

## Admissions Policy

The college practices an “open door” admissions policy, which means that entry is generally unrestricted; however, the college reserves the right to place students in classes on the basis of academic advising, testing, pre-enrollment interviews, and past educational achievement. Certain college programs have specific admission requirements, as well. The following minimum requirements are used as guidelines for admission:

1. All individuals, 17 years of age or older, who have a high school diploma, a General Education Development (GED) certificate, or are not enrolled in high school, are admitted.
2. Students younger than 17 must complete a Request for Waiver of Admission Requirements form, obtained from either the Enrollment Services offices or Lowry One-Stop. This form must be approved by the Director of Admissions or Advising and the college president. An admission decision will be based on a student’s academic history, determination of ability to benefit from college level instruction, and overall educational goals.
3. All new students must take the appropriate assessment test (Accuplacer) or have appropriate ACT or SAT scores from a test taken within the last five years. State Board Policy requires that colleges assess their students to determine their levels of English, mathematics, and reading, and if needed, that students take developmental courses within their first 30 hours at the college.

Students are exempt from assessment if:

- They have an Associate of Arts or Science Degree or higher.
- They have appropriate, transcribed, college-level English, math, or developmental courses.
- They are non-degree-seeking and are not taking courses with prerequisites (does not apply to students under the age of 20).
- They have documented ACT (English of 18 for ENG 121, Reading of 17

for college-level reading, and Math of 23 for MAT 121) or SAT scores (430 Verbal for college-level reading, 440 Verbal for ENG 121, and 460 Math for MAT 121).

- They are seeking only a Real Estate certificate or a Certificate of Recognition (does not apply to students under the age of 20).

Admission to the college does not assure acceptance of a student into a particular course or program. Some students may need to enroll in certain courses to compensate for scholastic deficiencies or to meet established prerequisites. The college reserves the right to review and revoke the enrollment of any person who appears to be unable to profit from further education, as well as of those persons whose enrollment would not be beneficial to them or to the college and in accordance with Board Policy BP 4-10. The policy is online at <http://www.cccs.edu/SBCCOE/Policies/BP/PDF/BP4-10.pdf>. Students who enroll in an occupational program, who are veterans, who receive financial aid, or who are on F-1 or M-1 student visa status must declare their degree or certificate program at the time of registration. Any changes in the declared degree or certificate must be recorded with the Enrollment Services office, and if the student is a financial aid recipient, with the Financial Aid office.

The Community College of Aurora does not require physical examinations as a condition for admission. Students who have a disability or who otherwise have special needs are encouraged to contact the Accessibility office located in the Learning Resource Center, CentreTech Campus, Student Centre Building, Room S202, 303-361-7395 (V/TDD). This office provides academic support and accommodations to students with documented disabilities at no cost.

### Acceptance Letters

Acceptance letters are sent via e-mail if an e-mail address was supplied with the admissions application or via regular U.S. mail if an e-mail was not supplied with the application. If a student does not receive a letter or has questions regarding the

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acceptance letter, please contact the Admissions office, CentreTech Campus, Administration Building, A102, 303-361-7363.

## **Admissions Procedures**

Students seeking admission to the Community College of Aurora should submit an application for admission online at [www.CCAurora.edu](http://www.CCAurora.edu) and click on the MyCommunity Education link. Staff personnel are available to assist students in completing the application on site in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102 and at the Lowry Campus, Building 903, Room 106.

### **New Students**

Individuals who have never attended an institution of higher education must complete the new student application for admission. New students pursuing a degree are required to take assessment tests and meet with advisors to register for their first semester. Students are encouraged to keep in contact with academic advisors throughout their educational programs.

### **Transfer Students**

Students who have previously attended any college must complete the transfer application for admission. Transfer students pursuing a degree or certificate at CCA are required to meet assessment requirements. Transfer students should meet with academic advisors to register for the first semester and are encouraged to keep in contact with academic advisors.

### **Re-Admit Students**

Former students returning to the Community College of Aurora after an absence of twelve consecutive months must complete the Re-admit Application form online for readmission.

### **High School Students Participating in the Postsecondary Enrollment Options (PSEO) Act and Fast Track**

High school students enrolling under the Postsecondary Enrollment Options (PSEO) Act (C.R.S. 322-35-101 et seq.) must receive course approval from their

school districts to be eligible for tuition reimbursement. PSEO students need to do the following:

1. Complete a new student application for admission.
2. Sign up for the College Opportunity Fund (COF).
3. Complete the CCA assessment test or provide ACT/SAT scores that meet the minimum requirement.
4. Register for classes at CCA by providing a district approval letter.
5. Arrange for payment of tuition, student fees, books, and supplies. The school district may pay the tuition or reimburse the tuition upon successful completion of the course(s). For additional information, call 303-360-4705.

### **High School Students not Participating in the Postsecondary Enrollment Options Act**

Students need to do the following:

1. Complete a new student application for admission.
2. Sign up for the College Opportunity Fund (COF).
3. Complete the CCA assessment test or provide ACT/SAT scores that meet the minimum requirement.
4. Contact a CCA academic advisor.
5. Register for classes.
6. Pay for tuition, student fees, books, and supplies.
7. Students 16 and under are required to submit a Request for Waiver of Admission Requirements form (page 9).

For additional information, call 303-360-4700.

### **International Students**

The college is authorized under federal law to enroll non-immigrant alien students. An international student (F-1) is a student who is not a U.S. citizen and is not classified by U.S. Immigration as a resident alien. These students must see the international student advisor in the Enrollment Services office, CentreTech Campus, Administration Building, Room A106-F, 303-340-7508. For information regarding I-20 Review Session (including

dates and times), go to [www.CCAurora.edu/students/enrollment/advising/intl/](http://www.CCAurora.edu/students/enrollment/advising/intl/) or call 303-340-7508. International students are required to submit the following documents:

1. The international student application for admission, available online.
2. Submit all prior academic credentials (high school or equivalent).
3. A statement of financial resources that are sufficient, as determined by the college, to provide for stay in the United States. All financial information must be provided in U.S. dollars and in English.
4. Demonstrate/Document English Proficiency Level using one of the following options
  - All students must take the Accuplacer at CCA in order to take College level courses.
  - Students who are interested in taking only English language courses will take the LOEP (Level of English Proficiency) test at CCA to determine their current level of English ability. After completing the English language program, students may advance to college level courses.
  - If the student has previously taken and passed a College-level course at a U.S. college, he or she may submit an official transcript showing completion of the course.
5. Medical insurance for one year must be purchased at time of registration, unless proof of their own medical and accident coverage in the United States can be provided.
6. Payment of a \$75 non-refundable application charge.

Form I-20 will not be issued to an international student until all of the above documents are on file in Enrollment Services and a decision to admit the student has been made. International students should allow sufficient time to gather and submit all required documentation so that an admissions decision and visa approval can be made.

The application and approval process can take up to six months for first-time ap-

plications and approximately 30 days for transfer applications. The earlier students apply, the better their chances are for a timely approval. Although CCA suggests early application, the college will not issue an I-20 after the deadlines in the chart below:

	First-Time or Reinstatement Applicants	Current International Students Seeking Transfer
Fall	May 15	July 31
Spring	September 15	November 30
Summer	February 15	April 30

International students must meet with the international student advisor in the Enrollment Services office, CentreTech Campus, Administration Building, Room A106F prior to registering for courses. International students must also comply with the following requirements:

1. Immigration requirements with respect to the number of credit hours taken at their home campus. United States Immigration and Customs Enforcement (ICE) regulations require that foreign students on F-1 or M-1 visas carry and complete a full course of study (minimum of 12 credit hours per spring and fall semesters) and that they complete their educational objectives within a reasonable period of time. Any extensions to the reported completion dates must be requested of the international student advisor and reported to ICE at least 30 days prior.
2. Placement testing must be taken before course registration; students are required to follow course placement in English, mathematics, and reading as determined by the placement test scores.
3. International students must pay full tuition by the end of the first week of class.
4. Provisions of the Academic Standards of Progress Policy must be followed.
5. Off-campus work is not allowed without prior permission of the international student advisor and ICE.

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6. The international student advisor must be notified of any address change (both local and abroad) within 10 days of change.

### **Veterans Affairs**

Veterans can use their educational benefits at CCA. The veteran student advisor will complete the veteran certification. All questions and forms should be submitted to the Veterans Affairs office, CentreTech Campus, Administration Building, Room A106, 303-360-4706. Additional information is available online at <http://www.CCAurora.edu/students/enrollment/advising/veterans/>.

It is important for students who are veterans to select subjects that will apply to their specific degrees. These are the courses that the college can certify to the Department of Veterans Affairs. Students using VA benefits must submit official transcripts of all previous post-secondary education and training no later than 30 days after the beginning of the first semester of attendance.

Veterans are responsible to ensure that satisfactory arrangements have been made for payment of their tuition to the college

Military personnel and emergency management officials who are required to go Temporary Duty (TDY) in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and any special considerations must be approved by the Vice President of Instruction.

### **Veteran Academic Standards of Progress**

Academic Standards of Progress, as described below, apply to all CCA students, including veterans. If veteran students stop attending classes, but do not officially withdraw, they will receive a grade of "F" in the course. As long as veterans are on academic probation, they continue to receive VA benefits. If veterans are suspended from school due to lack of progress, VA benefits will be terminated for the length of the suspension.

## **Registration**

CCA publishes a schedule of course offerings each semester and makes it available online. The schedule indicates procedures, registration dates, and tuition fees. Students may obtain a schedule of classes and obtain staff assistance in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, and in the Student Services office, Lowry Campus, Building 903, Room 106. All students will register online using a student ID number and PIN. Instructions are available online at [www.CCAurora.edu/students/enrollment/registration/](http://www.CCAurora.edu/students/enrollment/registration/) and in the schedule of classes.

### **Late Registration**

After classes start, students may register through the first week of class for full-term classes. Students may enroll for short-term, classroom-based classes only through the first class meeting. After the open enrollment period, registration is discouraged and requires departmental approval. Students are encouraged to register well before the start of classes, as indicated in the semester class schedule. For further information, call 303-360-4700.

## **Tuition**

The State Board for Community Colleges and Occupational Education determines CCA's tuition and it is subject to change. The tuition rate is listed in the Schedule of Classes.

### **College Opportunity Fund (COF)**

The College Opportunity Fund (COF) provides a stipend to eligible undergraduate students. The stipend pays a portion of total in-state tuition when a student attends a Colorado public college or a participating private college. Eligible undergraduate students must apply, be admitted and enroll at a participating college. The stipend is paid on a per-credit-hour basis to the institution at which the student is enrolled. Courses taken as an audit are not eligible for the Colorado Opportunity Fund (COF) stipend and will be charged at the non-stipend rate. The per-credit-hour amount is set annually by the General Assembly. Students may

apply for COF and receive additional information via the Colorado Commission on Higher Education (CCHE) and online at <http://higher.ed.colorado.gov/Finance/COF/default.html>.

### **Financial Obligations of Students**

Financial obligations to the college are due and payable at the time of registration unless the student has made arrangements with the cashier's office. A student is not considered officially registered and should not attend classes until tuition is paid or arrangements for payment have been made with the cashier's office. A student who is financially obligated to the college in any way will be denied a transcript and will not be allowed to register for subsequent sessions until he/she has made satisfactory settlement or other arrangements with the college. Contact the cashier's office for more information. Unpaid student accounts will be forwarded to a collection agency and may result in additional collection agency fees, attorney's fees, or other incurred costs.

### **Residency Classification for Tuition Purposes**

At the time of application for admission, students are classified for tuition purposes as "in-state residents" or "out-of-state residents," according to provisions of Colorado law.

To qualify for in-state tuition, students (or their parents or legal guardians, if they are under 23 years of age and not emancipated) must have been domiciled in Colorado for at least one year prior to the first day of the semester for which they seek residency. Domicile for tuition purposes is determined by two factors: 1) ability to show a permanent place of residence in Colorado, and 2) ability to demonstrate intent to remain in Colorado. Students prove their intent by providing documents showing 12 months of domicile in Colorado:

1. Colorado income tax returns
2. Evidence of permanent Colorado employment status
3. A Colorado drivers license or vehicle registration

4. Evidence of Colorado voter registration

The Enrollment Services office requires a minimum of two proofs of domicile, but depending on circumstances, CCA may request additional information. If students have been classified as non-resident and feel this is in error because of incorrect information provided on the initial application, a correction form must be submitted by the first day of class. If it is determined that the correction form and any supporting documentation is insufficient to prove residency, the student can petition for in-state tuition. This petition must be submitted within 10 days.

### **Verification of Lawful Presence (HB1023)**

C.R.S. §24-76.5-101, et seq. requires that the Colorado Commission of Higher Education (CCHE) and institutions of higher education, including CCA, verify the lawful presence of all applicants for public postsecondary education benefits. Applicants who fail to meet verification requirements may be subject to non-resident tuition and removal of COF funds and other state-funded aid.

### **Western Undergraduate Exchange (WUE)**

WUE is a program through which students in participating states may enroll at a special, reduced tuition level of the in-state tuition rate, excluding the College Opportunity Fund. Participating states include Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. For more information, contact the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, 303-360-4700 or go online at <http://wue.wiche.edu>.

### **Military Personnel**

Active duty members of the U.S. Armed Forces and their dependents stationed in Colorado are eligible for in-state tuition consideration. Under provisions of Colorado law, the college will permit non-resident active duty military personnel and their dependents to qualify for in-state tuition. Military personnel are required to

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obtain certification from the base personnel office to confirm that they are on active duty with a permanent duty station in Colorado. This documentation must be resubmitted each semester for students to receive in-state tuition. To receive the discounted rate, military personnel and their dependents must also sign up for COF. For information, call 303-361-7363.

### **Tuition and Fees Payment**

Sponsored students must bring proof of sponsorship to the Accounts Receivable office by the tuition due date specified in the Schedule of Classes.

Students who are not receiving financial aid and who are not being sponsored by a third party should be prepared to pay 100 percent of their tuition and fees. See the current Schedule of Classes for specific due dates. Tuition and fees may be paid by cash, personal check, MasterCard, VISA or Discover Card.

Students who cannot afford to pay their tuition and fees in full may obtain a promissory note before the due date by paying all fees and 33 percent of tuition costs. The remaining tuition balance will be divided into two payments. A non-refundable fee will be assessed. See the current Schedule of Classes for the list of non-refundable fees.

### **Refund Policy**

The Community College of Aurora will issue refunds based on the following:

#### **Official Drop by Refund Date**

1. Full refund (100 percent) of tuition and student fees is granted to students for classes officially dropped through the refund date, except for the non-refundable student enrollment charge that is used to offset processing and material costs. The refund date for regularly scheduled classes is published in the schedule. All other refunds are based on 15 percent of the class meeting times. For further information about class refund dates, call 303-360-4700 before the starting date of the class.
2. No refunds are given after the refund date, except for extenuating circum

stances due to a documented emergency (death of a family member, illness, injury, etc.).

### **Class Cancellations**

When a class section is cancelled by the college for any reason, the college will notify students. Students are entitled to a 100 percent refund. Students may choose from the sections still available to substitute for the cancelled class. Assistance is available in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, or in the Student Service office, Lowry Campus, Building 903, Room 106.

### **Refund Processing**

A refund is automatically initiated when a class is cancelled by the college or dropped by the student before the refund date. A refund will not be made if there is an outstanding balance on the student's account. If a financial aid recipient is eligible for a refund, the funds received must be returned to the student's financial aid account. A reduction in the award may be required. Financial aid recipients must contact the Financial Aid office regarding refund requirements, CentreTech campus, Administration Building, Room A207.

### **Schedule Changes**

Students may change their schedules (add/drop) after they have registered. Here are the general policies related to change of schedule:

1. The drop period extends from the beginning of registration through the refund date published in the Schedule of Classes. Students may add classes through the first week of class for full-term classes. See Enrollment Services office, CentreTech Campus, Administration Building, Room A102, or the Student Services office, Lowry Campus, Building 903, Room 106 for deadlines on classes that are not semester long.
2. Students will be assessed additional tuition and fees if credit hours added exceed hours dropped.
3. Students may add/drop through registration online, in the Enrollment

Services office, CentreTech Campus, Administration Building, Room A102, or in the Student Services office, Lowry Campus, Building 903, Room 106.

### **Withdrawing from a Class**

Once a student has registered for a course, the college reserves space with the assumption that the student will complete the course. If unforeseen circumstances occur, the student can officially withdraw in person in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, and in the Student Services office, Lowry Campus, Building 903, Room 106, or online at [www.CCAurora.edu/other/login.shtml](http://www.CCAurora.edu/other/login.shtml). Students who do not officially withdraw or withdraw after the withdraw deadline will receive a grade of F on their permanent records. No refund is given for a course withdrawal which occurs after the published refund date and before the withdraw deadline.

### **Withdrawing from College**

All students with six credit hours or more who withdraw from the college should start the withdrawal procedure with an advisor in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, or in the Student Services office, Lowry Campus, Building 903, Room 106.

## **Student Records**

### **Change of Address and Telephone Information**

It is the responsibility of students to update their current addresses, telephone numbers, and email addresses online. If students are also employees of the Colorado Community College System, address changes must be made in person at the appropriate human resources office.

### **ConnectED: Campus Alert System**

Students are encouraged to update their "Your Alert System" information, through the MyCommunityEducation link. This system will allow CCA to contact you quickly in the event of a campus or weather emergency.

### **Student E-Mail**

All students are assigned a student e-mail account. Activate your account as soon as possible. Staff are available at both the CentreTech and Lowry campuses to help you activate your account. Your student e-mail account is the official method of communication with CCA.

### **Family Education Rights and Privacy Act of 1974 (FERPA): Public Information and the Security of Student Records**

The Enrollment Services office takes full responsibility for the security of academic records. Under the federal Family Educational Rights and Privacy Act, the information in students' files may be released only under specific conditions. Current or former students of CCA have complete access to their records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232q. Students may view them upon request at the Enrollment Services office. If students feel the records contain errors, they may appeal in writing to the Registrar.

### **CCCS and CCA Rules for Student Directory Information FERPA General Guidelines**

Students have three primary rights under the Family Educational Rights and Privacy Act (FERPA). These are: 1) to inspect and review their educational records, 2) to have some control over the disclosure of information from their education records and 3) to seek to amend their education records.

### **FERPA Information General Guidelines**

FERPA requires institutions to give public notice to students of the categories of personally identifiable information, which the institution has designated as public or directory information. Colleges may disclose directory information without prior written consent of the student, unless the student requests in writing to the contrary no later than the first official class meeting date of each semester.

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### **Directory Information for FERPA**

It is in the best interest of student safety and privacy to limit the disclosure of directory information to items that would provide immediate access to a student. Immediate access to a student could be obtained by disclosing student address, telephone number, or class schedule. The following information is permissible in the college's directory:

- student name
- date of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance (semester, not individual class dates)
- degrees, honors, and awards received
- most recent educational institution attended.

Students names and dates of attendance at CCA are considered public information. CCA responds to inquiries in this regard, whether they are made in person, by phone or in writing. Other items are also considered public information, but disclosure can be prevented. The Enrollment Services office must receive a written statement requesting the information to be withheld. Directory items can appear in college directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing.

Student names may be released for graduation listings and lists of special awards, honors, events, and to the news media. In addition, graduation lists which may include student e-mail and address information may be released to 4-year institutions at the discretion of the college. All other information contained in student records is considered private and not open to public without student consent.

The following individuals have access to student records because of their official functions: CCA officials, officials at other schools and colleges to which the student applies, state or federal education authorities, officials evaluating the application for financial aid, state and local officials requesting reporting data, organizations conducting studies for educational

institutions or agencies, accrediting organizations, parents of dependent students (proof of dependency is required - CCA will attempt to notify the student before releasing information), and the Veterans Administration. Under the following circumstances, CCA may also provide information without consent to comply with Judicial orders, in emergencies where the information in the student file is needed to protect the health, safety, or welfare of the student or that of other persons, and in response to requests made by military recruiters who are granted access to students in higher education by the Solomon Amendment.

A complete copy of the Family Educational Rights and Privacy Act is available at the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, at the Lowry Campus, Building 903, Room 106 or online at [www.CCAurora.edu/college/consumerism/ferpa.shtml](http://www.CCAurora.edu/college/consumerism/ferpa.shtml).

### **Transcript Requests**

The Records office, located at the CentreTech Campus, Administration Building, Room A102, maintains student records and issues transcripts. Students may request a copy of their Community College of Aurora transcript be sent to another college or to an employer by requesting a transcript through online services or by completing a request for transcript form available at the Enrollment Services office, CentreTech Campus, Administration Building, Room A102 or at the Student Services office, Lowry Campus, Building 903, Room 106. The college requires two to three days to process requests and will consider faster processing only if staffing levels are appropriate to expedite the request and the student has expressed a valid need for faster processing. Students will be charged for expedited services.

### **Transfer Credit Evaluations**

Students must be enrolled at CCA in order to have their credits evaluated. An official transcript must be mailed directly to CCA. Transfer credit will be evaluated course by course, based upon the

student's declared degree or certificate. Generally, grades of C or better will be accepted in transfer. CCA may choose to transfer D grades on a case-by-case basis, determined by the student's chosen program and whether a D grade may be used to meet degree or certificate requirements.

Written confirmation of the credit awarded will be sent to each student for whom a credit evaluation is completed. Students can also check the status of their transfer credits by viewing their unofficial transcripts online at <http://www.CCAurora.edu/> and accessing their My-CommunityEducation account. It is the responsibility of the student to provide all required documents. Documents become the property of the college and will not be released to the student or transferred to other institutions.

## Financial Aid

Financial aid is money available to assist students with the costs of attending college. This assistance comes from the federal and state government, the college, and private sources. Financial aid includes grants, a work study program, student loans, and scholarships. Campus-based work study programs provide part-time employment for eligible students to earn money for their education.

The first step in applying for all types of financial aid is to complete the Free Application for Federal Student Aid (FAFSA) located in the Financial Aid office, CentreTech Campus, Administration Building, Room A207 or online at <http://www.fafsa.ed.gov>. This application is used to apply for all types of federal, state and institution aid awarded by the college. To be considered for work study awards, a student must indicate on the FAFSA that he or she wants student employment. The FAFSA is submitted directly to the U.S. Department of Education's central processor.

A Federal Student Aid Report (SAR) is next sent to the student. An electronic Institutional Student Information Report (ISIR), duplicating the student's SAR, is then sent to the CCA Financial Aid office.

This ISIR must be processed and have a valid Estimated Family Contribution (EFC), as determined by the college's Financial Aid office, before a student is eligible for any financial aid funds.

Federal and state grants are available only to students who have not earned a bachelor's or a professional degree. Students can access their financial aid student account through online services at [www.CCAurora.edu](http://www.CCAurora.edu), click on the MYCommunity EDUCATION link. For more information on financial aid programs, access <http://www.CCAurora.edu/students/financialaid>. This includes:

- Colorado Leveraging Educational Assistance Partnership (CLEAP)
- Colorado Student Grant (CSG)
- Colorado Work Study (CWS)
- Direct Loan (DL)
- Federal Pell Grant
- Federal Plus Loan
- Federal Student Loan Program (FAFSA)
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

### Scholarship Programs

Several scholarships are offered at CCA at various times during the year. Information on private and institutional scholarships, applications, and processing deadlines is available in the Financial Aid office, CentreTech Campus, Administration Building, Room A207, in the Student Services office, Lowry Campus, Building 903, Room 106, or online at <http://www.CCAurora.edu/students/financialaid/scholarships.shtml>.

### Financial Aid Application Procedures

Students begin the application process when they complete and submit the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete these applications as early as possible after January 1. Priority for determining financial aid eligibility is given to students whose completed applications are on file with the CCA Financial Aid office by these dates:

## GRADUATION APPLICATIONS

*Students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must apply for graduation the semester before graduation is anticipated. This early application allows CCA's graduation evaluator to review their records and ensure that they register for the appropriate courses in their final semester. Application deadlines are as shown below:*

Planning to graduate at the end of:	Application Deadline:
Spring	December 1
Summer	April 1
Fall	July 1

*Graduation application forms are available in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, in the Student Services office, Lowry Campus, Building 903, Room 106, and online at <http://www.CCAurora.edu/forms/graduationmail.htm>. Applications received after the deadline may not be evaluated prior to the start of one's final semester.*

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Fall Semester 2009.....	May 1, 2009
Spring Semester 2010....	November 1, 2009
Summer Semester 2010.....	April 1, 2010
Fall Semester 2010.....	May 1, 2010
Spring Semester 2011....	November 1, 2010

## **General Eligibility Requirements**

A student must meet the following general requirements to be eligible for federal, state, and institutional financial aid programs:

- Be a U.S. citizen, U.S. national or permanent resident or eligible non-resident.
- Be enrolled as a regular student pursuing an associate degree or a certificate in an eligible program.
- Have a high school diploma or a General Education Development (GED) Certificate or pass an Ability to Benefit test, with specified test scores.
- Have a valid Social Security number.
- Not be in default on a federal student loan or owe a repayment on a federal grant.
- Be registered with Selective Service, if required.
- Meet and maintain the college and Financial Aid Standards of Academic Progress requirements.
- Have financial need as determined by the federal financial aid application (FAFSA).

## **Awarding Procedures**

When all appropriate forms or documents have been received by the college Financial Aid office, the student's file is considered complete. The Community of College of Aurora uses the following criteria to award financial assistance: Financial need, a valid EFC (Estimated Family Contribution), and a completed file for the new award year.

Students who have completed financial aid files by May 1 will receive priority consideration for the work-study programs. Failure to meet this priority date may result in some funds not being available to applicants.

One can apply for a Federal Pell Grant throughout the award year. The deadline for submitting Student Aid Report (SAR)

is the last day of the summer semester of the current award year. The last day to complete a FAFSA is generally June 30 of any given year for the award year.

## **Payment Authorization**

The Financial Aid office initially awards students based on full-time enrollment. Shortly after the census date (the last day to add/drop courses), the awards will be adjusted to the actual enrollment level. Payment cannot be authorized for audited and withdrawn courses prior to the financial aid award being disbursed.

## **Return of Federal Funds**

Federal Title IV regulates that a certain percentage of Title IV awarded funds be returned to the U.S. Department of Education or to the student loan lender when a student completely withdraws from all classes. These funds include: Federal Stafford and/or PLUS Loans, Federal Pell Grant, Federal SEOG and CLEAP. The Colorado Student Grant is not affected by this requirement.

If a student drops a class that has not started and receives a 100 percent refund, aid is reduced to reflect the new enrollment status. All charges (e.g. tuition, books and supplies) will then be deducted from the total amount of the award and the remainder issued in the form of a check mailed directly to the student six weeks into the semester.

Students receiving all F grades are unofficially withdrawn from classes. Financial aid students who drop out without notifying the institution are considered having withdrawn at the payment's midpoint. Students may owe the college for charges no longer paid by financial aid.

For more information about the procedure called Return of Title IV Funds and how returns are calculated, contact the Financial Aid office, CentreTech Campus, Administration Building, Room A207.

## **Maintaining Eligibility**

To maintain eligibility for financial aid, students must comply with the federal, state, institutional, and/or donor rules and regulations that apply to the financial aid awards.

# Student Services and Activities

Students must continue to meet eligibility criteria and must reapply for financial aid in a timely manner each academic year. If a student withdraws, drops or changes from credit to audit status, the student may be required to repay a portion of the financial aid received. Students should check with the CCA Financial Aid office before changing enrollment status.

Students receiving need-determined financial aid must maintain satisfactory, measurable progress each semester.

### **Standards of Satisfactory Progress Requirements and Procedures (Financial Aid Satisfactory Academic Progress Policy)**

Each institution that receives Title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendment of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory academic progress measures a student's performance in the following three areas: completion rate, grade point average (GPA), and maximum time frame. The Financial Aid office is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility. The full policy is available online at [www.CCAurora.edu/finaid](http://www.CCAurora.edu/finaid).

### **Senior Citizens and State Employee Tuition Grants**

Senior citizens and/or state employees should contact the Financial Aid office to determine eligibility. To qualify for the Senior Citizen grant, a student must be 60 years of age or older by the end of the semester for which they are applying. All classified State of Colorado employees qualify for the State Employee Tuition grant. The student is eligible to receive a 50 percent discount on resident tuition with a maximum of 12 credit hours per semester; however, all fees and any charges related to the course(s) are the sole responsibility of the student.

### **Information Regarding Financial Aid**

Further information about financial aid scholarships and loan applications, rules and regulations governing programs,

application procedures, payment procedures, and costs of attending the college is presented in the Financial Aid Handbook. This document is available from the Financial Aid office, CentreTech Campus, Administration Building, Room A207 and online at <http://www.CCAurora.edu/students/financialaid>.

## **Student Life**

Student fees help to fund free activities and events and to provide opportunities for student leadership. Sponsored organizations include: Sports clubs, academic clubs, cultural clubs, and special interest clubs. More information about activities, events, clubs and organizations is located in the Student Life office, CentreTech Campus, Student Centre Building, Room S101, 303-360-4726 or online at <http://www.CCAurora.edu/students/student-life/clubs.shtml>.

### **Orientation**

Orientation is a free, non-credit course, AAA 075, Special Topics-Student Orientation. The course introduces students to the Community College of Aurora and the services the college provides to assist students with their educational goals. Information and online registration for new student orientation is available at <http://www.CCAurora.edu/students/student-life/orientation.shtml>. For additional information, contact the Student Life office, CentreTech Campus, Student Centre Building, Room S101, 303-360-4726.

### **Student Government Association**

The Student Government Association (SGA), funded by student fees, provides a means of organized expression in college affairs, activities, and policies. SGA coordinates and regulates student activities and funds in the interest of their peers. It presents a forum for discussion among students, administration, faculty, and staff and works with new and existing organizations to arrange and publicize campus events. For more information on SGA events, discussions, and planning, contact the Student Life office, CentreTech Campus, Student Centre Building, Room S101-B, 303-360-4726.