

Loss of BOGW Eligibility Implementation of Title 5 58621

- Adopting districtwide policies for the loss of BOG Fee Waiver eligibility **§58621(a)**
Mt. SAC has established a policy posted on the college's website:
http://www.mtsac.edu/financialaid/resources/policies/board_of_governors_fee_waiver_loss.html

- Adopting, displaying and disseminating district policies that ensure students are advised about the student support services available to assist them in maintaining and re-establishing BOG Fee Waiver eligibility. **§58621(c)**

Mt. SAC has implemented "Coming Soon: New RULE on BOG Fee Waiver!" - direct email communication to all students since the Spring of 2015. Mt. SAC also did a general broadcast through the student portal, campus marquee and TV monitors around campus with the tag line "Good Grades, We Pay. Bad Grades, You Pay!" since the Spring of 2015.

- Providing the required notification of academic and/or progress probation; and/or loss of BOG fee waiver eligibility within thirty days of the end of each primary term and including in the notice(s) information regarding the availability of student support services to assist student in maintaining or re-establishing their eligibility. **§58621(d)**

Notices about potential loss of BOG fee waiver eligibility is routinely sent to students thirty days after the end of each primary term. This notice includes the availability of support services. Most importantly, Financial Aid has collaborated with the Counseling Department to include messaging about BOG loss and BOG loss appeals and integrates it with Counseling's probation intervention system. The Counseling Department has a very effective probation intervention system that reaches over 95% of students on probation. Financial Aid staff will be included in the Counseling Department's Student Success Workshops to further reiterate this policy, the appeal process, and available support services.

- Establishing written procedures for appealing the loss of BOG fee waiver eligibility including the specific appeals provided for in regulations. **§58621(e)**

Written procedures related to the appeal of the loss of BOG fee waiver eligibility have been developed and is posted on the college's website:

http://www.mtsac.edu/financialaid/resources/policies/board_of_governors_fee_waiver_loss.html

An Appeals form is posted on: <http://www.mtsac.edu/financialaid/resources/appeals.html>.

The Appeals form specifically identifies acceptable reasons for appeal such as the inability to receive services such as DSPS, CalWORKs, EOPS, and Veterans. The BOG Loss Appeal process will be integrated with the college's existing Appeals Committee. Financial Aid will

meet with the Appeals Committee to review the BOG Loss policy and BOG Loss Appeal process prior to the Committee's first review of a BOG Loss case.

Board of Governors Fee Waiver Loss

Minimum requirements for maximum success.

Whether you want to move into a career or move on to a four-year university, California community colleges want to help you achieve your educational goals. The Board of Governors (BOG) Fee Waiver is available for eligible students at California community colleges, and will waive your per unit enrollment fee at any community college throughout the state.

Once you've qualified for the BOG Fee Waiver, it's important to ensure that you're meeting the academic and progress standards in order to avoid losing the fee waiver.

Academic — Sustain a GPA of 2.0 or higher

If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Progress — Complete more than 50% of your coursework

If the cumulative number of units you complete is not more than 50% in two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Combination of Academic and Progress Standards

Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in loss of fee waiver eligibility.

How will I know?

You'll be notified within 30 days of the end of each term if you are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

How to regain eligibility.

If you lose eligibility for the BOG Fee Waiver, there are a few ways that you can have it reinstated:

- Improve your GPA or Course Completion measures to meet the academic and progress standards
- Successful appeal regarding extenuating circumstances
- Not attending your school district for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters)
The appeals process for extenuating circumstances includes:
- Verified accidents, illness or other circumstances beyond your control

- Changes in economic situation
 - Evidence of inability to obtain essential support services
 - Disability accommodations not received in a timely manner
 - Special consideration factors for CalWORKs, EOPS, DSPS and Veteran students
- Click here for BOGW Loss Appeal processing instructions.

How to Appeal Financial Aid Ineligibility

Students can be denied financial aid for not making satisfactory academic progress, but if your lack of academic progress was due to a special circumstance (such as the loss of a family member or an extended hospital stay), you can appeal your financial aid ineligibility by following the instructions below.

The types of special circumstances that warrant an appeal include:

- **Injury or illness of student** (Student must verify extensive hospitalization, medical treatment, or serious illness.)
- **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.)
- **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.)
- **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.)

To file an appeal, you will need to provide the following information and documents:

1. File an Appeal Form for the term in which you want to re-qualify for financial aid. You can find the Appeal Form here on our Financial Aid Forms page. The Appeal Form typically posts online at the same time you receive your SAP Status notification via email. A written statement explaining the circumstance that prevented you from making academic progress for the prior term(s) is required.
2. A current educational plan with all courses needed to complete the educational goal listed.
3. Supporting verification (e.g. a hospital or doctor's statement verifying an extended illness, medical bills, or a probation contract).
4. All academic transcripts from all previously attended colleges evaluated by the Mt. SAC Admissions and Records Office.

Board of Appeals Meetings

- The scheduled Board of Appeals meetings and Appeal submission deadlines are posted on the Appeal Form for student reference. All deadlines are strictly enforced and it is the student's responsibility to meet deadlines and completeness of submission.
- If aid is denied by the Board of Appeals, the decision is final unless new documentation can be presented.

- **Students will be notified through their [My Mt. SAC Portal](#) if their appeal is accepted or denied.**

How to Appeal Loss of Board of Governors Fee Waiver

Whether you want to move into a career or move on to a four-year university, California community colleges want to help you achieve your educational goals. The Board of Governors (BOG) Fee Waiver is available for eligible students at California community colleges, and will waive your per unit enrollment fee at any community college throughout the state. Once you've qualified for the BOG Fee Waiver, it's important to ensure that you're meeting the academic and progress standards in order to avoid losing the fee waiver.

If you lose eligibility for the BOG Fee Waiver, there are a few ways that you can have it reinstated:

- Improve your GPA or Course Completion measures to meet the academic and progress standards
- Successful appeal regarding extenuating circumstances
- Not attending your school district for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters)

The appeals process for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Disability accommodations not received in a timely manner
- Special consideration factors for CalWORKs, EOPS, DSPS and Veteran students

To file an appeal for the loss of BOGW, you will need to provide the following information and documents:

1. File a BOGW Loss Appeal Form for the term in which you want to re-qualify for BOGW. You can find the Appeal Form [here on our Financial Aid Forms page](#). A narrative of your situation is required.
2. A current educational plan with all courses needed to complete the educational goal listed.
3. Supporting verification

Board of Appeals Meetings

- The scheduled Board of Appeals meetings and BOGW Loss Appeal submission deadlines are posted on the BOGW Loss Appeal Form for student reference. All deadlines are strictly enforced and it is the student's responsibility to meet deadlines and completeness of submission.
- **Students will be notified through their [My Mt. SAC Portal](#) if their appeal is accepted or denied.**

If you have questions about appeals, contact the Financial Aid Office at (909) 274-4450.

Implementation Plan and Update – June 27, 2016

Student Services special programs (EOPS, CARE, CalWORKs, DSPS, Veterans, Aspire, Arise, Dream, Associated Students, etc.) have a process to identify their students in Banner or separately. Once grades have rolled and are posted, Research is assisting Student Services by providing critical student information for special programs to follow up with their students, to offer assistance, and to review the appeals process. Students not enrolled in a special program will be contacted by Financial Aid to attend an advising session with Financial Aid Educational Advisors to review students' options, including the appeal process.

Students will have their Fall registration dates posted into their portals the week of July 5 with registration beginning July 13, 2016.

Current situation (6/27/16):

Financial Aid, Admissions and Records, and Counseling teams were ready to kick off the grade roll, SAP (Satisfactory Academic Progress) process, and BOG Loss last week (week of June 20). There were delays with grades being completed, pushing back the final grade roll. There was also a slight delay due to a small population of students whose academic progress was assessed incorrectly. With all grade/academic progress processes ran/resolved, the Financial Aid team ran SAP and BOG Loss late Wednesday/Thursday (6/22 and 6/23). This was when it was discovered that the new BOG Loss functionality was not computing properly. Financial Aid has been working with IT for a resolution. It is hoped to have this resolved by the end of this week.

The Issue.

New BOG Loss Functionality in Banner: requires statuses for Academic, Progress, and Combined Status - each student must have a status for each category - there is no override.

Academic Standing Policy: Academic, Progress and Combined Status are only calculated for students who have earned 12 units or more.

There are about 300 students with missing statuses (with less than 12 units earned) in the new BOG Loss functionality; it is designed to default to disqualification. We know this is incorrect due to the above policy so Financial Aid is working with IT and Counseling to see if a "fake" new code can be instituted in order to push this into the BOG Loss functionality to deem these students eligible to receive BOG. An alternative is to come up with a way to override the defaulted disqualification for this group of students.

Otherwise, assessment for BOG eligibility based on academic progress is fairly accurate. The projected number of students who would not receive BOG for Fall 2016 is about 700.