Standards of Progress
2011 – 2012

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 Direct Stafford Loan Program
- Federal Pell Grant
- Federal Perkins Loan Program
- 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 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.

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). Students who fail to meet this requirement must take and pass a federally approved Ability-to-Benefit test in order to receive federal aid.

Students who do not have a high school diploma or GED and who do not pass the Ability-to-Benefit test, will receive federal financial aid once they have completed 6 units of academic
college courses. The coursework may not include basic skills courses (at LBCC, courses numbered 600 and above) and grades of C or better must be received in all 6 units. Eligibility for financial aid begins after the term in which the six units are completed.

**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 steps have been added to the Petition for Reinstatement and the Petition for Extension and may be taken into account by the Appeals Committee when reviewing those 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.
Recognizing that there is an inherent conflict between financial aid regulations governing satisfactory progress and the requirement to disburse 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 once 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 completion ratio of the student must be at least 67%.

The cumulative 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. 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.

**Maximum Time Length**

At Long Beach City College, associate degrees require a minimum of 60 units with a 2.0 GPA. Students enrolled in an associate degree program must complete their goal by the time they have attempted 90 units.

A student is allowed to transfer 70 units to a four-year college or university. Students enrolled in transfer programs at LBCC must complete their goals by the time they have attempted 105 units.
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 completed 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 coursework 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.

Students who received their first Pell Grant on or after Fall 2009, will be limited by the Department of Education to 18 full-time semesters of Pell Grant.

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.

**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 only granted in the case where the reason for the suspension is outside of the student’s control and the student has taken steps to fix the situation.

If the appeal is granted, the student is eligible for one probationary payment period only. If at the end of the probationary payment period, the student still does not meet one or both of the qualitative or quantitative standards; the student is suspended from financial aid until the student's deficiencies are made up. Exception: If the student has an educational plan and took the classes on the educational plan during the probationary semester exactly as laid out on the educational plan, the student can continue to receive financial aid for another probationary semester. The student must, however, have completed the classes successfully.
Educational plans may include educational plans from general counseling, EOPS, Cal Works, etc. or the listing of classes provided on the Petition for Reinstatement. The educational plan for the probationary payment period will be reviewed at the time that the Petition for Reinstatement is processed. Classes on the educational plan may or may not be approved for the probationary term. If they are not approved, then the student may not use the exception above.

Note that the educational plan may include performance criteria as part of the plan. These may include the number of units that must be completed, the grades that must be earned, and/or certain—typically basic skills—classes that must be passed.

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.

**Maximum Time Frame Appeals**

A student who has reached the maximum time frame of units attempted 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 approval on the Petition for Extension. 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, 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