

ADMINISTRATIVE PROCEDURE 5130**FINANCIAL AID****I. Student Eligibility**

Recipients of financial aid from Federal and State-funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer to a 4-year college or university. In addition to financial need, other eligibility requirements for most Federal and State programs include:

- A. Having a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law or completed more than 6 degree applicable units prior to July 1, 2012.
- B. Being a U.S. Citizen, eligible non-citizen, or AB540.
- C. Maintaining satisfactory academic progress in accordance with district standards.
- D. Not be in default on a federal loan or grant overpayment.
- E. Be registered with the selective service, if required.
- F. Have a valid social security number.

II. Application Procedures**Step 1. Application (FAFSA) or "California Dream Act Application" for students without legal immigration status.**

Student fills out FAFSA online and submits it to the Federal Financial Aid. Students without legal immigration status fills out the California Dream Act application through the California Student Aid Commission in lieu of the FAFSA. Students completing the FAFSA or the California Dream Act are encouraged to submit the application as early as possible, beginning October 1 each academic year.

Step 2. Student Aid Report (SAR)

Federal Student Aid processes the FAFSA and produces a Student Aid Report (SAR), which is sent to the student, and an Institutional Student Information Aid Report (ISIR) which is sent to the colleges listed on their FAFSA.

The California Student Aid Commission processes the California Dream Act application and produces a Student Aid Report (SAR), which is sent to the student and is sent to the colleges listed on the California Dream Act application.

Step 3. Student Notification

The Peralta Community College District College designates as the home college emails a welcome letter to the student's Peralta email address listed on their Passport account. Financial Aid applicants are informed to view their financial aid status and financial aid "To-Do" items by logging onto their Peralta Passport account. Students should review items on To-Do list and provide required documentation to the home college Financial Aid Office.

If the student is selected for "Verification" and did not use the IRS Data Retrieval Tool when filling out the FAFSA or California Dream Act, they may be required to provide additional documentation that is listed on the financial aid "To Do" list located in their passport account and submit them to their home college's Financial Aid Office.

The following is a list of documents that may be requested from students:

1. Copy of a California Driver's License, DMV Identification Card, Green Card, or Passport
2. Copy of a Social Security Card

3. Verification Worksheet form
4. IRS Income Tax transcript
5. Proof of Selective Services
6. Proof of a High School Diploma, GED, etc.

The student's information must be updated with Admissions and Records.

Step 4. Financial Aid Office Visit

Upon arrival, the Financial Aid Staff (FAS) will review the student's file to determine what documents are needed to complete their financial aid file.

- A. The FAS determines if the student's current ISIR transaction is in the District's computer system (PeopleSoft).
- B. The FAS assesses the documents available to determine if the file is complete and if the student is eligible or ineligible for Financial Aid.
- C. The FAS will inform the student if the student is ineligible or if additional document(s) are needed. If the file is incomplete, all reviewed documents will be returned to the student with a request to return with a complete set.
- D. The visit will be logged by the FAS and copies of communications will be placed in the student's file.
- E. If no additional documents are needed, the FAS will complete the student's file and package their financial aid award. A Financial Aid award notice will be emailed to the student's Peralta email address, and the student is advised to view their Passport account for their award information.

III. Payment Procedures

The Federal Pell Grants and Direct Loan program will be disbursed in multiple payments per term. Federal Supplemental Educational Opportunity Grants, the State Cal Grant Program, the Student Success Completion Grant will be disbursed once per semester, and the Federal Work-Study Program earnings will be paid on a monthly basis.

IV. Overpayments

Peralta will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At Peralta, a student's withdrawal date is:

- A. The date the student officially notified the Admissions & Records Office of his or her intent to withdraw or
- B. The date verified by the instructor indicating the last day of attendance, academically related activity, or no attendance.

V. Satisfactory Academic Progress

Federal and State financial aid regulations require Peralta to establish; publish; and apply quantitative, qualitative, and incremental standards by which Peralta can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory progress in his/her course of study. Peralta makes these standards applicable to the following aid programs:

Federal Pell Grant
Federal William D. Ford Direct Loan Program
Federal Work Study
Federal Supplemental Educational Opportunity Grant
Bureau of Indian Affairs
Cal Grant B
Cal Grant C
Chafee Grant
Student Success Completion Grant
California Dream Loan Program

Financial aid progress standards apply to current and prior academic work at Peralta, regardless of whether or not a student has previously received any form of financial aid. These progress standards apply to all students within categories of students (full-time, 3/4-time, 1/2-time, and less than 1/2-time) and academic programs (Certificate, Associate Degree, and transfer).

VI. Eligible Programs

Students must be enrolled in an eligible program of study for the purpose of obtaining a Certificate, Associate Degree, or completing a transfer program. Certificate programs offered by the Peralta Colleges must be approved as eligible programs by the Department of Education to be eligible for federal student aid funding.

VII. Program Length

Peralta offers a variety of Certificate programs, Associate degrees, and transfer programs, each with its own unit, course, and time requirements. The Educational Plan, designed specifically for each certificate, degree, or transfer program, will indicate the maximum time frame, in units, required for each program.

VIII. Program Completion

Financial Aid regulations require that students complete their program of study within 150% of the time frame required of each program. For example, a full-time student enrolled in an Associate degree program must complete his/her program of study within 90 units (an Associate Degree equals 60 units).

IX. Evaluation of Progress

Students will be considered to have made satisfactory progress when they:

- A. Maintain a cumulative 2.00 G.P.A. and
- B. Successfully complete the minimum number of units as described below.

A student's progress toward his/her educational objective will be evaluated at the end of each academic semester. Students must complete and earn above 66.7% of the cumulative attempted credits at the end of each semester to maintain the pace required to complete degree requirements.

66.7% Cumulative Progression		
Samples of Total Attempted Credit Hours and the Earned Credit Hours required to meet 66.7% progression		
Cumulative Units Attempted on Academic Transcript	Cumulative Units Earned on Academic Transcript	Cumulative Completion Percentage
60 credits attempted	40 credits earned	66.7
36 credits attempted	24 credits earned	66.7
24 credits attempted	16 credits earned	66.7
12 credits attempted	8 credits earned	66.7

Enrollment in credit courses for .1 to 5.5 units is considered less than 1/2 time; 6 to 8.5 units is considered 1/2 time; 9 to 11.5 units are considered 3/4 time, and 12 or more units is considered full-time. A student's enrollment status will be determined at the end of the financial aid census date of each semester. If awarded after that period, the status will be determined at the time of the financial aid funding.

X. Successfully Completed Courses

Successfully completed courses are those in which a student received a grade of "A", "B", "C", "D", "CR", or "P".

XI. Unsuccessfully Completed Courses

Unsuccessfully completed courses are those in which a student receives a grade of "F", "NC", "NP", "IP", "I," "EW", "FW" or "W." However, under the Peralta grading system, the grade of "I" may be replaced with a letter grade which will yield unit credit. Unsuccessfully completed courses adversely impact academic progress. Students are encouraged to add or drop during the period that they will receive no notations on their permanent record. Although unsuccessfully completed courses are not successful, they are considered attempted and impact program length.

XII. Course Repetition

Students are not permitted to receive financial aid for repeating courses, except as follows:

- A. A student may repeat a course one time for which the student earns a "D" grade for the course.
- B. A student may repeat a course for which a grade of "F" or "W" is received in order to achieve a passing grade.

XIII. Change of Major of Study

Students have a limited number of times they can change their major. They can do so two (2) times within one academic year. Additionally, major changes are only allowed within the first 2 weeks of the semester for fall or spring terms and 1 week in the summer semester.

XIV. High School Credit

Students cannot use (transfer back) college courses for high school credit for which they have received financial aid, otherwise, an overpayment will result.

XV. Transfer Students

Students that transfer from another accredited post-secondary institution can submit academic transcripts of their previous college credits to the Admissions and Records Office. Those transcripts will be reviewed and evaluated. The accepted units will be applied toward the cumulative total of units earned and will be applied to the Satisfactory Academic Progress maximum timeframe guidelines.

XVI. Remedial Classes

Students may receive aid for up to 30 units of remedial classes. Courses must be at the secondary level and required as part of an eligible program. Note: These classes are identified as pre-collegiate/basic skills and are non-degree applicable.

XVII. Reinstatement

If a student is denied financial aid, he/she may be reinstated once they have regained Satisfactory Academic Progress, according to the standards. However, students may not be paid retroactively for periods in which they failed to maintain satisfactory progress.

XVIII. Financial Aid Ineligibility

Extenuating circumstances, which warrant an exception to the SAP Policy, may be considered. Students must submit a petition form with documentation to substantiate reinstatement.

Examples of extenuating circumstances may include:

- A. **Injury or illness of student.** (Student must verify extensive hospitalization, medical treatment, or serious illness.)
- B. **Personal crises.** (Student discloses, in writing, a traumatic situation, such as: death of a family member, separation, divorce, abuse, automobile accident, or destruction of home or belongings by fire or theft.)
- C. **Change of major or objective.** (Student needs one or two additional semesters due to change in educational/career objective. NOTE: A current educational plan is required prior to approval.)
- D. **Other circumstances.** (Student should explain the nature of his/her problem and illustrate why an exception to the standards should be made. Other circumstances are considered on a case-by-case basis.)

XIX. Appeals Process

In order for an appeal to be considered, the student must provide the following:

- A. The Appeal Form with a written statement explaining the circumstance that prevented the student from making academic progress.

- B. A current educational plan with the entire courses listed to complete the educational goal.
- C. Supporting verification (e.g. a hospital or doctor's statement verifying an extended illness, medical bills, Probation Contract).
- D. All academic transcripts from all previously attended colleges. If aid is denied by the Appeals Committee, the decision is final unless new documentation can be presented.

XX. Delinquent Financial Obligations

- A. The Peralta Colleges will withhold grade transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due to the District (e.g., financial aid liability, returned check, equipment breakage, unpaid library fine, etc.)
- B. Students who meet all Financial Aid eligibility requirements and have anticipated aid may be exempt from registration holds. Students in these scenarios must also agree and permit the use of Financial Aid payment towards the student's financial obligation to the District.
- C. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation to the District.
- D. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Office where the obligation occurred for resolution of the debt.

XXI. California College Promise Grant (formerly known as the BOG Fee Waiver)

A. In addition to the Financial Aid Awards provided above, some students will be eligible for the California College Promise Grant (formerly known as the California Community Colleges Board of Governors Fee Waiver). The California College Promise Grant (CCPG) is designed to ensure that the fee policies of the California Community Colleges (CCC) are not a financial barrier to education for any California resident. Enrollment fees charged to CCC students are determined by the Legislature and the Governor and can be adjusted whenever it is deemed appropriate. These fees are waived for needy students as defined by the California College Promise Grant Program.

<https://home.cccapply.org/money/california-college-promise-grant>

B. Loss of Eligibility for California College Promise Grant

1. Beginning fall 2015, students shall be evaluated for the loss of the CCPG fee waiver. Beginning fall 2016, a student shall become ineligible for the CCPG fee waiver if the student is placed on academic or progress probation or any combination thereof for two consecutive primary terms (see BOG fee waiver; this exemption is effective until the date specified in Education Code section 66025.9(c)).
2. Primary terms are fall and spring semesters at the Peralta Community College District. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary term.
3. A unit is earned when a student receives a grade of A, B, C, D (see Board Policy 4230 and Administrative Procedure 4230).
4. Information regarding the loss of eligibility, as well as guidelines for appeals and deadline dates for the CCPG, shall be printed in college catalogs, catalog addenda, and in-class schedules.

C. Notification

1. The District shall notify students who are placed on academic or progress probation for the first time of the potential loss of the CCPG fee waiver. Notifications will be sent to students 30 days after the end of each primary term that resulted in the student's being placed on probation. The notification will clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG fee waiver until the student is no longer on probation. Each student will be notified about probation through his/her email. The notification also will advise students about the available student support services to assist them in maintaining eligibility. Guidelines for appeals and deadline dates will be provided in the notifications, as well as in the college class schedules, website, and catalog.

2. The District also shall notify the students who are placed on academic or progress probation for a second consecutive term which has resulted in the loss of his/her CCPG fee waiver. Each student will be notified about his/her loss of the CCPG fee waiver through his/her Peralta email.

3. Each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of potential loss of fee waiver at or near the beginning of the semester in which the status is in effect.

D. Appeal of Loss of California College Promise Grant Fee Waiver

1. Students may appeal the loss of the CCPG fee waiver when the loss is due to extenuating circumstances.

Extenuating circumstance are verified cases of:

- a. Accidents, illness, or other circumstances beyond the control of the student;
- b. A change in a student's economic situation;
- c. Evidence that a student was unable to obtain essential support services;
- d. Special consideration of factors for CalWORKs, EOPS, DSPS, and veteran students;
- e. Students with disabilities who applied for but did not receive accommodation in a timely manner;
or
- f. Significant academic improvement; or
- g. Successful appeal for enrollment priority, which extends to the California College Promise Grant program.

2. Guidelines and instructions for appeals and deadline dates will be provided on the appeal form.

3. Each college shall designate individual(s) who will review and determine the appeal at his/her sole discretion. A student who successfully appeals shall have California College Promise Grant eligibility restored.

Note: Effective January 1, 2020, districts must provide students with the Financial Aid Shopping Sheet, as developed by the U.S. Department of Education, when it provides a financial aid award package to an individual who is offered admission. Districts should ensure their locally created practice or financial aid handbooks incorporate this requirement.

References:

- Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 70030 et seq., 76300 and 94912.5;
- Title 5 Sections 55031 and 58600 et seq.;
- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- ACCJC Accreditation Standard III.D.15

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