

Dear Student,

According to our records, you may be eligible for the Community College Completion Grant (CCCG), which could be up to \$1,500 per academic year.

In order to receive the CCCG, you must meet the following guidelines:

1. Be enrolled in 15 course eligible units per term for the remainder of your program, **or**
2. Be enrolled in at least 12 course eligible units, if the length of the program is less than 30 units, **or**
3. Be enrolled in at least 12 course a eligible units, if the length of the remaining portion of your program is less than 30 units

-AND-

4. Have a comprehensive Student Education Plan (SEP) completed by a SCC counselor, and
 - a. **If you do not have comprehensive ISEP (Comprehensive SEP: an education plan that is at least two terms in length and shows the number of terms needed to complete your declared course of study).**
5. Have received the Full-Time Student Success Grant for fulltime Cal Grant recipients, **and**
6. Have a minimum cumulative Grade Point Average (GPA) of 2.0, unless they are first time students without a GPA.

We encourage you to meet with a SCC counselor to request a **comprehensive SEP**. Your eligibility for CCCG will be reviewed on a term by term basis. You will be automatically awarded once you meet the criteria above. You can view your award through the eServices view financial aid link (2018).

If you have questions regarding this process, please contact the Financial Aid Office. Our office hours are Monday-Thursday, 8:00 a.m. – 6:00 p.m.

Sincerely,

Financial Aid Staff

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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DATE: October 3, 2017

SS17-24

VIA E-MAIL

TO: Chief Student Services Officers
Chief Financial Aid Officers

FROM: Rhonda Mohr
Interim Vice Chancellor, Student Services and Special Programs

SUBJECT: Award and Payment Modifications for Implementation of Community College Completion Grant Program

The Chancellor's Office is making modifications to the implementation guidelines for award and payment of the Community College Completion Grant (CCCG) program. These modifications are a result of consultation with the CCCG task force, which demonstrated that such adjustments improve equitability and better serve the most likely eligible student population by:

- Targeting students who had registered full-time before they were aware of the Completion Grant program and the eligibility requirements
- Providing a rapid funding model for the most likely eligible populations
- Providing ample time and a better focus for counselor resources for required and appropriate interventions
- Providing consistency with the language in the education budget trailer that specifies early award and disbursement

In the interest of rapidly and fully implementing the Community College Completion Grant (CCCG) program for fall 2017 as required in the budget trailer bill language, the Chancellor's Office is directing Financial Aid offices to modify current award and payment parameters for the fall cohort of CCCG eligible students to require the following:

1. Enrollment in 15 units for the fall term, or
2. Enrollment in at least 12 units (duplicating Full-Time Student Success Grant (FTSSG) eligibility) if the length of the program is less than 30 units, or
3. Enrollment in at least 12 units (duplicating FTSSG eligibility) if the length of the remaining portion of a continuing student's program is less than 30 units (45 units for quarter colleges),

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AND

4. Have a comprehensive Student Education Plan (SEP) pursuant to Education Code section 88912 (b) (2)
5. Receive a FTSSG for the primary term associated with the completion grant payment,
6. Have a minimum cumulative Grade Point Average (GPA) of 2.0, unless they are first time students without GPAs.

Subsequent to initial payments, and before or during spring term enrollment, students should meet with a counselor for the following:

- A review of the requirements for receiving and maintaining eligibility for the CCCG (See 1-6 above),
- Monitoring for course enrollment as specified in the comprehensive SEP (see note below),
- Pace will be measured at the end of the spring 2018 term, and every primary term thereafter to determine renewal eligibility for the CCCG award (see note below).

These counseling interventions are designed to ensure students understand the requirements of the grant and the significance of following the comprehensive SEP.

Note: For colleges that have already awarded the CCCG prior to these modifications, it is permissible, at the colleges' discretion, to allow those students to abide by the original guidance, measuring pace beginning fall 2017. Regardless, all colleges are required to begin monitoring in spring 2018.

Contact: Please contact Student Financial Aid Program staff for questions:

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Ruby Nieto: rnieto@cccco.edu or (916) 322-4300

cc: Rhonda Mohr, Interim Vice Chancellor, Student Services and Special Programs
CCCCO Student Services staff