

LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS INDEX NUMBER B-8

REFERENCE:	TOPIC: District Office Procedures for Reviewing Campus Decisions on Student Financial Aid Appeals
ISSUE DATE: February 4, 1997	INITIATED BY: Business Services
CHANGES: Index Number	DATE OF CHANGES: December 15, 1998

I. Purpose and Definition

The purpose of this procedure is to establish a process for obtaining final District resolutions to decisions issued at the college through its appeal procedures for reinstatement of financial aid. District Office Appeal Review Requests are processed through the college only after the college appeal procedures have been exhausted. The procedures for District Office Reviews may be initiated by a student who reasonably believes that college, district, state and/or federal guidelines were applied incorrectly and, therefore, adversely affected her/his financial aid status, rights and privileges.

The student should be aware that federal guidelines require colleges to validate student financial aid eligibility. Their decision, in the absence of error, fraud, bad faith or incompetence, is final and cannot be appealed to the Department of Education.

This procedure does not apply to student grievances; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, sexual orientation, physical or mental disability; grade disputes with instructors; academic probation or dismissal issued through Admissions and Records; or an appeal for residency decision. Information about these due process procedures may be obtained from the College Student Services Office.

II. Initiation of District Office Appeal Procedures

1. The student shall file a Formal District Office Financial Aid Appeal Review Request Form with the College President or President's Designee.
2. Upon receipt of the Request, the College President/President's Designee shall forward to the Chancellor or Chancellor's Designee the following information within five (5) working days:
 - a. The student's completed formal District Office Financial Aid Appeal Review Request Form.
 - b. The student's formal financial aid appeal statement with its supporting documentation.
 - c. The college's formal decision statement with supporting facts, or federal, state, district and/or college citations used in its decisions.

III. Formal Appeal Procedures

1. Within five (5) working days following receipt of the Appeal Review Request and supporting documents, the Chancellor/Chancellor's Designee shall direct the Director, Central Financial Aid Unit to assemble and chair the Review Committee.
 - a. Composition of the Committee
 1. The Financial Aid Managers shall serve annually as a standing panel from which the Review Committee members will be selected (member selection shall be the Director's responsibility).
 2. The Committee shall be composed of two (2) Financial Aid Managers and the Director.
 3. No Financial Aid Manager who is otherwise interested in the particular case shall sit as a member of the Committee.
 - b. District Office Appeal Review Procedures
 1. The Committee shall consider only the information ruled upon in the college's appeal procedure. If the student wants to present new information, his/her file must be

returned to the college for re-evaluation.

2. The Committee shall rule only on whether or not guidelines used as the basis for the college's decision were applied properly.
3. The Committee review session shall be open only to the Chancellor/Chancellor's Designee.
4. The Committee shall prepare a formal statement of its decision, its basis for the decision, and forward a copy to the Chancellor/Chancellor's Designee for disclosure to the College. The disclosure shall be made within the five (5) working days subsequent to the Committee decision.
5. The decision of the Committee shall be final.