



COLLEGE OF MARIN
ENROLLMENT SERVICES

STUDENT ADMISSIONS AND FINANCIAL ASSISTANCE PROGRAM
POLICY AND PROCEDURES MANUAL 2023-2024

I. CONSUMER INFORMATION

The Higher Education Act of 1965, as amended by the **Higher Education Opportunity Act of 2008 (HEOA)** requires institutions participating in federally funded financial aid programs to make information about the institution available to current and prospective students. The Consumer Information & Student Right-to-Know page serves as a central location for parents, students, employees, and the campus community to obtain information and resources.

II. ACADEMIC INFORMATION

Enrollment Services has administrative responsibility for providing essential functions that support student access, retention, and success.

The Office of Enrollment Services is committed to providing excellent service. We support the mission of the college by providing innovative, accurate, and efficient support services to ensure that our diverse and dynamic student body has access to quality educational opportunities and experiences.

College of Marin offers an Associate in Arts degree (AA), and Associate of Arts Transfer degree (AAT), an Associate in Science degree (AS), and an Associate of Science Transfer degree, all of which meet the minimum academic year definition. In addition, College of Marin offers certificate programs which also meet the minimum academic year definition.

Complete information about all degree and certificate programs is available at individual web sites at www.marin.edu. A catalog is provided to all new students as part of the college orientation program. Students are encouraged to download or keep the catalog as a valuable reference about program requirements for all educational programs. Class schedules are available both on the web and in print copy a few months before each semester begins. Students may select courses each term to advance toward completion of a degree or certificate.

III. ACCREDITATION

College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), 428 J Street, Suite 400 Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org

IV. PRIVACY & INFORMATION SECURITY

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA protects students' right to inspect and review their education records, to request to amend their educational records, and to limit disclosure of personally identifiable information contained in education records.

V. ADMISSIONS

The Dean of Enrollment Services under the direction of the Chief Student Services Officer is responsible for the implementation of all admissions procedures and for California residency classification.

The Marin Community College District shall admit any California resident and may admit the following individuals:

- Any nonresident (as determined in the District's residence classification process as outlined in *AP 5015 Residence Determination*), possessing a high school diploma or equivalent such as a General Education Development (GED) or California High School Proficiency Examination (CHSPE).
- Any apprentice as defined in Labor Code Section 3077 who is capable of profiting from the instruction offered.
- Any other person over the age of eighteen (18) who is capable of profiting from the instruction offered. If the Board of Trustees determines to admit other persons, those persons shall be admitted as provisional students and thereafter shall be required to comply with the rules and regulations prescribed by the Board of Governors pertaining to the scholastic achievement and other standards to be met by provisional or probationary students, as a condition to being readmitted in any succeeding semester. This does not apply to persons in attendance in special classes and programs established for adults pursuant to Education Code Section 78401 or to any persons attending on a part-time basis only.
- May admit to a regular term as a special **full-time** student any student upon a parent or guardian's petition to, and authorized by, the governing board of the school district in which the student is enrolled. Such students are required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.
- May admit to a regular term as a special **part-time** student any student whose admission is recommended by the high school principal and consented to by the parents. The students recommended by the school district are those who would benefit from advanced scholastic or vocational courses. Credit for courses completed shall be at a level determined to be appropriate by the school district and community college district.
 - A special **part-time** student, for purposes of Education Code Section 76001, i.e. one who attends special classes and programs established for adults or any persons attending on a part-time basis, may enroll in up to, and including eleven (11) units per semester.
- Any student who attends as a special part-time student under Education Code, Section 48800.5 and Education Code Section 76001(b) is exempt from compulsory school attendance.
- May admit students who are inmates of any city, county, or city and county jail, road camp, farm, or federal correctional facility.

- May admit international students.

The Chief Instructional Officer 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.

The District authorizes the admission of special part-time and full-time minor students, who will benefit from advanced scholastic or vocational work and to help ensure a smoother transition from high school to college for students by providing them with greater exposure to the collegiate atmosphere.

The District retains the authority to restrict admission or enrollment of special part-time or full-time students in any session based on age, grade-level completion, current academic performance, or assessment and placement procedures in compliance with matriculation policies and procedures.

I. Definitions

- **Special Part-Time Student:** Any minor student (any elementary school, middle school, high school, or home-schooled student) who takes 11 or less community college course units during the Fall or Spring semesters and/or Summer Session(s) and meets certain eligibility standards.
- **Special Full-Time Student:** Any minor student (any elementary school, middle school, high school, or home-schooled student) who takes 12 or more community college course units during the Fall or Spring semesters and/or Summer Session(s) and meets certain eligibility standards.
- **Dual Enrollment or Concurrent Enrollment Student:** For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably and defined as a student concurrently receiving both high school and college credit for the same course. Dual enrollment and concurrent enrollment students are a subset of special part-time or full-time students.

II. Special Part-Time Students

To be considered for admittance as a special part-time high school student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission Procedures

Admission is subject to seat availability. The student must submit to the Dean of Enrollment Services:

- College admissions application;
- College Credit Program (CCP) Form which includes:
 - a) Written and signed parental or guardian consent;
 - b) Written and signed approval of the high school principal (NOTE: A parent or guardian of a student who is not enrolled in a public or private school may petition directly without the signature of a principal);
 - c) Signature of a College of Marin counselor;
- Demonstration that the student is capable of profiting from instruction. The Dean of Enrollment Services or his/her designee has the authority to make the final decision whether a student can benefit from instruction; and

- Depending on the requested courses, students may be required to complete the appropriate College matriculation process prior to registration.

Academic Eligibility

- Students must meet the stated prerequisite and/or co-requisite requirements for the desired course.
- Students with a disability (verification to be provided by the school of attendance) may be referred to Student Accessibility Services (SAS) for accommodation.

Limitations on Enrollment

- For the first semester, students with a cumulative high school grade point average (GPA) lower than 3.0 may be allowed to enroll in one course. Students wanting to enroll in two courses must have earned a cumulative GPA of 3.0 or better.
- A special part-time student may enroll in up to, and including, 11 units per semester.
- Students may not initially enroll in any course numbered below 100.

III. Special Full-Time Students

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission Procedures

Admission is subject to seat availability. The student must submit to the Dean of Enrollment Services:

- A completed College admissions application;
- A completed College Credit Program (CCP) Form which includes:
 - a) Signature of the parent or guardian;
 - b) Signature of the high school principal. (Note: A student who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal);
 - c) Signature of a College of Marin counselor;
- Written approval of the governing board of the school district of attendance;
- Demonstration that the student is capable of profiting from instruction. The Dean of Enrollment Services or his/her designee has the authority to make the final decision whether a student can benefit from instruction; and
- Depending on the requested courses, students may be required to complete the appropriate College matriculation process prior to registration.

Academic Eligibility

- For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.
- Students with a disability (verification to be provided by the school of attendance) may be referred to Student Accessibility Services (SAS) for accommodation.

Limitations on Enrollment

- Students are limited to 12 units for their first semester. For additional units, students must meet with a College of Marin counselor to complete the Petition to Carry Extra Units. A counselor's signature must be on the Petition to be accepted by the Office of Admissions and Records.
- Students may not initially enroll in any course numbered below 100.

IV. Summer Session Students

To be considered for admission as a special summer session student, the student must meet the eligible standards as established in Education Code sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. The student must submit to the Dean of Enrollment Services:

- Written and signed parental or guardian consent;
- Signature of a College of Marin counselor; and
- Written and signed approval of his/her/their principal that the student has availed himself/herself/themself of all opportunities to enroll in an equivalent course at his/her school of attendance; and demonstration that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the Dean of Enrollment Services.

V. High School Students

For students attending high school, the Dean of Enrollment Services will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Dean of Enrollment Services shall be final. This determination may be done by evaluating the following criteria:

- A review of the materials submitted by the student;
- Meeting with the student and his/her parent or guardian;
- Consultation with appropriate college staff;
- Consideration of the welfare and safety of the student and others; or
- Consideration of local, state, or federal laws.

VI. Middle and Lower School Students

For students attending middle and lower schools, the determination shall be made by the Dean of Enrollment Services in conjunction with faculty. The school of attendance must provide transcripts and a letter signed by the principal indicating how in his/her/their opinion the student can benefit from instruction. The Dean of Enrollment Services and faculty will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected.

The decision of the Dean of Enrollment Services and faculty to admit or deny admissions will be final. Once a decision has been made, the student, parent or guardian and school principal shall be informed of the decision. This determination may be made by evaluating the following criteria:

- A review of the materials submitted by the student;
- Meeting with the student and his or her parent or guardian;

- Consultation with a College of Marin counselor for matriculation;
- Consideration of the welfare and safety of the student and others;
- Consideration of local, state, or federal laws;
- Review of the content of the class in terms of sensitivity and possible effects on the minor;
- Requirements for supervision of the minor;
- Times the class(es) meet and the effect on the safety of the minor; or
- Instructor's recommendations.

VII. Home Schooled Students

In addition to meeting all the requirements as established in the above described procedures, home schooled students are required to provide an affidavit from the County Board of Education indicating they are legally home schooled or chartered.

VIII. Course Rigor

Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline. Once enrolled, students must meet all standards for academic performance at the college level and conform to expectations of student conduct. The school of attendance retains the right to apply course credit.

IX. Physical Education

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full-time students.

X. Courses Open to the Public

All classes must be open to the general public, and there may be limitations on the number of students who may enroll in a particular course. If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

XI. Appeals

If a request for concurrent part-time or full-time enrollment is denied for a student who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

XII. College and Career Access Pathways (CCAP)

The Board of Trustees has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school, including

continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting a CCAP partnership agreement the governing board of each district shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with and consider the input of the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of students to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participations in the CCAP partnership.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a plan by the participating community college district to ensure all of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;

- A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that students participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school students achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school student enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a student seeking to enroll in a community college course that is required for the student's CCAP partnership program that is equivalent to the priority assigned to a student attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school-day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The governing board of the District exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5);
- Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee (Education Code Section 76140);
- Transcript fees (Education Code Section 76223);
- Course enrollment fees (Education Code Section 76300);
- Apprenticeship course fees (Education Code Section 76350); and

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the District shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:

- The total number of high school students by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

XIII. Location of Information

Current information regarding the procedures for application, admission, and enrollment of high school students is available on the College of Marin website at <http://www.marin.edu>.

VI. COST OF ATTENDANCE

The Cost of Attendance refers to the average amount a full-time student enrolled in classes at the College of Marin can expect to spend during the semester. It is different for students living independently or at home, or who are residents of California or from another state.

The cost of attendance covers:

- Tuition and Fees
- Books, Supplies, Materials
- Food and Housing
- Personal Expenses
- Transportation

Every year, College of Marin's Enrollment Services Office reviews the California Student Aid Commission's most current Student Expenses and Resources Survey (SEARS). It is a broad survey of students' budgets and expenses from UCs, CSUs, community colleges, independent, and private career institutions. If the survey is not from the current year, it is adjusted for inflation.

Each year California legislators establish the cost for tuition per unit. The average amount of units enrolled at College of Marin or full-time enrollment units are used along with information about health and transportation fees. This sets the amount for tuition and fees while information from the SEARS is used to establish amounts for books and supplies and personal expenses

In this way, the Enrollment Services Office establishes a recommended cost of attendance.

The cost of attendance is subject to change depending on legislative activity. It sets the maximum amount of financial aid a student can receive for the year. It represents a modest budget by which a student can live adequately while attending College of Marin.

VII. FINANCIAL AID PROGRAMS AND ELIGIBILITY

College of Marin has a full array of Title IV programs and California State Programs.

Title IV- Federal	California
Pell Grant	California College Promise Grant (Fee waiver)
Supplemental Educational Opportunity Grant	Cal Grant A, B and C
Federal Direct Subsidized & Unsubsidized loan	Chafee Grant
Federal Work Study	Student Success Completion Grant

College of Marin Foundation Scholarships and off-campus scholarships are also administered by the Enrollment Services Office.

How to apply for financial aid

Students who need assistance in applying for financial aid may visit our [Enrollment Services Financial Aid](#) help page.

The federal government is the primary source of financial aid for college students and students must complete the Free Application for Federal Student Aid (FAFSA). However, students who qualify under AB-540 or are undocumented may apply for California State Financial Aid with the California DREAM application. Students must meet several requirements in order to be eligible to receive federal aid. The following requirements are common to most federal (and many other) financial aid programs:

- Students must have financial need and demonstrate it through their financial aid application materials. (Note: some loan programs and many scholarship programs are available to students who do not have financial need). Students who believe they may need financial assistance are strongly encouraged to apply for aid by the deadline dates.
- In order to receive financial aid, students must be admitted to the college and working toward a degree or certificate. (However, students may apply for aid before being accepted for admission or enrolled.)
- To qualify for most aid, students must be U.S. citizens or eligible non-U.S. citizens. Federal regulations and campus policy severely limit the types of financial assistance available to non-U.S. citizens.
- All students must have a valid Social Security Number.
- Continuing students must be making satisfactory academic progress.
- Students receiving federal student aid may use Title IV funds only for educational purposes.
- To continue to qualify for financial aid, students may not owe a refund on a federal grant or be in default on any federal educational loan. However, students under this situation may still be eligible for the California College Promise Grant (CCPG) enrollment fee waiver.

Restrictions on eligibility

- Bachelor's degree: Undergraduates who have already obtained a bachelor's degree may qualify only for student loans, the California College Promise Grant-Fee Waiver (CCPG), and federal work-study while pursuing an additional course of study. Students with a bachelor degree are not eligible for federal grant assistance such as the Pell Grant or state grant assistance such as the Cal Grant.
- Enrollment at more than one institution: Students enrolled in more than one college or university during the same semester may only receive funds from **one** college.

VIII. CONFLICTING & INACCURATE INFORMATION

In reviewing application and data match information provided by the Central Processing System (CPS), a school must have an adequate internal system to identify conflicting information—regardless of the source and regardless of whether the student is selected for verification. The school is responsible to resolve and reconcile any conflicting information.

From the Federal Student Aid (FSA) Handbook, "If your school has conflicting information concerning a student's eligibility or you have any reason to believe a student's application information is incorrect, you

must resolve the discrepancies before disbursing FSA funds.”

If a discrepancy is discovered after disbursing funds, the information must still be reconciled and appropriate action must be taken.

Applicants selected for verification

If any information used to calculate the Expected Family Contribution (EFC) is believed to be inaccurate or any documentation is believed to be incorrect or incomplete, adequate documentation must be required to resolve it. Any corrections regardless of magnitude or effect on the EFC must be submitted to CPS for reprocessing. In reviewing files, the application will be reviewed for other conflicting items beyond those required to be verified.

Applicants not selected for verification

The Enrollment Services Office must examine any documents even if they were not requested. This includes but is not limited to tax return transcripts. All comment codes on the Institutional Student Information Record (ISIR) must be resolved.

Discrepant Tax Data

Financial aid professionals are required to know whether a person is required to file a tax return, what the correct filing status for a person should be, and that an individual cannot be claimed as an exemption by more than one person. If a financial aid applicant who has been selected for verification is required to file taxes and did not file, he or she will be required to complete the appropriate tax form before the financial aid application is processed.

If it is discovered that a student and spouse, or a dependent student’s married parents, have each filed as “head of household”, the individuals will be required to amend their tax returns and file under the correct filing status. It is not acceptable to simply add the two tax returns together. If both parents worked and filed “married but separate”, we must review both tax return transcripts.

Beginning in the 2014-2015 school year, for unmarried parents living in the same household, identifying and financial information must be submitted. If it is discovered that the parents are not married, are living together and are both working, then the IRS tax return transcripts from both parents are required. They are unable to use the IRS Data Retrieval Tool (DRT).

IRS Publication 17, Your Federal Income Tax, is an excellent resource, which may be viewed at <http://www.irs.gov>

Additional application date received by College of Marin

A school must have an adequate internal system to identify conflicting information that it may have, regardless of the source, such as information from a student’s application to enroll in the college, as to whether the student has a high school diploma. If there is a conflict between the college admissions application and an ISIR regarding high school completion status, a tracking requirement is set up and the student is notified to resolve the conflict.

Other conflicting information

Financial aid funds will not be disbursed until there is resolution on all conflicting information. If the conflict involves a previous award year, it must still be resolved as long as the student is attending College of Marin.

The resolution is considered to be complete when a final determination has been made as to which information is correct and that determination has been made in writing.

Fraud cases

If we suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, we will report our suspicions and provide any evidence to the Office of Inspector General. The contact information for OIG is:

(800) MIS-USED

Email: oig.hotline@ed.gov

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

Citizenship Documentation and other C Flags

College of Marin accepts any documentation listed in the Federal Student Aid Handbook to prove citizenship status for US citizens or permanent residents. Documentation for all other C-flags, i.e. unusual enrollment history, etc. is collected in the same manner and is based on requirements taken from the Federal Student Aid Handbook.

IX. SERVICE TO STUDENTS PROVISION

The Enrollment Services Office is open and available to serve students at both the Indian Valley and Kentfield Campuses. Generally, during non-peak time, both campuses provide the following services:

In-Person Service/KTD & IVC: 9 a.m. to 1 p.m. and 2 p.m. to 4 p.m.- Monday through Thursday

Virtual Service/Zoom: 10 a.m. to 1 p.m. Friday

Direct Phone Services/KTD & IVC: 9 a.m. to 1 p.m., 2 p.m. to 4 p.m.- Monday through Thursday

Questions

Most questions can be directly addressed at the Enrollment Services windows. Students and parents may be required to make an appointment to see an Enrollment Services Associate, depending upon the circumstances and length of time needed to address an issue. Any person wishing to make an appointment with the Associate Director or Dean should first be referred to an Enrollment Services Associate. Drop in hours, when available, are subject to staff availability.

Students are also provided an email address specifically designated for Financial Aid questions, concerns, correspondence, etc. that will be answered within 1-3 business days.

Phones are answered promptly by trained Enrollment Services staff during usual business hours.

X. FEDERAL WORK STUDY

A student may be employed under the Federal Work-Study (FWS) program by the school in which the student is enrolled. Federal Work-Study is a federally funded program that provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay

education expenses.

The benefits of work-study jobs include:

- Student oriented employers who work around your class schedule
- Income earned from Work-Study in a tax year is excluded on the following FAFSA
- Jobs are located on campus which makes them convenient to work in between classes
- Co-workers and district employees help you broaden contacts and your circle of friends

Students awarded work study are required to work a minimum of 10 hours, but no more than 25 hours per week. College of Marin's federal student workers have a starting hourly wage of \$17.00 per hour and will automatically increase to \$18.00 for returning students.

Who can qualify?

To qualify for Federal Work-Study, a student must first submit a FAFSA to College of Marin (OPE ID: 001178) and indicate on their application that they are interested in Work-Study. Federal Work Study jobs are located are both on and off campus.

Once the completed FAFSA is on file with COM, the interested student should contact the Enrollment Services Office to discuss available Work-Study opportunities. FAFSA status is available on your MyCOM Student Portal in the Financial Aid Dashboard, under the Students tab.

XI. STUDENT LOAN INFORMATION

In an attempt to decrease the number of student loan defaults, and lower the level of student loan indebtedness, College of Marin's Enrollment Services offices will adhere to the following student loan policy:

While College of Marin believes that student loans are an integral part of the federal aid programs, we are deeply concerned about student loan default and high student loan indebtedness. Therefore, whenever possible, we will encourage students to select work-study or off-campus employment instead of student loans. In addition, we will encourage students to borrow as little as possible at the community college level where educational costs are lower than at four- year colleges and universities.

Alternative Loans

Requests for Alternative Loans will be reviewed on a case-by-case basis.

Student Loan Process

1. Students must apply for financial aid to apply for a student loan by completing the Free Application for Student Aid at: www.fafsa.ed.gov. COM's school code is 001178
2. Within 2-3 weeks, students may receive email notification from the COM's Enrollment Services Office requesting additional information and/or documents to be submitted.
3. After all documents requested by the Enrollment Services Office are completed and returned, the file will be reviewed for grant and fee waiver eligibility. An initial award notification will be emailed to the student.
4. Students are required to complete and submit a separate loan request packet to be considered

for Direct Stafford Loans.

5. When the loan request packet is submitted, it is processed in date order after other awards have been determined. This often takes 3-4 weeks.
 - a. Loan requests will be reviewed after student completes the following:
 - i. Attend either a financial aid workshop or schedule a one-on-one loan appointment with an Enrollment Services Associate. Only need to attend when borrowing for the 1st time at College of Marin
 - ii. Submit a Direct Loan Promissory Note online at: <http://studentloans.gov> and necessary Entrance Counseling.
 - iii. Students requesting student loans will be required to provide a comprehensive Educational Plan with their loan application.
6. A student then receives notification of approval or denial of the loan. If the loan request is approved, a revised award letter is emailed to the student. If the loan request is denied, an email letter will be sent to the student.

Loan requests will be considered on a case-by-case and semester-by-semester basis. In some cases, the student's request may be approved, but the amount of the loan may be reduced. Students requesting loan late in the term, may be subject for additional information.

Loan exit interview

When a student graduates, transfers to another college or university, drops below half-time enrollment status or otherwise leaves school, the student must complete the required Federal Direct Student Loan Exit Interview. The district will not be able to release transcripts or diplomas until the Exit Interview process is completed.

Additional Loan guidelines and requirements

- Students whose requests for a Federal Direct Loan are approved for the academic year in the Fall term and then become SAP ineligible for the Spring term will not have their loan applications certified. Students may submit a SAP appeal to re-instate loans.
- To be eligible for loans, students must be enrolled in an eligible program at least half time. Students who fail to complete the minimum 6-unit requirement with at least a 2.0 GPA may have their subsequent disbursement(s) cancelled.
- There are limits on Direct Subsidized loan eligibility for first time borrowers on or after July 1, 2013. Refer to the [Department of Education's Fact Sheet](#).
- There is a deadline for Federal Direct Loan Applications. Check with your Enrollment Services Office as deadlines may vary from term to term as the academic calendars change.
- Students placed on financial aid probation may be subject for review of midterm progress grades before a final decision is made

Parent PLUS Loan

Request for Parent PLUS Loan will be reviewed on a case-by-case basis

XII. SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal and state regulations require College of Marin to establish, publish, and apply satisfactory academic progress standards for students applying for and receiving federal aid. These regulations require that the Enrollment Services 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.

Satisfactory Academic Progress (SAP) Standards

Four standards are used for the assessment of Satisfactory Academic Progress. These standards are reviewed at the end of each semester and are subject to change. In addition, the standards apply to all students who apply for and receive financial aid from the following programs:

- CAL Grant A, B & C
- Federal Work Study
- Federal Pell Grant
- Federal Direct Loan Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- California Chafee Grant for Foster Youth
- Student Success Completion Grant

Standard 1: Qualitative-Grade Point Average (GPA):

- Students are required to maintain a 2.0 minimum cumulative GPA
- The GPA will include all aided and unaided terms at COM
- Grade symbols of A,B,C,D or F will be used in grade point average calculation
- Courses completed with a P, NP, I, IP, or W will not be used in grade point average calculation. However, please note that non-passing grades will be used to determine minimum unit requirements. Additionally, even though a "D" is considered a passing grade, the total Cumulative GPA must not fall below 2.00. Repeated courses will be considered in the GPA calculation.

Standard 2: Quantitative-Pace of Progression (PACE)

- Students must complete at least 66.67% of the cumulative number of units attempted at each SAP evaluation.
- PACE is the rate of which a student completes requirements for their educational goal and is calculated by dividing the number of cumulative units completed by the number of cumulative units attempted.
- Courses completed with an **Incomplete** or a **Withdrawal** will be counted as **not** completed in the calculation.
- Repeated courses will be counted in the PACE calculation for completed and attempted units.

Standard 3: Quantitative- Maximum Time Frame

- A period of time that is no longer than 150% of published length of the program in which the student is enrolled
- Students enrolled in 60-unit AA/AS or 4-year transfer programs are expected to complete their programs by the time they attempt 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program=45 units maximum, 18 unit program = 27 units maximum)

Standard 4: Institutional Policies

- Remedial/ESL coursework may be excluded from the Pace and Maximum Time Frame calculations up to 30 units
- The following will be counted in the maximum time frame, pace of unit completion and GPA measures:
 1. **All** units attempted from College of Marin regardless of when the courses were taken, will be included.
 2. If transcripts are on file with Enrollment Services, all courses that have been applied to the student's academic record will be included.

SAP Evaluation

SAP will be evaluated at the end of each semester. The number of units a student attempts and completes will be used to calculate SAP status.

SAP Warning

- Students will be placed on financial aid warning if the cumulative GPA falls below 2.0 for all courses attempted, do not meet PACE, or nearing MAX.
- If at the end of the warning semester a student completes the minimum pace of progression with a minimum Cumulative GPA of 2.0, they will be removed from financial aid warning.
- At the end of the Warning semester, students who have failed to make SAP will be notified by email from the Enrollment Services Office about their loss of eligibility, and with instructions about an appeal process.

SAP Disqualification

Students placed on Disqualification status are not eligible to receive financial aid. Students are subject to Disqualification based on any the following:

- Failure to meet SAP standards while on Warning status
- Withdrawing from all units during a semester (may be required to repay all or part of the funds received)
- Receiving failing grades (F, NP, I, and/or W) for all attempted units for a semester
- Exceeding Timeframe
- Completion of a Bachelor's degree or higher

- Failure to meet **ALL** terms and conditions of an approved appeal or academic plan

SAP Probation/Condition

Probation/Conditional status will be granted after the student has appealed and has had eligibility reinstated based on approval of the appeal. Reinstatement of aid are reviewed on a case-by-case basis and will not be granted automatically.

According to federal regulations, if it has been determined that a student cannot mathematically finish their program of study with the required cumulative GPA and PACE within the allotted timeframe, the student will be considered ineligible for financial aid and Probation will not be granted.

Reinstatement/ Appeals procedure

Reinstatement: A student, who was previously disqualified, may have their financial aid reinstated if they meet the minimum pace of progression with a minimum Cumulative GPA of 2.0.

Appeals/ Probation: A student appeal may be filed for not meeting the GPA standard. Students may also appeal if they have reached the maximum time period or are not making pace of progression.

The outcome of an appeal may result in Probation or Conditional status if needed.

Appeals/Conditional: Students whose appeal was approved, but based on the allotted timeframe will require additional semester(s) to complete educational goal or reach the required GPA standards, will be placed on a conditional status. Students who are placed under conditional status will be required to adhere to the conditions of the approved appeal.

Students with an approved appeal shall be placed under Condition; and may remain under condition so long as the student continues to makes progress towards meeting the SAP standards and adheres to the Student Educational Plan that was submitted with the appeal.

If the student fails to meet the condition of the appeal, she/he/they will automatically lose eligibility after SAP is reviewed at the end of the semester.

An appeal petition can be downloaded from the Financial Aid section of the Enrollment Services home page. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances and what steps the student has taken to prevent this in the future. The Enrollment Service's Office will initially review the appeal and notify the student by email when a decision has been made.

Ineligible to appeal

Students who did not meet satisfactory progress guidelines based on pace of progression or GPA may not be able to appeal again under certain conditions. If in the last semester enrolled at College of Marin, the student appealed and that appeal was denied, another appeal cannot be filed for the next enrolled semester. The student can re-appeal after successfully completing 2 consecutive semesters earning

grades of 'C' or higher.

XIII. AWARDING (PACKAGING)

General Packaging Guidelines

Every eligible applicant should receive a combination of financial aid based on the student's qualifications, financial need, preference, student's academic and family situation, and criteria developed annually by the Enrollment Service's Office for equitable distribution of grant aid and self-help aid. The Enrollment Services Office has the right to modify awards subject to the availability of funds. Financial aid will be awarded based on the following hierarchy until need/cost is met:

- CA College Promise Grant- fee waiver
- Federal Pell Grant
- FSEOG
- Federal Work-Study
- Cal Grant A, B or C
- Student Success Completion Grant
- Chafee Grant
- Institutional Scholarships

Direct Stafford Loans are not included in the initial packing at College of Marin. Rather a student must request to borrow by completing a separate loan request packet. Submitting a loan request does not guarantee approval.

Completed files will be reviewed and packaged on a "first come, first served" basis as determined by the date the file is completed.

The student's cost (see Cost of Attendance section) and need will be calculated (cost of attendance minus EFC minus other resources equals need). Each aid type and amount in which the student is eligible will be subtracted from the need/cost as outlined in the awarding hierarchy. Awards are coordinated with other offices and agencies who give monetary awards or assistance.

XIV. DISBURSEMENT AND NOTIFICATION

In order to ensure compliance with Department of Education Regulations pertaining to separation of duties for disbursement of financial aid funds the following is established. The Chief Business Officer and/or designee, shall be responsible for disbursing financial aid funds as outlined in the Blue Book published by the U.S. Department of Education and other generally accepted accounting procedures.

Federal Pell Grant, SEOG, Direct Stafford Loan funds are credited to the student through College of Marin Student Account. All enrollment and other fees are deducted first and then the remaining balance is refunded to the student.

College of Marin chooses to disburse Pell Grants to eligible students into two main disbursements per semester. However, Pell Grants, SEOG and Direct Loans are disbursed on a weekly basis the first 4 weeks of the semester; and then bi-weekly thereafter. For instance, if a student is eligible for a Pell Grant, then half of the funds the student is eligible to receive will be disbursed at the beginning of the semester and the remaining funds will be disbursed in the second half of the semester.

The first disbursements of state programs occur after census and follow the bi-weekly schedule set for all other Title IV programs. Financial aid refunds are wired to BankMobile Disbursements, our 3rd party vendor, and students must have selected a refund method. For more information, please see the Enrollment Services office in regards to your BankMobile Disbursements profile.

All scholarships are distributed in one disbursement per semester. For subsidized and unsubsidized loans half of the total amount awarded is disbursed in the Fall and the second half is disbursed in the Spring. If the loan is for only one semester, then the entire amount is disbursed in two payments that semester.

Federal and state regulations allow College of Marin to begin disbursing financial aid to eligible students up to 10 days before the start date of the student's class. If the student has classes that start later in the term, only the enrollment for the classes he/she is attending will be used at the time of disbursement. Students whose financial aid files are complete and otherwise eligible will have their student accounts credited with their first disbursement within 10 days before their first class begins. College of Marin continues crediting the first disbursement of financial aid to eligible students when their files are complete every week during the first month of the semester and then every other week until the end of semester.

XV. RETURN TO TITLE IV

College of Marin will determine the amount of federal financial aid a student has earned in accordance with federal law. Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. 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.

Order of return

College of Marin follows the federal regulation 34 CFR 668.22(i). It is as follows:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

- Federal SEOG
- Teach Grant

Post-withdrawal Disbursement

If the student receives less Federal Student Aid than the amount earned, College of Marin offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement. Without obtaining a student's permission, Title IV grant funds from a Post withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a Post-Withdrawal disbursement or are disbursed directly to the student. College of Marin must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that College of Marin determines the student withdrew. College of Marin notifies students by letter that they are eligible for a Post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, College of Marin states that the institution is not required to make the Post-Withdrawal disbursement if the student does not respond by the deadline.

Timeframe

Per Federal regulation 34 CFR 668.22 (j) (i), College of Marin must return the unearned funds no later than 45 days from the determination of a student's withdrawal. This is done electronically using the "Refunds" function in G5.

A student's withdrawal as defined by College of Marin is:

- The date the student officially withdraws through the student portal or in person in Enrollment Services; or
- The date the instructor officially withdraws the student for failure to adhere to attendance requirements.

XVI. Communication

The Enrollment Services Office sends all correspondence via the student's individual MyCOM Student Email address and MyCOM Student Portal. This address is established upon admission to COM. Students must log into their MyCOM portal to review information pertinent to their financial aid including:

- Document Tracking Requirements
- Award Information
- Satisfactory Academic Progress Status
- Loan Exit Interview Notification
- Other correspondence

It is the responsibility of the student to check their financial aid status on a regular basis and respond to any correspondence via email to financial.aid@marin.edu or by stopping by the Enrollment Services Office at either Kentfield or IVC.

