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)

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 any unearned portion of federal financial aid they received.

NOTE: The Board Financial Assistance Program (BFAP) Fee Waiver 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 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. Beginning with the 2012/13 Academic year there is a minimum need amount of $1104. This threshold was set by the California Community Colleges Chancellor’s Office and will be reevaluated annually by them.

**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 Ability-To – Benefit Test or passing 6 units of college level classes is no longer an option. Students enrolled at LBCC prior to July 1 remain eligible for this option. 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 the Assessment Exam
- Complete the LBCC Orientation
- 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 petitions.

**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.

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:

- Federal Pell Grants and Cal Grant B’s will be adjusted up or down in accordance with the enrollment status of the student.
- As long as the student remains in at least 6 units, Stafford Loans, FWS and FSEOG will not be reduced. Students who drop below 6 units are no longer eligible to receive Cal Grant, FWS, Direct Stafford Loans, or FSEOG.
- Students who have applied for Direct Stafford Loans and who have dropped below six units before the loan is disbursed are no longer eligible for the loan.

**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, at the end of the spring semester.

Financial aid regulations require disbursement of financial aid by the end of the first week of school. If grades are not final for the spring semester before summer funds are to be disbursed, the disbursement of summer funds 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 eligible for financial aid for summer, but the aid has not yet been disbursed, financial aid will not be disbursed.

**Qualitative and Quantitative Standards**

At the end of the spring semester, students who received financial aid from any of the programs listed at the beginning of this policy during any of the previous summer, fall, or spring terms will be checked 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 enrolled. Units passed are those classes with grades of A, B, C, D, or P. Total units enrolled are all classes enrolled, irrespective of grade earned or completion. 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 enrollment, 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. 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.

**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 105 units (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 a Petition for Extension in order to continue receiving financial aid. Petitions will be granted provided there is a legitimate reason for the student to continue to receive financial aid beyond the minimum units required to graduate.

A new regulation has been instituted by the U.S. Department of Education regarding the “lifetime limit” for the Federal Pell Grant. Beginning with the 2012/13 school year the limit will be 12 full time semesters or its equivalent. There is no “grandfathering”. It includes all Pell Grant awards received in past years. Students who have already received full time 12 semesters of Pell Grant will no longer be eligible. It is prorated for students who have attended part time.

It may be useful to think of it in terms of 600%. 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 NSLDS.

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 counted when reviewing Petitions for Extension. All units at Long Beach City College, 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.

APPEAL PROCEDURES

Satisfactory Progress Appeals

Students who have been suspended from financial aid may submit a written appeal to the financial aid office. Appeals are reviewed by a Financial Aid Counselor(s). If the 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.

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-Probationary or Academic Plan.

If the student is within reach of the cumulative standard, the counselor may place the student in a Probationary status. Probationary status is for one semester only 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 semester.
If it isn’t possible to arrive at the cumulative requirement in one semester, the 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 point of 150% of the number of units attempted for his program. For example, a student in a transfer program would be required to reach the mark by the time he has attempted 105 units maximum. (70 units X 150%). While on an Academic Plan the student must successfully complete 75% of all units attempted with a 2.75 GPA every semester.

Grades for students in a Probationary or Academic Plan status will be reviewed at the end of each semester through the use of queries. 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 any 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. It will be the responsibility of the student to inform the Financial Aid Office when she has reached the requirement.

**Maximum Time Frame Appeals**

A student who has reached the maximum time frame of 60 units completed may submit a written appeal to the financial aid office using the Petition for Extension. If approved for additional financial aid, the student must follow the approved classes on the Petition for Extension. The Financial Aid Counselor/Advisor reviewing the Petition will strongly consider previous Petitions in making a decision to approve or not to approve. If acceptable classes have been substituted it won’t be viewed as negative. However, if the student has substituted unacceptable classes the student will not be approved for the same classes again. 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.

If denied completely or for some classes, 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, who will make the final decision.

**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 also 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 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