college President or President's Designee.
- B. Upon receipt of the Review form, the President/President's Designee shall forward the following information within five (5) working days to the Chancellor or Chancellor's Designee.
 - 1. The student's completed formal District Financial Aid Administrative Review Form.

¹ See Appendix 16.1 for the District Financial Aid Administrative Review Form.



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2. The student's formal College Financial Aid Petition for Reinstatement of Financial Aid and supporting documentation.
3. The college's formal decision statement with supporting facts, and federal, state, and/or college citations used in its decision.

III FORMAL REVIEW PROCEDURES

- A. Within five (5) working days following receipt of the Administrative Review Request Form and supporting documents, the Chancellor/Chancellor's Designee shall direct the CFO/Treasurer or Designee to assemble and chair a Review Committee.
 1. Composition of the Review Committee
 - a. The Review Committee shall be composed of the CFO/Treasurer or Designee, a representative from the Office of General Counsel, a representative from the Office of Educational Programs and Institutional Effectiveness, the District Financial Aid Manager, and three College Financial Aid Managers.
 - i. The Financial Aid Managers shall serve annually as a standing panel from which the Review Committee member will be selected.
 - ii. No Financial Aid Manager who otherwise has an interest in the particular case shall sit as a member of the Committee.
 - iii. The Office of General Counsel will act in an advisory capacity.
- B. The committee shall consider only the information ruled upon in the college's appeal procedure. If the student wants to present new information, his/her file must be returned to the college for re-evaluation.
- C. The Committee shall rule only on whether or not guidelines used as the basis for the college's decision were applied properly.
- D. The Review Committee session shall be open only to the Chancellor/Chancellor's Designee Review Committee.
- E. The Committee shall prepare and forward a formal statement of its decision to the Chancellor/Chancellor's Designee for disclosure to the College.
 1. The disclosure shall be made within five (5) working days subsequent to the committee decision.
- F. The decision of the Review Committee shall be final.