Satisfactory Academic Progress
2015 – 2016

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 Perkins Loan Program
- 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 because the provisions which follow do not 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, AAT degree, AS, AST 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 Test Assessing Secondary Completion (TASC), High School Equivalency Test (HiSET) or the General Education Development Test (GED).

California Dream Act students are required to determine eligibility for California student aid for AB540 eligible students. The following is the AB540 criteria:

- Have attended a California high school for 3 or more, full academic years between grades 9 through 12. They do not need to be consecutive years;
- Have graduated or will graduate from a California high school or have attained a GED; or received a passing mark on the California High School Proficiency Exam (CHSPE). Official Copies of these documents must be submitted to Admission and Records.
- Register or be currently enrolled at an accredited institution of higher education in California;
- File an AB540 affidavit (also called the California Non Resident Tuition Exemption Form) in the LBCC Admission and Records office. The AB540 affidavit states that he/she will apply for legal residency as soon as possible;
- Not a valid non-immigrant visa (F, J, H, L, A, B, C, D, E, etc.).

Dream Act students do not qualify for federal financial aid.

As of July 1, 2012, passing an Ability-to-Benefit (ATB) 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, 2012 can still qualify for this option. A student who took the ATB test at another postsecondary Title IV eligible institution prior to July 1, 2012 may have those results faxed or mailed
to LBCC from that institution in order for us to accept them for financial aid eligibility. We cannot accept ATB results directly from the student.

The Ability-to-Benefit test is no longer offered at LBCC. Students who previously became qualified for financial aid through one of these options remain eligible.

Educational Planning
Long Beach City College requires all students to take the steps needed to be successful. These steps include:

- Complete the assessment for math, English and reading.
- Complete the LBCC Orientation.
- Meet with an academic counselor and get a comprehensive Educational Plan.
- Work on basic skills within the first year to be eligible for loans.

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 and after 12 attempted units. In addition, it is reviewed at the end of 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 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 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:

Qualitative Standards: The cumulative grade point average (GPA) of the student must be at least 2.0.

Quantitative Standards: The cumulative successful 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 attempted. 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 completed (A, B, C, D, F, I, RD, W, P, NP, CR, NC, and IP). These cumulative totals are based on all units at Long Beach City College whether financial aid was received or not.

Repeating Courses for Financial Aid
Students are allowed to receive financial aid for a class that was previously passed (with a grade of ‘D’ or better) 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.

LBCC will no longer certify consortium agreements as the primary school. We will certify consortium agreements for students as the secondary school. We will not certify students that have been suspended from financial aid at LBCC.
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 should complete their goal by the time they have attempted 90 units (150%).

A student is allowed to transfer 70 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 or 150% of the number of units required for their academic program.

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 Human Services Certificate of Achievement Program, which is a 40 unit certificate, must complete that goal by the time they have attempted 60 total units.

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

- Math Courses: Math 805, 815, 110, and 110A/B and for transfer Math 130
- English Courses: English 801A, 801B, and 105
- Reading Courses: Reading 880, 881, 882, and 883
- Remedial ESL Courses: 800 level; other ESL courses could be deducted as non-degree applicable. (ESL 1-200 series)

Lifetime Limit
Federal regulations establish a “lifetime limit” (LEU) for the Federal Pell Grant. The limit is 12 fulltime semesters or the equivalent. It includes all Pell Grant awards received in past years. Students who have already received 12 fulltime semesters of Pell Grant are no longer eligible. The limit is prorated for students who have attended part time.

The limit 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.

A student that receives a full-time award for two regular semesters will have received 100% of the 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 Common Origination and Disbursement (COD) and/or the National Student Loan Data System (NSLDS). COD has the official data.

FINANCIAL AID SUSPENSION
Students who fail to meet either the qualitative (a grade point average of 2.0 or better) or the quantitative (completion ratio of 67% or better) 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 or they have successfully appealed their suspension.

APPEAL PROCEDURES
Satisfactory Progress Appeals
Students who have been suspended from financial aid may submit an Appeal for Reinstatement to the Financial Aid office after attending a workshop by published deadline. Documentation for the reason stated on the form will be required for all. Appeals are reviewed by the Financial Aid Appeals.

Updated on 9/18/2015
Committee. The Committee is composed of the Dean, Director, Deputy Directors of Enrollment Services and Financial Aid Advisors. The decision is final with no further appeal or recourse. The student will be sent a written response.

Reinstatement appeals are only approved when the reason for the suspension is documented by a professional, outside of the student’s control and the student has taken steps to correct the situation. A student who mathematically cannot obtain a 2.0 cumulative GPA or a successful completion rate of 67% 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 for Reinstatement is approved, the student may be reinstated in only one of two statuses – Probation or Academic Plan.

If the student can reach the cumulative standard within one semester, the Committee may place the student on 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 ratio at the end of the probationary semester.

If it is not 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 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 he or she attempts every semester with a term GPA of 2.75.

The academic progress program will run at the end of the semester to evaluate the grades of those students on Probation and an Academic Plan. If the student reaches a cumulative 2.0 GPA with 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 on their own.

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 N3 or N5 User edit will be added for the previous semester(s) to prevent disbursement for the semester the student was ineligible.

P/NP courses are not used in the calculation of GPA. If the student is enrolled only P/NP courses and has been approved under the Probation/Academic Plan status then the student will not meet SAP because the student did not meet the GPA requirements.

Maximum Time Frame Appeals

Students with 60 total units attempted will be required to fill out an Appeal for Extension in order to continue receiving financial aid. Appeals 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. If the student has attempted more than 150% of the number of units required for their academic program, appeals will only be considered under the following:

Deducting up to 30 units (maximum) for successfully completed remedial and/or coursework from discontinued programs at LBCC and/or units from a previous major bring the units attempted total to less than 150% of the program.

It is the student’s responsibility to request official transcripts from previously attended institutions if the student chooses to apply any of those units

15-16 Satisfactory Academic Progress

Updated on 9/18/2015
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 Appeals for Extension. All units attempted at Long Beach, including those taken before the student was receiving financial aid, will be counted toward the maximum time frame. Units attempted includes all units in which students enroll regardless of grade received (A, B, C, D, F, I, RD, W, P, NP, CR, NC, and IP).

A student who has reached the maximum time frame of 60 units attempted may submit an Appeal for Extension to the Financial Aid office. Appeals are reviewed by the Financial Aid Appeals Committee. The decision is final with no further appeal or recourse. 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, they 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