

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 5  
Student Services

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## **AR 5130 Financial Aid**

### **Reference(s):**

Education Code Section 58621, 66021.6, 76300  
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; BP 5130

### **Loss of Eligibility for Board of Governors (BOG) Fee Waiver**

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements according to BP 5130.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs according to BP 5130.

Per Title 5, section 58621, beginning Fall 2016, students shall lose their BOG Fee Waiver eligibility when placed on Academic or Progress Probation or any combination thereof for two consecutive primary semesters. The loss of BOG Fee Waiver eligibility shall be in effect until the student is no longer on probation or until the student has successfully appealed their loss of BOG Fee Waiver eligibility. *\*Foster Youth, as defined in Education Code 66025.9(b), shall not be subject to loss of BOG Fee Waiver under section 58621.* As specified in Education Code Section 66025.9(c), this exemption for Foster Youth shall remain in effect only until January 1, 2017, and as of the date is repealed, unless a later enacted statute, that is enacted before January 1, 2017, deletes or extends that date.

The Rancho Santiago Community College District adopts the following administrative regulation in order to maintain compliance with the law and serve students. The Colleges have established the following 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 include special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

## Policy and Procedures

### Board of Governors Fee Waiver (BOG Fee Waiver)

- A. The Board of Governors Fee Waiver (BOG Fee Waiver) waives the per unit enrollment fee at any California community college for eligible students.
- B. The Student Success Act of 2012 (California Senate Bill 1456) created minimum academic and progress standards that must be met for continued eligibility that are separate from standards imposed by student federal aid, Cal Grant, and enrollment priority:
  - a. A student may lose BOG Fee Waiver eligibility (a) if his or her cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters); (b) if the cumulative number of units completed is not more than 50 percent in two consecutive terms (fall/spring semesters); or (c) if there is any combination of two consecutive terms of cumulative GPA below 2.0 and/or cumulative unit completion of not more than 50 percent.
  - b. These standards do not apply to foster youth or former foster youth aged 24 years old and younger.
  - c. The total degree-applicable completed unit cap does not apply to eligibility for the BOG Fee Waiver.
  - d. A student that loses BOG Fee Waiver eligibility will still be eligible to receive other core student support services at the College.
  - e. A student not meeting the BOG Fee Waiver eligibility requirements above will be notified within 30 days of the end of the first primary term in which the eligibility requirements are not met and informed he or she will be placed on either academic (GPA) and/or progress (course completion) probation. The notification process stated below will include the information that a second term of probation will result in the loss of BOG Fee Waiver eligibility.
    - i. Each semester Academic Standing will be evaluated for each student.
    - ii. Any student on a 1<sup>st</sup> probationary status will receive a probationary letter. Included in this letter will be information “warning” the student that if he or she remains on probation another semester, he or she will have been on probation two consecutive semesters and are no longer eligible for the Board of Governors Waiver program.
  - f. A student not meeting the BOG Fee Waiver eligibility requirements for two consecutive primary terms (fall or spring) will receive communication from the College within 30 days of the end of the second primary term notifying the student that he or she may lose eligibility for the BOG Fee Waiver at the next registration opportunity. The communication from the College will include instructions on how to appeal the loss of the BOG Fee Waiver. This appeal is separate from any appeal for federal student aid and the approval of one appeal will not mean the automatic approval of any other appeal. The communication will include the following:
    - i. Any student on a 2<sup>nd</sup> semester probationary status will not be eligible for the Board of Governors Waiver. He/she will receive a direct communication from the college notifying them and outlining what they must do in order to regain eligibility including the appeal process and what services are available to them during this time.

- ii. Please Note: If a student is already enrolled in the next semester prior to their Academic Standing determination and is found to be ineligible due to a probationary status, the student may remain in the semester with their Board of Governors Waiver, however will not have the waiver following that semester. A separate targeted email will be sent to the students letting them know the proceeding semester they will lose their Board of Governors Waiver eligibility. We will also let them know they have the semester in which they are currently enrolled in to attempt to make up the deficiency and regain eligible without interruption.
  - g. A student may appeal for continued BOG Fee Waiver eligibility based upon the following extenuating circumstances:
    - i. Verified accidents, illness or other circumstances beyond the student's control;
    - ii. Changes in a student's economic situation;
    - iii. Evidence of inability to obtain essential support services;
    - iv. Special consideration factors for CalWORKs, EOPS, DSPS, and student veterans, though participation in the programs alone does not solely qualify for an appeal;
    - v. Disability accommodations not received in a timely manner.
    - vi. Demonstrates significant academic improvement.
  - h. In order for a student to regain eligibility for the BOG Fee Waiver, a student must (a) improve his or her GPA or course completion measures to meet the academic and progress standards; (b) successfully appeal regarding extenuating circumstances; (c) successfully appeal based on significant academic improvement; and (d) not attend the College for two consecutive primary terms (fall/spring semesters).
- C. Dissemination of Policy to Students
 

The Financial Aid Offices work aggressively with programs college wide to broadcast the BOGW program and its requirements to minimize loss of aid to students.

  - a. Each year the College Catalogs will be reviewed for BOG Fee Waiver eligibility and appeal updates. The Financial Aid Offices will ensure the new regulations are published.
  - b. Each semester the colleges' class schedules will be updated with the current BOG Fee Waiver eligibility requirements and appeal process information.
  - c. During each semester at orientations, academic workshops, financial aid workshops, and like activities, the BOG Fee Waiver and its eligibility requirements will be provided.
  - d. Tools for dissemination of the BOG Fee Waiver policy will reviewed and assessed each academic year for effectiveness. Tools include but are not limited to: pamphlets, posters, workshops, and websites.

**Responsible Manager: Financial Aid Administrators**

**Adopted: November 7, 2016**