

Summary
Review
(4 Items)

OCCUPATIONAL/VOCATIONAL CAREER AND TECHNICAL
EDUCATION PROGRAMS

AP No.
4102

Board Reviewed: 8/15/07; 12/14/11

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Note: This procedure is **legally required**.

- I. Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice-President of Academic Affairs will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.
- II. The Vice-President of Academic Affairs shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.
- III. ~~Vocational Technical Education/Occupational Education or Career and Technical Education Programs are a sequence of courses that prepares students with the knowledge and skills that leads to entry level employment. Rio Hondo College Board of Trustees shall approve all programs identified within this category.~~
- IV. ~~Recognizing the high cost of vocational/career and technical education programs, the state has utilized federal funds (Carl D. Perkins) to help support the additional needs of these programs.~~
- V. Each program receiving Carl D. Perkins funds shall have an advisory committee comprised of a majority of members from business and industry that meet at a minimum of one time each academic year. The advisory committee shall comprise employers, members of labor as appropriate, student graduates, and current students. Per Carl D. Perkins IV funding, each program receiving funding must undergo a program evaluation every 24 months.
- VI. The role of the business/industry advisory committee shall be to ensure that students receive the knowledge and skills necessary to enter a specific field of employment.
- VII. The chair of the advisory committee should be a member of industry and should serve a minimum of one year.
- VIII. Rio Hondo College staff should take and transcribe minutes of all formal meetings and these should be on file with the Vocational Technical Education Act (VTEA) Local Plan.

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IX. Each Vocational/Career and Technical Education program should determine the methodology for documenting the competence of students completing the program as well as the level of preparation for entry level employment.

X. Reference:

Title 5 Sections 55600 et seq.;

34 Code of Regulations Part 600 (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; ~~34 C.F.R. Part 600.~~)

ACCJC Accreditation Standard II.A.14

AP 4102 Occupational/Vocational Career and Technical Education Programs

References:

Title 5 Sections 55600 et seq.;

34 Code of Federal Regulations Part 600 (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); 34 C.F.R. Part 600;

ACCJC Accreditation Standard II.A.14

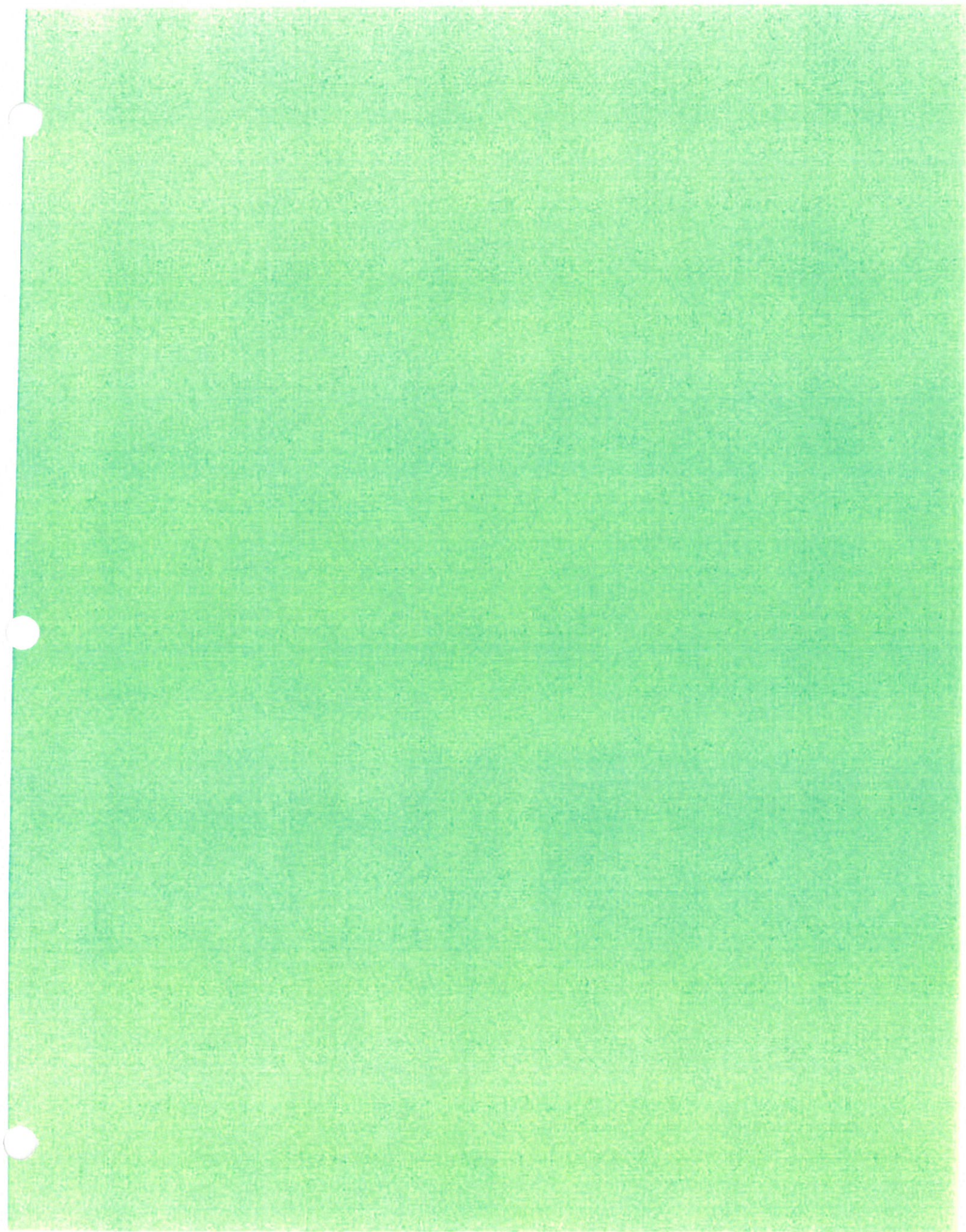
NOTE: This procedure is **legally required**. Local practice may be inserted here, which must address:

- Establishment of an appointment process for related advisory committees; and
- Provisions for documenting the competence of students completing vocational and occupational programs.

Consistent with federal regulations pertaining to federal financial aid eligibility, the **[Chief Instructional Officer]** will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The **[Chief Instructional Officer]** shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Revised: 7/11, 4/15



ADMISSIONSAP No.
5010

Board Reviewed: 4/9/14

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- I. The authority and responsibility for the admissions process lies with the Vice President of Student Services or designee. Publication of admissions policies and procedures will be in the College Catalog, which is available in print and on-line.
- II. Any graduate of an accredited high school may be admitted to Rio Hondo College.
- III. Any person having successfully completed the California High School Proficiency Examination (CHSPE) or the General Education Developmental Test (GED) with scores of 45 overall and with no subtest lower than 35 may be admitted.
- IV. The College may admit persons 18 years of age or older without a high school diploma when the evidence indicates that the individual will benefit from college-level instruction.
- V. Admission procedures include a determination of residency status (see AP 5015 titled Residence Determination).
- VI. For admission of concurrently enrolled high school and younger students, see AP 5011.
- VII. The Vice President of Student Services or designee shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.
- VIII. Source/Reference:

Education Code 76000;

34 CFR Section 668.16(p) (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);

~~34 Code of Federal Regulations Section 668.16(p) AP5011; AP5015.~~

ACCJC Accreditation Standard II.C.6

AP 5010 Admissions

References:

Education Code Section 76000;

~~34 Code of Federal Regulations Section 668.16(p)~~ (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);

~~34 Code of Federal Regulations Section 668.16(p)~~

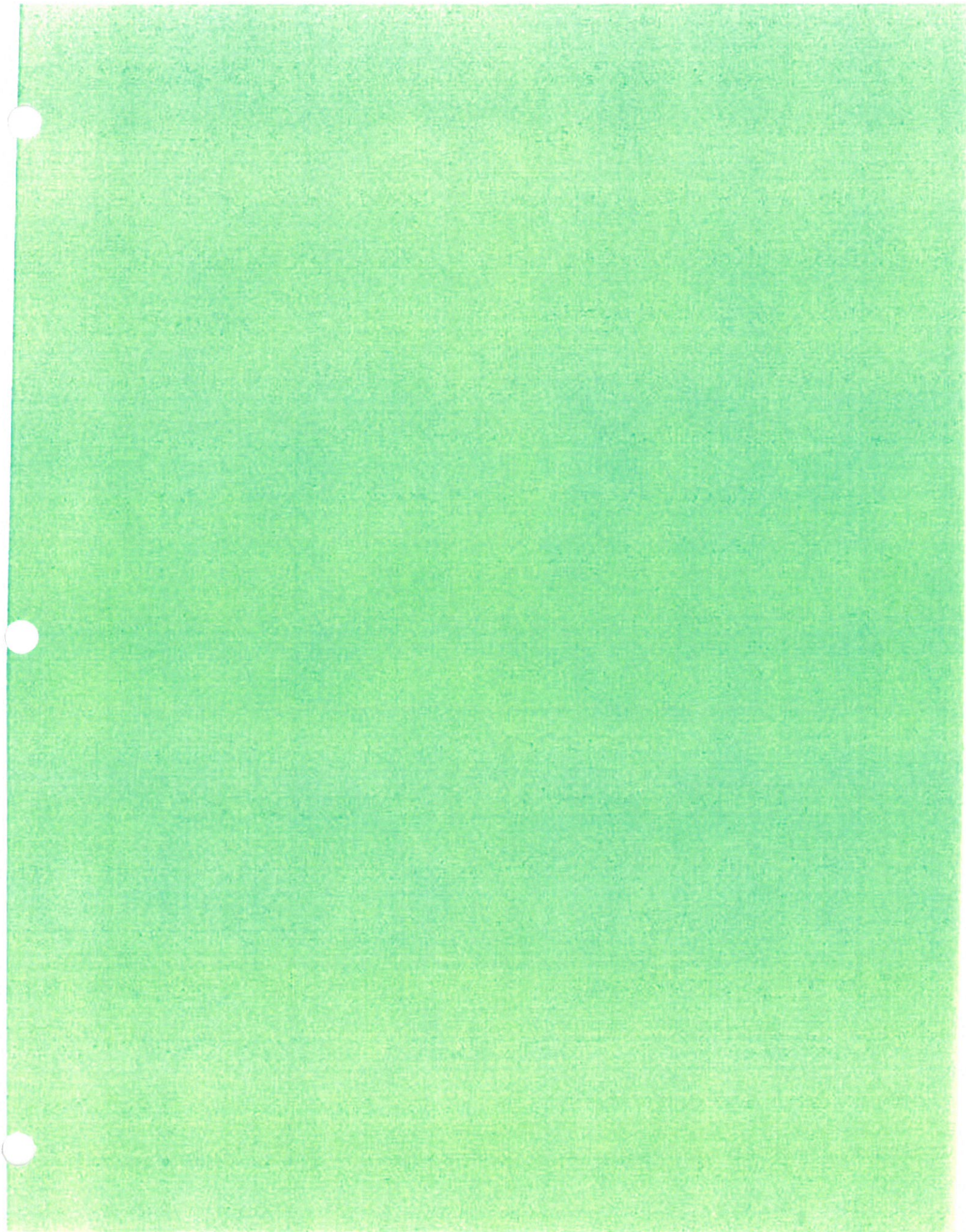
~~ACCJC Accreditation Standard II.C.6~~

NOTE: *This procedure is **legally required**. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:*

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- Designated authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

The Chief Instructional Officer shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Revised 7/11, 4/15



STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACYAP No.
5040

Board Reviewed: 6/11/14

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A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. The College catalog will include information on students' rights under the Student Rights and Privacy Act.

- I. Access to Educational Records: All currently enrolled and former students have the right to review and inspect their educational records in the Admissions and Records Office provided they make a written request five (5) days in advance. Qualified personnel will be present to interpret records for the student.

- II. Release of Student Records:
 - A. No instructor, official, employee, or Board of Trustees member shall authorize access to student records to any person except under the following circumstances:
 1. Student records shall be released pursuant to a student's written consent. Access to a student's educational record may be permitted to any person for whom the student has executed a written consent specifying the records to be released and identifying the party to whom the records may be released. The consent notice shall be permanently kept with the student's records. The recipient of such records will be notified by Admissions and Records that the transmission of information to third parties is prohibited.
 2. "Directory information" may be released in accordance with the definitions in Board Policy 5040.
 3. Students desiring to withhold "Directory Information" should check the "confidential" checkbox when they submit their application for admission. Students may also file a "Release of Information" form with the Director, Admissions and Records or the Financial Aid office. The College reserves the right to limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student(s). "Directory Information" may be released unless a stop action or notice to "quash" is initiated by the student.
 4. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Admissions and Records will complete the subpoena request within fifteen (15) business days and will send the documents through certified mail.
 5. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
 6. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to

inspect the records. Requests must be submitted in writing to the Director of Admissions and Records.

- B. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests must be submitted in writing to the Director of Admissions and Records.
- C. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. Requests must be submitted in writing to the Director of Admissions and Records.
- D. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- E. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- F. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- G. Written requests must be submitted in writing to the Director of Admissions and Records for items A-F.

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- H. The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.
- III. Charge for Transcripts or Verifications of Student Records: A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the designated rate. Students may request special processing of a transcript.
- IV. Electronic Transcripts: Student transcripts may be received and transmitted electronically.
- V. Use of Social Security Numbers:
- A. The District shall not do any of the following:
1. Publicly post or publicly display an individual's Social Security number;
 2. Print an individual's Social Security number on a card required to access products or services;
 3. Require an individual to transmit his/her Social Security number over the internet using a connection that is not secured or encrypted;
 4. Require an individual to use his/her Social Security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
 5. Print, in whole or in part, an individual's Social Security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the Social Security number.
- B. If the District has, prior to January 1, 2004, used an individual's Social Security number in a manner inconsistent with the above restrictions, it may continue using that individual's Social Security number in that same manner only if:
1. The use of the Social Security number is continuous;

STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

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2. The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her Social Security number in a manner otherwise prohibited;
3. The District agrees to stop the use of an individual's Social Security number in a manner otherwise prohibited upon a written request by that individual;
4. No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

II. References:

Education Code Sections 71091 and 76200 et seq.;

Title 5 Sections 54600 et seq.;

~~U.S. Patriot Act;~~ **U.S. Code Section 1232g(j) (U.S. Patriot Act);**

Civil Code Section 1798.85

ACCJC Accreditation Standard II.C.8

AP 5040 Student Records, Directory Information, and Privacy

References:

Education Code Sections 71091 and 76200 et seq.;
Title 5 Sections 54600 et seq.;
~~U.S. Patriot Act~~ [U.S. Code Section 1232g\(j\) \(U.S. Patriot Act\)](#);
Civil Code Section 1798.85;
[ACCJC Accreditation Standard II.C.8](#)

NOTE: *This procedure is **legally required**. Local practice may be inserted. Definitions of "student records" are contained in Education Code Section 76210. The following is an illustrative example that meets legal requirements.*

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records: No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. ***[Insert local procedure on obtaining consent or student request]***.
- "Directory information" may be released in accordance with the definitions in Board Policy ***[insert local board policy number]***.
- ***[Insert local procedure for releasing "directory information."]***
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. ***[Insert local procedure on receiving orders or subpoenas, including definitions of lawfully issued subpoena]***
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. ***[Insert local procedure on release of records to District officials and employees.]***

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally

identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. ***[Insert local procedures or who is responsible for providing such information and defining procedure.]***

Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. ***[Insert local procedures or who is responsible for providing such information and defining procedure.]***

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. ***[Insert local procedures or who is responsible for providing such information and defining procedures.]***

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. ***[Insert local procedures or who is responsible for providing such information and defining procedure]***

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. ***[Insert local procedures or who is responsible for providing such information and defining procedure.]***

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates, and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

Charge for Transcripts or Verifications of Student Records: A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of [\$_____] per copy. Students may request special processing of a transcript.

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Use of Social Security Numbers

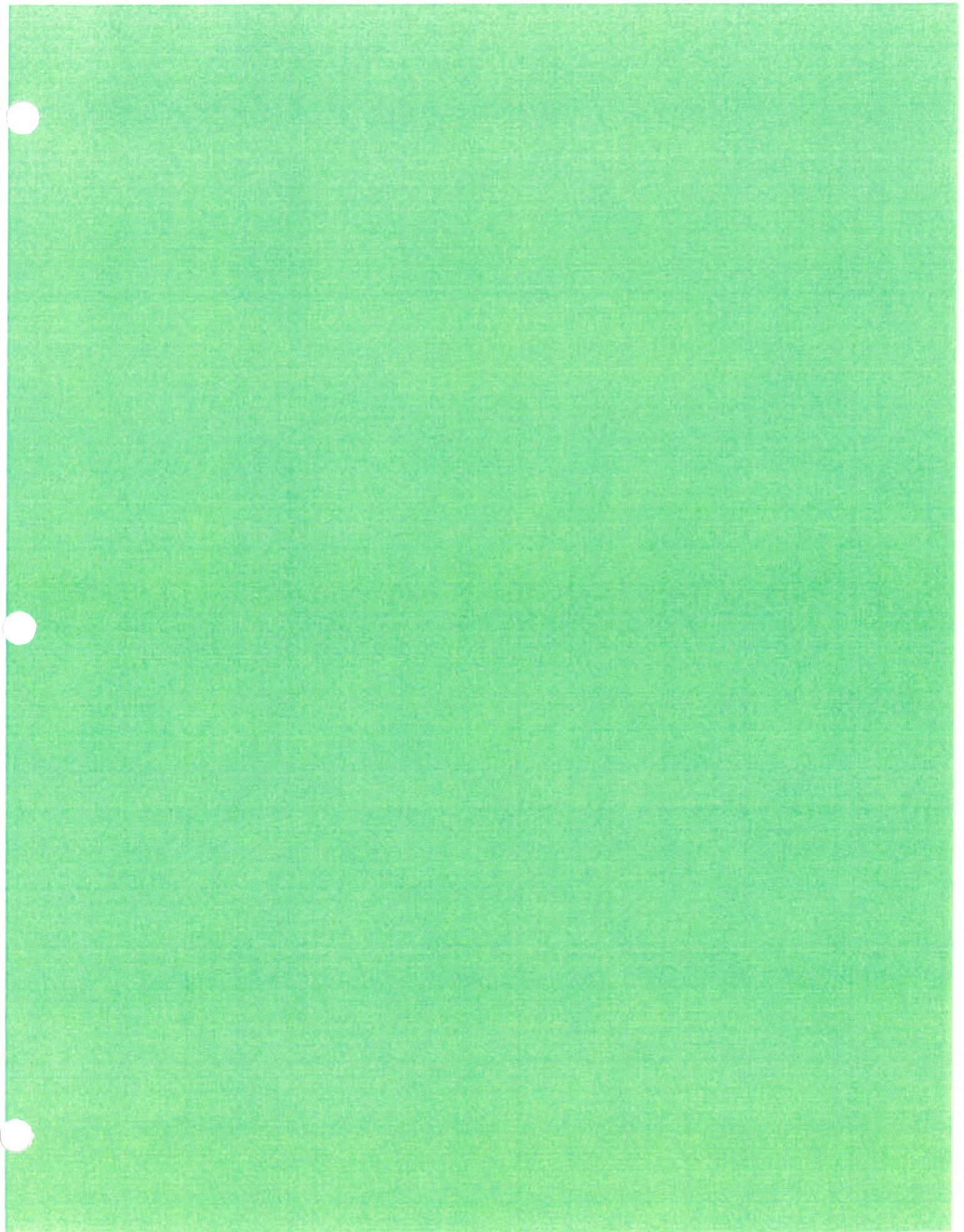
The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

Revised 2/04, 2/08, 3/12, 4/14, 4/15



I. The District shall offer the following financial aid which may include but are not limited to:

- A. Board of Governor's Fee Waiver (BOGW)
- B. Federal Pell Grant (PELL)
- C. Federal Student Extended Opportunity Grant (SEOG)
- D. Federal Work Study (FWS)
- E. Cal Grant B
- F. Cal Grant C
- G. Federal Direct Student Loan Program (CCLC)**

II. ~~How to~~ Applying for Financial Aid

- A. **U.S. citizen or eligible non-citizen** students who are interested in any type of financial aid assistance will complete a FAFSA application at www.fafsa.ed.gov as early as January 1 but no later than June 30.
- B. Non-resident California high school graduate students who are AB 540 eligible who are interested in applying for BOG Fee Waivers, Cal Grants, and Chafee Grants will complete a California Dream Act application at www.csac.ca.gov/dream_act.asp.**
- C. Students who meet Cal Grant eligibility with a 2.0 GPA or greater must also submit a GPA Verification Form on or before March 2.
- D. Students who miss the March 2 deadline have another opportunity to submit their GPA Verification Form no later than September 2.
- E. Students who are interested in applying for a Federal Direct Loan Program must attend a mandatory loan workshop and complete a Loan Application.

III. Federal Eligibility Requirements

The District will abide by federal eligibility requirements which require students to:

- A. Enroll in an eligible program to obtain a degree or certificate offered by the college;
- B. Have a high school diploma or equivalent or have been home schooled;

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- C. Be a U.S Citizen or eligible non-citizen;
- D. Meet enrollment status requirements;
- E. **Not** have drug related convictions while receiving financial aid;
- F. Be enrolled in a minimum of six (6) units to be eligible and maintain a 2.0 cumulative GPA if the student is receiving Federal Work Study.

IV. Cal Grant Eligibility Requirements

- A. **U.S. citizen or eligible non-citizen students** must be California residents, meet requirements for federal grants, and submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the FAFSA by March 2. Cal grant recipients are selected by CSAC.
- B. **Non-resident eligible students must submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the California Dream Act application by March 2 and meet the following requirements:**
 - 1. **Have attended a California high school for three (3) or more full academic years between grades 9 through 12;**
 - 2. **Have graduated or will from a California high school, attained a GED, or received a passing mark on the California High School Proficiency Exam (CHSPE);**
 - 3. **Register or be currently enrolled at an accredited institution of higher education in California;**
 - 4. **Not hold a valid non-immigrant visa i.e. (F, J, H, L , A, B, E, etc.);**
 - 5. **Demonstrate financial need and meet all other Cal Grant eligibility requirements;**
 - 6. **Shall fill out an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as they are eligible to do so if the student is without legal immigration status.**
- C. Students must be enrolled in a minimum of six (6) units to receive Cal Grant funds.

V. Disbursement Procedures

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- A. The Office of Financial Aid will disburse PELL Grant aid in ~~two~~ **three (3)** payments. Aid is awarded at twelve (12) units. If the student drops down to $\frac{3}{4}$ time, $\frac{1}{2}$ time, or less than half time, the student's award will be adjusted ~~on the second~~ **third** disbursement after ~~75%~~ **60%** of the semester to reflect enrollment status.
- VI. Repayment Status
- A. 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 received. 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.
- B. Students will be notified within thirty (30) days of determination of withdrawal. If full payment is not submitted to Office of Financial aid within ~~45~~ **(thirty) 30** business **days**, the student will be referred to the Department of Education's Borrower Services for collection of payment.
- VII. Delinquent Financial Obligations
- A. Students who are in an overpayment situation will be notified by the Financial Aid Office via email and mail of the overpayment amount. Student will have thirty (30) days to repay in full. Failure to repay debt may lead to the student being referred to the Department of Education's Borrower Services for collection of payment.
- B. Overpayments that cannot be referred to the Department of Education for collection will result in a ~~student~~ hold placed on ~~their~~ **students'** academic records, preventing future registration, transcript issuance, and grades, or any combination thereof. **Students will may be referred to the Chancellor's Office Tax Offset Program (COTOP) for collection.**
- C. For a student or former student who has failed to pay a proper financial obligation due the District (e.g., returned check, unpaid loan, equipment breakage, unpaid library fine, etc.), Rio Hondo College will withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof.
- D. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
- E. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Rio Hondo College Cashier's

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Office. The Cashier's Office will review the pertinent information, including information the student may wish to present, and will advise the student of its conclusions with respect to the debt. The student may be referred to the office where the obligation occurred for resolution of the debt.

VIII. Satisfactory Academic Progress (SAP)

A. Satisfactory Academic Progress provides quantitative, qualitative, and incremental standards by which the College can determine whether or not a student requesting and/or receiving federal financial aid funds is maintaining the satisfactory academic progress required in his or her course of study. This standard applies to all students requesting Title IV funds.

B. **To be eligible for federal and state aid, The Department of Education requires that all students must make satisfactory academic progress.** To comply with federal regulations established by the United States Department of Education, the following defines Satisfactory Academic Progress Standards for all students requesting and receiving Title IV aid:

1. Grade Point Average: A minimum cumulative 2.0 G.P.A. requirement exists for financial aid recipients. **For purposes of GPA calculation, a "P" will be considered a "C" grade (PFC).** An academically disqualified student is not eligible to receive financial aid **after the second consecutive term (PFC).**
2. ~~Minimum Unit Completion~~ **Pace of Progression:**
 - Recipients of federal financial aid are required to successfully complete a minimum of 67% of the attempted units.
 - Grades of "W", "F", "I", "NC", "IP" or **"NP"** do not signify successful completion of units for financial aid eligibility. The student must provide official notification of any grade changes to the Office of Financial Aid.
3. Maximum Unit and Time Frame Eligibility: An Associate Degree at Rio Hondo College requires a minimum of sixty (60) units. A student can only receive financial assistance for a maximum of 150% of the school's published program length. RHC measures the progress of all students in attempted semester units. Once the student has attempted 150% of their program, he/she is no longer eligible for financial aid.

C. **Remedial and ESL Courses**

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1. **Financial Aid may be received for remedial (basic skills) courses if the remedial courses are a prerequisite for entrance into a regular college program. Aid cannot be received for more than thirty (30) attempted units of remedial coursework.**
 2. **English as a New Language (ENLA) coursework must be part of an eligible program of study to receive financial aid. A student enrolled in ENLA classes who is not in an eligible program of study is not eligible for financial aid funds.**
 3. **ENLA and remedial coursework will count toward the 2.0 GPA and 67% units completion requirements (SAP standards). However, ENLA units will not count towards the maximum timeframe limit and a maximum of thirty (30) attempted remedial units will be subtracted from the total; when maximum time frame units are being counted.**
- D. Repetition of Courses**
1. **Federal regulations allows for classes to be repeated only once. Unauthorized repetition of classes will not receive credit for Title IV funding eligibility. Repeated semester units will count toward the 90 unit maximum allowed.**
- E. Students who fail to meet any of the Satisfactory Academic Progress standards will be considered:**
1. **Financial Aid Warning: Failure to complete attempted units with a G.P.A. of 2.0 will result in the student being placed on financial aid warning. If the student fails to meet the terms of the warning period, he/she will be ineligible for further financial aid.**
 2. **Financial Aid ~~Terminated~~ **Suspension**: Failure to meet the Satisfactory Academic Progress standard during the warning period will ~~suspend~~ **cause suspension of** the student's financial aid. The student will no longer be eligible to receive Title IV Aid, only a BOGW **if eligible.****
- F. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.**
- G. Reinstatement of Eligibility:**
1. **Students may submit a Satisfactory Academic Progress appeal.**

2. Once a student's financial aid is terminated due to not making satisfactory academic progress, he/she may submit a Satisfactory Academic Progress Appeal, demonstrating extenuating circumstances. The student must submit documentary evidence showing extenuating circumstance.
3. **All required documentation will be reviewed by the Financial Aid Director in consultation with the Financial Aid Appeals Committee (PFC 5-13-14) and the following decision will be taken:**
 - **Approve with probationary conditions;**
 - **Approve with educational plan conditions;**
 - **Deny.**
4. If students cannot demonstrate any extenuating circumstances, they must successfully complete attempted units and show sustained progress for two semesters before submitting a Satisfactory Academic Progress Appeal.

~~H. Repetition of Classes: Federal regulations allows for classes to be repeated only once. **Unauthorized repetition of classes will not receive credit for Title IV funding eligibility. (former BP4150)**~~

H. General Stipulations: (former BP 4150)

1. **All financial aid recipients must have a stated acceptable educational objective on file with the Office of Financial Aid.**
2. **Any student whose previous and/or current academic record exhibits a pattern of unsatisfactory academic progress extending beyond the standards set for the above shall be placed on financial aid probation and be subject to a reduction in aid or disqualification from participation in the financial aid program.**
3. **Financial aid will be withheld from a student when the Financial Aid Office has knowledge of a discrepancy in the information reported on the student's financial aid application.**

~~I. Appeals:~~

- ~~1. All appeals and documentation will be reviewed by the Financial Aid Director~~

~~2. The Financial Aid Director will make the following decisions:~~

- ~~• Approve unconditionally~~
- ~~• Approve with conditions~~
- ~~• Deny~~

~~3. The Director of Financial Aid's decision is final~~

~~J. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.~~

IX. Misrepresentation

- A. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services; makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. (CCLC)**
- B. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. (CCLC)**
- C. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services as reflected herein. (CCLC)**

X. Loss of Eligibility for BOG Fee Waiver

- A. A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.**
- B. The District shall 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 must clearly state that two consecutive primary terms of**

FINANCIAL AID – *PROCEDURE REVIEWED WITH F.A.*

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probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

- C. The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.
- D. The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.
- E. Foster Youth shall not be subject to loss of BOG 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).

X. ~~Student Scholarships~~ **Administration of Scholarships**

- A. ~~Administration of Scholarships~~ **Student Scholarships and donor funds are administered through The Rio Hondo College Foundation.**
 - B. ~~The Financial Aid Office will work closely with The Rio Hondo College Foundation to award eligible recipients.~~
 - C. ~~The Rio Hondo College Foundation will provide a listing of awarded students to the Financial Aid Office [All information on Scholarships removed on 7/31/14 per President Dreyfuss with the understanding that it will be incorporated in the future after the process has been further developed.~~
1. ~~Student Scholarships are handled through both The Office of Financial Aid and The Foundation. All donor funds are administered through the Foundation.~~

~~2. All scholarships will adhere to the Donor eligibility requirements.~~

~~D. Scholarship Applications~~

~~1. Students can apply for available scholarships online.~~

~~2. Once the deadline to apply for scholarship has passed the scholarship committee will be formed.~~

~~E. Scholarship Committee~~

~~1. The Director of Financial Aid will form a scholarship committee that will review all electronic applications. A rating criteria established will be followed when reviewing applications.~~

~~2. All applicant ratings will be reviewed by the Office of Financial Aid and determine the students that were awarded.~~

~~F. Awarding Students~~

~~1. Students that were awarded a scholarship will be notified via email.~~

~~2. A listing of students will be sent to the Foundation Office. The Foundation Office will prepare requisitions and submit to the Accounting Office.~~

~~3. The Accounting Office will draw warrants for awarded students and the Foundation Office will mail out checks to students.~~

~~4. The donor will also be notified of the award winner. (former CP4410)~~

XI. Sources/References:

Education Code Sections 66021.6, 66025.9 and 76300; 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. (CCLC)

Volume 1, Chapter 1 (p. 1-10), 2012-2013 Federal Student Aid (FSA) Handbook

AP 5130 Financial Aid

References:

Education Code Sections 66021.6, 66025.9 and 76300;
Title 5 Sections 55031, 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);
~~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

NOTE: This procedure is **legally required**. Local practice may be inserted here. Many Districts have published extensive handbooks for financial aid. They may, if desired, be incorporated by reference rather than reproduced. Further information can be obtained at: <http://www.ifap.ed.gov>, the California Community College Student Financial Assistance Unit.

Financial Aid programs offered usually include:

- BOG
- CalWORKS
- Cal Grants
- Federal Pell Grants
- Federal Direct Student Loan Program
- Federal Family Education Loan Program

Regulations must address at minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress

NOTE: This procedure provisions below ~~are~~ **are** **legally required** in an effort to show good faith compliance with the applicable federal regulations.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a

member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

NOTE: This procedure provision below is legally required under California Regulations and applies to students who receive a BOG Fee Waiver

Loss of Eligibility for BOG Fee Waiver

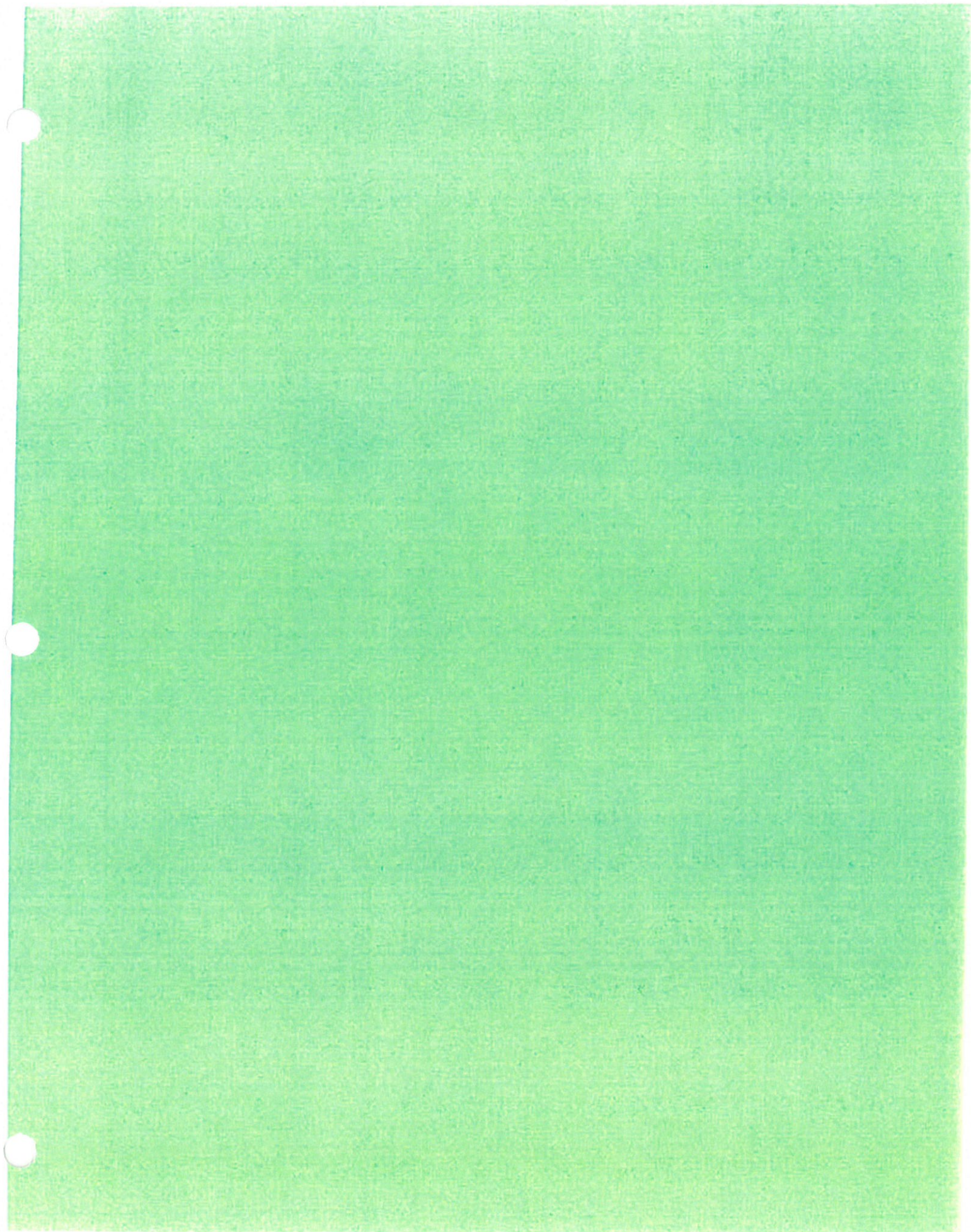
A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall 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 must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG 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).



DELEGATION OF AUTHORITY, FINANCE AND BUSINESSAP No.
6100

Board Reviewed: 8/16/06

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- I. The Vice President of Finance and Business is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Finance and Business. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.
- II. When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Director of Contract Management and Vendor Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Director of Contract Management and Vendor Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.
- III. Reference:

Education Code Section 70902(d); ~~72287, 81640, 81644, 81655, and 81656, 81658~~
Public Contract Code Sections 20651, 20658, and 20659

AP 6100 Delegation of Authority, Business and Fiscal Affairs

References:

Education Code Sections 70902(d), 81644, 81655, and 81656,
Public Contract Code Sections 20651, 20658, and 20659

NOTE: *A procedure on delegation of authority is not required, but is **legally advised**. Local practice may be inserted. The following is typical language.*

The [**Chief Business Officer**] is delegated authority from the [**CEO**] to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the [**Chief Business Officer**]. This delegated authority is subject to the condition that certain of these transactions be submitted to the [**CEO**] for review and approval from time to time as determined by the [**CEO**].

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the [**designate position**] may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the [**designate position**] may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

Revised 8/06, 4/15