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:

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

**NOTE:** The Board of Governors’ Waiver (BOGFW) 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 above list of programs because the provisions which follow do not currently apply to eligibility for BOGFW. 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 AA degree, AS degree, an eligible certificate (at least one year in length), 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). Passing an Ability-To – Benefit Test or passing 6 units of college level classes is no longer an option. Students enrolled at LBCC or another postsecondary Title IV eligible institution prior to July 1 can still qualify through this option. The Ability to Benefit Test is no longer offered at LBCC however. Students who previously became eligible through one of these options remain eligible.

**Educational Planning**

It is the policy of the Financial Aid Office at Long Beach City College to strongly encourage students to take the steps needed to be successful. These steps include:

- Take Counseling 1, *Orientation for College Success*, during the first semester or as soon as possible afterwards.
- Take study skills classes, such as Counseling 49 or 49A, or Learning 11, during the first semester or as soon as possible afterwards.
- Work on basic skills first before beginning other college classes.
- Seek out the help needed at the Student Success Centers.
- See a counselor each semester.
- Study two hours per week for every unit enrolled.

These may be taken into account by the Appeals Committee when reviewing appeals.
Review of Academic Progress

Academic progress is reviewed annually at the end of the spring semester. In addition it is reviewed at the end of the fall semester for students who have been placed on probation or an academic plan.

Financial aid regulations require disbursement of financial aid by the end of the first week of classes. If spring grades are not final before summer awards are to be disbursed, the disbursement will not be delayed. Once grades are final for the spring, satisfactory progress will be run. Students who are attending summer school and are suspended when grades are posted will be treated as follows:

- If the student had summer aid disbursed, the financial aid will not have to be repaid because the student was eligible for financial aid at the time the aid was disbursed.
- If the student is ineligible due to academic progress but the aid has not yet been disbursed, financial aid will not be disbursed for the summer.

Qualitative and Quantitative Standards

Based on grades at the end of the spring semester all students applying for financial aid will be reviewed against two standards:

- The cumulative grade point average (GPA) of the student must be at least 2.0.
- The cumulative successful completion ratio of the student must be at least 67%.

The cumulative successful completion ratio is based on the total units passed compared to the total units attempted. Units passed are those classes with grades of A, B, C, D, or P. Total units attempted are all classes enrolled at the beginning of the semester, irrespective of grade earned or completed. These cumulative totals are based on all units at Long Beach City College whether financial aid was received or not.

Students are allowed to receive financial aid for a class that was previously passed one time within the guidelines of LBCC policy and California state law. (See college catalog: “Guidelines for the Repetition of Courses”).

Other Completed Classes

Units granted by credit by exam, AP credit, CLEP credit, or in some other way that does not involve class matriculation cannot be 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. The units at the secondary school must be relevant to the student’s educational objective at the primary school. The secondary school must be a Title IV eligible school. Grades earned in these classes will be reviewed and academic progress evaluated at the end of the semester for which aid was approved. No further financial aid will be approved for a student until grades are submitted and progress reviewed.

LBCC will not enter into consortium agreements as the secondary school for students suspended from financial aid to allow them to receive aid at another school.

Maximum Time Length

At Long Beach City College, associate degrees require a minimum of 60 degree applicable units with a 2.0 GPA. Students enrolled in an associate degree program should complete their goal by the time they have attempted 90 units (150%).
A student is allowed to transfer 70 degree applicable units to a four-year college or university. Students enrolled in transfer programs at LBCC should complete their goals by the time they have attempted a maximum of 105 units or 150% of the number of units required for their academic program (150%).

Long Beach City College offers a number of certificate programs, each requiring a specific number of units for completion. Students enrolled in a certificate program must complete their goals by the time they have attempted 150% of the number of units required for the certificate. For example, a student enrolled in the Diesel Mechanics Certificate Program, which is a 45-unit certificate, must complete that goal by the time they have attempted 67.5 total units.

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

Students with 60 total units completed will be required to fill out an Appeal for Extension of Financial Aid in order to continue receiving financial aid. Appeals will be granted if there is a legitimate reason for the student to continue to receive financial aid beyond the minimum units required to graduate. If the student has attempted more than 150% of the number of units required for their academic program, appeals will only be considered in four cases:

1. The student has been admitted to a competitive health science program at Long Beach City College
2. Deducting up to 30 units of successfully completed remedial and/or coursework from discontinued programs at LBCC brings the units attempted total to less than 150%
3. Discounting up to 30 units attempted from a previous major brings the total to less than 150%. Only one change of major will be considered and it must have occurred prior to reaching the 150% point.
4. A change in employment status has necessitated a return to school for retraining.

Federal regulations establish a “lifetime limit” (LEU) for the Federal Pell Grant. The limit is 12 full time semesters or its equivalent. It includes all Pell Grant awards received in past years. Students who have already received full time 12 semesters of Pell Grant are no longer eligible. The limit is prorated for students who have attended part time. It does not affect a student’s eligibility for Direct Loans or Federal Work-Study. To receive FSEOG a student must receive the Federal Pell Grant within the same school year. Therefore a student with limited eligibility remains eligible for FSEOG. A student who has already received the maximum 12 semesters before the start of the aid year is ineligible for FSEOG.

It may be useful to think of the LEU in terms of a percentage. If a student receives a full time award for two regular semesters he will have received 100% of his annual award. If a student is half time both semesters she will have received 50% of their annual award. For summer awards at LBCC these percentages would be half of these totals because full time students receive 25% of an annual award. When the total reaches 600% the student is no longer eligible for Pell Grant at any school. These totals can be viewed most easily in COD and/or NSLDS. COD has the official number.

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 student’s current educational objective will be considered when reviewing Appeals for Extension. All units attempted at Long Beach City College and any other schools, including those taken before the student was receiving financial aid, will be counted toward the maximum time frame.
FINANCIAL AID SUSPENSION

Students who fail to meet either the qualitative or the quantitative standard or both will be suspended from financial aid. Suspended students are not eligible to receive financial aid from any of the programs listed at the beginning of this policy until they have completed enough units without financial aid to meet both standards unless they have successfully appealed their suspension. Students ineligible for financial aid due to exceeding maximum time frame are denied further aid.

APPEAL PROCEDURES

Satisfactory Progress Appeals

Students who have been suspended from financial aid may submit an Appeal for Reinstatement to the Financial Aid Office. Documentation will be required for all appeals. Appeals are reviewed by the Financial Aid Appeals Committee. The Financial Aid Appeals Committee is composed of the Dean, Director, and Deputy Directors of Enrollment Services in addition to Financial Aid Counselors and Advisors. The decision is final. The student will be sent a written response.

Appeals are only approved when the reason for the suspension is outside of the student’s control and the student has taken steps to correct the situation. A student who mathematically cannot realize a 2.0 Cum GPA and a 67% cumulative successful completion rate by the time he or she has completed 150 % of the number of units attempted for his or her program, cannot be approved.

If the appeal is approved, the student may be reinstated in only one of two statuses—Probation or Academic Plan.

If the student is within reach of the cumulative standard, the counselor may place the student on Financial Aid Probation. Probation is for one semester in all cases. The student must reach the cumulative standard of a 2.0 GPA and a 67% successful completion rate at the end of the probationary semester.

If it isn’t possible to arrive at the cumulative requirement in one semester, the reinstated student will be placed on an Academic Plan. If the student is placed on an Academic Plan he or she must reach the cumulative standard by the time he or she reaches the 150% point of attempted units for his program. For example, a student in a transfer program would be required to reach the mark by the time he has attempted a maximum of 105 units. (70 units x 150%). While on an Academic Plan, the student must successfully complete a minimum of 75% of the units she attempts every semester with a term GPA of 2.75.

The academic progress program will be run at the end of fall semester to evaluate the grades of those students on Probation and an Academic Plan. If the student reaches a cumulative 2.0 GPA with a cumulative successful completion rate of 67%, he or she will be returned to good standing.

If the student fails to meet either of the required standards for the semester, the student will be re-suspended. There are no appeals at this point and the student will remain suspended until he or she has achieved the cumulative standards for satisfactory academic progress.

When the academic progress program is run it will also be used to evaluate the students on suspension. Students who are meeting the cumulative standard will be reinstated. If reinstated at midyear a NODISB User edit will be added for the previous semester(s) to prevent disbursement for the semester the student was ineligible.
Maximum Time Frame Appeals

A student who has reached the maximum time frame of 60 units completed may submit an Appeal for Extension of Financial Aid to the Financial Aid Office. Appeals are reviewed by the Financial Aid Appeals Committee. The student will be mailed a written response. If approved for additional financial aid, the student may be approved for a limited number of units. In this case the student will be “unit capped”. This means the student’s award will be limited to the amount based on enrollment or the amount based on the number of units approved, whichever is less. Similarly if the student has withdrawn from approved classes for which they received financial aid, the student will not be given financial aid for those classes again.

FRAUD

A student who attempts to obtain financial aid by fraud will be referred to the Dean of Enrollment Services for disciplinary action and suspended from financial aid for unsatisfactory conduct. The college may also report such instances to local law enforcement agencies, to the California Student Aid Commission and/or to the U.S. Department of Education Office of Inspector General. Restitution of any financial aid received by fraud will be required.

STUDENT RIGHTS AND RESPONSIBILITIES

Students should refer to the General Information section of the Long Beach City College 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