

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 5130 Financial Aid

References:

Financial aid is available to eligible students through grants, scholarships, and part-time employment. Recipients may receive more than one category of assistance and in some cases,

Disbursement of Funds

Previous educational experience (e.g., school credentials such as a high school diploma)
Documentation of the student's Social Security Number (SSN)
Other factors relating to the student's eligibility for funds under Title IV aid programs

In the context of the Financial Aid Department, fraud is the willful misrepresentation or falsification of information for the purpose of securing financial aid that the individual is not eligible for or not eligible to the extent received. Title IV fraud can take many forms including but not limited to the following:

- Falsified documents or forged signatures on an application, verification documents, or loan promissory notes
- False statements of income
- False statements of citizenship
- Use of false or fictitious names or aliases, addresses, or SSNs, including the deliberate use of multiple SSNs
- False claims of independent status
- Patterns of misreported information from one year to the next

Referrals to the Office of Inspector General

If the school suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, it must report those suspicions and provide any evidence to the Department of Education's Office of Inspector General.

Inspector General's Hotline:

1-800-MIS-USED

<http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-1510

The District will also take the following actions to deal with potential Financial Aid Fraud:

- ~~Any student submitting a fraudulent document will be referred to the Vice President of Student Affairs and/or designee for disciplinary action.~~

Satisfactory Academic Progress (SAP)

Federal regulations require that institutions establish satisfactory academic progress standards for students applying for and receiving federal aid. These regulations require that the Financial Aid Office review all periods of a student's enrollment history regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective. A student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Any official academic transcripts from other accredited colleges that have been evaluated by Hartnell College will be utilized in the review of our Satisfactory Progress.

These standards apply to all students who apply for and receive financial aid from the following programs:

- Cal Grant B and C
- Student Success Grant
- Chafee Grant
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- Federal Work Study
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans

The Satisfactory Academic Progress policy, procedures, and appeal process can be found on the Financial Aid webpages on the College's website.

Educational Objective

Students receiving financial aid at Hartnell must be enrolled in a course of study leading to an AA, AS, AA-T, AS-T, or a Certificate of Achievement- transfer-level work or Bachelor's of Science Degree.

Qualitative Standard

All students must have a Cumulative Grade Point Average (GPA) of 2.0 or better.

Quantitative Standard

Students must complete a certain percentage of units attempted in order to make progress toward their goal. Students must have completed at least 67% of their cumulative units attempted.

- **High Unit Majors:** These programs have different time frames for completion than the average programs at Hartnell College. For a list of all high unit majors please see our Excessive Unit Worksheet or the current Hartnell College catalog. If a student has been accepted into one of these programs, the student may be eligible for financial assistance beyond the 90-unit maximum.

Other Important Factors

Grade changes after final grades are issued: It is the student's responsibility to notify the Financial Aid Office of any official grade changes including removal of an Incomplete grade (I) that would affect the student's satisfactory academic progress status. Any grade changes received after the initial semester calculation will be including in the following semesters SAP calculations.

Academic RenewalHartnell College has an Academic Renewal Policy through which a student may apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's GPA. The Federal Student Aid program regulations make no provisions for Academic Renewal. Hartnell College must include **all** courses in evaluating a student's SAP status for financial aid purposes.

Other College UnitsAll transfer units accepted will be used in determining financial eligibility. Students wishing to receive credit for courses taken at other colleges must submit official transcripts from each college to the Admissions & Records Office. Degree applicable units included in units attempted and earned will be used in the calculation of Maximum Time Length and Pace of Progression.

The Financial Aid Office makes every effort to ensure that all SAP processes are accurate. Students who believe their SAP status has been determined in error should contact the Financial Aid Office immediately to discuss their situation and to determine if an error has been made.

Unsatisfactory Academic Progress

The Financial Aid Office will send e-mail notifications at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress. For detailed information on the Satisfactory Academic Progress policy and procedures, please see the Financial Aid webpages on the College's website.

Warning

Students will be placed on financial aid warning if they fail to complete 67% of units attempted if they earn less than a 2.0 cumulative GPA or both. Financial Aid assistance will be continued during this warning period.

Disqualification

A student will be placed on disqualification after one term of warning if they fail to meet the satisfactory academic progress requirements of completing 67% of units attempted, if they earn less than a 2.0 cumulative GPA or both. Students may also be placed on disqualification status if they have reached the Maximum Units/Time Frame limit or the Financial Aid Office determines they cannot complete their academic program within the allowed time frame. Financial Aid assistance will cease during the disqualification period.

SAP Appeal

Students who have been placed on disqualification status and who have extenuating circumstances may request an Appeal of their Financial Aid status. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing.

A Financial Aid Appeal Committee will review and make a decision on each student's appeal request. Only one FA Appeal may be submitted each academic year. However, if the student has continuous enrollment, the Financial Aid Appeal Committee at the beginning of each semester will automatically review your academic record for progression.

Approved Appeal Status

Students with an approved appeal will only receive financial assistance for courses that are listed on their Student Educational Plan. If there are any changes to the Educational Plan, it is

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If a student fails to meet all standards each semester (as an approved appeal student), he/she will become ineligible for further appeal for the remainder of the academic year and will be placed on disqualified status for the upcoming semester.

NOTE

Academic Probation

Students who fall below a 2.0 cumulative GPA for two consecutive primary semesters (fall/spring) will lose their ~~BOG~~ CCPG fee waiver.

Progress Probation

Students who fail to successfully complete cumulative coursework below 50% in two consecutive primary semesters (fall/spring) will lose their ~~BOG~~ CCPG fee waiver.

Hartnell will notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification will advise students about the available student support services to assist them in maintaining and reestablishing ~~BOG~~ CCPG Fee Waiver eligibility. Students can find eligibility information on the Financial Aid webpages on the College's website or in the current Hartnell College catalog.

Regaining ~~BOG~~ CCPG Fee Waiver Eligibility

Students who lose eligibility for the ~~BOG~~ CCPG Fee Waiver can have it reinstated if they meet the criteria below:

- If successfully granted a ~~BOG~~ CCPG Fee Waiver appeal
- Improve your GPA or course completion measures to meet academic and progress standards.
- Not attend Ha BD2 Tw 11.405 0c92TJEDG A-BDg, dn13 (ep. 26) b3 (td) 9 Xos BD9 rya2 ((ht-2) (u) 11-0shVQ t r/

Academic Standards Committee will review all Loss of Enrollment and ~~BOG~~ CCPG Fee Waiver Appeal forms and will make a recommendation to the Vice President of Student Affairs or his/her designee.

Foster Youth shall not be subject to loss of ~~BOG~~ CCPG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

See Board Policy 5130

Approved by Superintendent/President: 2/19/16