

CHAPTER 4 INSTITUTIONAL ELIGIBILITY AND ADDITIONAL PROVISIONS

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

4.1

GENERAL REQUIREMENTS

Imperial Valley
College

Copies of electronic documentation for federal financial aid participation with the U.S. Department of Education are maintained by these offices:

- **Location of College E-App**
 - Financial Aid Office
- **Location of College PPA**
 - Financial Aid Office
- **Location of College ECAR**
 - Financial Aid Office

INFORMATION REPORTED ON THE ECAR – IMPERIAL VALLEY COLLEGE	
OPE ID	00121400
HIGHEST LEVEL OF OFFERING APPROVED	Associate's degree
ANY NON-DEGREE OR SHORT-TERM TRAINING PROGRAMS	<ul style="list-style-type: none"> ▪ Less than one-year certificate ▪ One but less than two-year certificate
ADDITIONAL LOCATIONS	<ul style="list-style-type: none"> ▪ NA
APPROVED ACADEMIC PROGRAMS	Refer to: ECAR located in the Financial Aid Office

INSTITUTIONAL PROGRAM PARTICIPATION - AWARD HISTORY

DIRECT LOANS

- In 1991 Imperial Valley College opted to no longer participate in the Federal Direct Loan Program.

FEDERAL:

- Imperial Valley College participates in Federal Pell Grant, Federal SEOG, and Federal Work Study

STATE:

- Imperial Valley College participates in Cal Grant B and Cal Grant C and Cal Grant A (for Students with Dependent Children) programs administered by the State of California.
- Imperial Valley College also participates in the California College Promise Grant program and the Student Success Completion Grant administered by the California Community Colleges Chancellors Office.
- Participation in California Dream Act began Spring 2013 for AB540 Students.

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UPDATING APPLICATION INFORMATION

Imperial Valley
College

PPA: RENEWAL CERTIFICATION:

- Process is coordinated by: Director of Financial Aid

PPA: OUR CURRENT PERIOD OF PARTICIPATION DATES:

- Last PPA approved: 04/06/2017
- Approval expires: 12/31/2022

UPDATING APPLICATION INFORMATION - ECAR

- IVC reports changes on the ECAR, such as changes in program length or change in third-party servicer.
- The person responsible for coordinating a response to the Secretary to report any changes that affect the institution's eligibility and the effective date of that response is:
 - **Location Changes:** Financial Aid Office
 - **Academic Program Changes:** FAO coordinates with Office of Instruction.
 - **Accreditation Changes:** Financial Aid Office
 - **Other Updates:** Financial Aid Office

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4.3

STATE AUTHORIZATION AND ACCREDITATION

Imperial Valley
College

STATE AUTHORIZATION

- ▣ Imperial Valley College has state authorization to operate educational programs beyond secondary level in California.
- ▣ Imperial Valley College does offer **PROGRAMS** required to have state approval or to be licensed (NOT students who must pass licensing exams).

STATE AUTHORIZATION - IMPERIAL VALLEY COLLEGE

STATE AUTHORIZATION	California State Department of Education through CCC system
STATE PROCESS FOR COMPLAINTS	ACCJC CCCCCO Complaint Process

ACCREDITATION

PRIMARY ACCREDITATION – IMPERIAL VALLEY COLLEGE

NAME OF ACCREDITING AGENCY	Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges www.accjc.org
ACCREDITATION (INSTITUTIONAL OR PROGRAMMATIC)	Institutional for all programs
DATE OF LAST STATE APPROVAL	Imperial Valley College was evaluated in Spring 2013 with Commission action on July 8, 2016
DATE OF NEXT <u>COMPREHENSIVE REVIEW</u>	Next IVC <u>comprehensive review</u> : Spring 2019
ONLINE REFERENCE	IVC Accreditation Website Letter from President of ACCJC dated July 8, 2016 regarding review of Midterm Term
COMPLAINT PROCESS CONTACT	Accreditor: http://www.accjc.org/complaint-process CCC: Chancellor’s Complaint Process Notice

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PROGRAMMATIC ACCREDITATION, LICENSING OR APPROVAL – IMPERIAL VALLEY COLLEGE

ACADEMIC PROGRAM	1. ACCREDITATION, LICENSING OR APPROVAL AGENCY 2. COMPLAINT PROCESS CONTACT
For program list	IVC Accreditation page
Complaint Process	http://www.accjc.org/complaint-process

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ADMISSIONS STANDARDS

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IVC POLICY (Refer to BP 5010, AP 5010, Catalog pg. 12, Student Guide pg. 6)

ELIGIBILITY

- Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees.
- Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to
 - (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and
 - (2) complete the college assessment tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. **First-Time Student:**
 - a. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination).
 - b. Non-graduates of high school who are eighteen years of age and no longer enrolled in high school.
2. **Continuing Student:** A student who has registered for classes at Imperial Valley College for consecutive semesters.
3. **Returning Student:** A student who has previously attended Imperial Valley College but has been absent from the college for more than one semester.
4. **K-12 Admit:** A High school student who is recommended by the high school principal for one to eleven units of work. A Special Student Application for Concurrent Enrollment must be submitted along with the IVC Application for Admission. Deadline dates for each term are noted on the K12 application.
5. **Dual Enrollment:** A high school student who takes IVC courses offered at their high school, and who is recommended by their counselor or principal for one to 15 units of work (must also have parental consent). A Special Admit Student Dual Enrollment Application must be submitted along with the IVC Application for Admission. Deadline dates for each term are noted on the application.
6. **First-Time Transfer Student:** A student who has previously attended another accredited college or university and will be attending IVC for the first time. Official college transcripts should be submitted to Imperial Valley College as soon as possible to be granted course credit as appropriate.
7. **International Students:** An out of country student who will be attending IVC on F-1 visa. The International Student Application Packet must be completed and submitted to the Admissions and Records Office by June 1 for the fall semester admission, and November 1 for the spring semester. Students must have a local sponsor and provide documentation that sufficient funding is available for at least one year of tuition and fees as well as living expenses. An official TOEFL exam score report will be required of students as a condition of admission.

APPLICATION

- Students who are enrolling in Imperial Valley College for the first time and those who are former students returning after an absence of a semester or more (not including summer) must submit an application for admission online.
- The Online Application may be found by logging into the IVC website: www.imperial.edu Click on the "Apply Now" box located on the top right corner of the home page. Applications for admission will be processed beginning on October 1 for all terms for the next academic year.

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Attendance of Local High School Students

Local high school students attending the college are restricted to a spectator's role in college student activities, and extracurricular participation is to be confined to the high school. Counseling is available at the college, but every effort will be made to leave this responsibility to the high school counseling staffs. Students must attend high school for the minimum school day. The attendance of a student at a community college as a special student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student. (E.C. 76001)

Admission of Special Students in Grades 11-12

A principal of a high school may recommend a high school student as a special part-time student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. (Refer to the section on "Admission" in this catalog for more information.) Each semester, prior to being allowed to register, students who wish to attend IVC as special part-time college students must complete and submit the "Special Student in Grades 11-12" application (available online). Application deadlines for each term are noted on the application. Special Students must also meet all course prerequisites and assessment tests must be completed for subjects such as math and English.

Admission of Dual Enrollment Students in Grades 10-12: Each semester, prior to being allowed to register, students who wish to take IVC classes offered on the high school campus must complete the Special Admit Student Dual Enrollment Application (available from high school counselors). Deadline dates for each term are noted on the application. Dual Enrollment students must also meet course prerequisites. Please contact Associate Dean/Special Projects, Betsy Lane for more information at (760) 355-6481.

ABILITY TO BENEFIT (ATB):

- IVC does admit students based on ATB.
- **IF USED:** If students meet the grandfathering exception and do not have a high school diploma, a GED, a certificate of proficiency or its equivalent, or an Associate's degree or higher, must demonstrate that they have Ability to Benefit (ATB) from an educational program at Imperial Valley College.
 - The ATB requirement can be met by: having satisfactorily completed 6 degree applicable units or pass an approved ATB test.

IVC PROCEDURES

VALIDITY OF HIGH SCHOOL DIPLOMA

- If the validity is questioned, we identify the documents we consider acceptable to validate whether the student has a high school diploma.

EXAMPLES:

- A diploma and a final transcript that shows all the courses student took.
- Services of companies that determine the validity of foreign secondary school credentials.
- The state department of education in which the high school is located, if that department has jurisdiction over the high school.

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4.5

ELIGIBLE PROGRAMS

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IVC POLICY

ACADEMIC YEAR

- Our school offers the majority of programs in:
 - credit hours with terms
- Our minimum academic year definition for all programs is:
 - 32 weeks of instructional time and 24 semester hours
- Our school defines all programs with the same definition

IVC PROCEDURES

ELIGIBLE PROGRAMS

- Our school must document a student's enrollment in an eligible program at the time of admission, and it must have a system to notify the Financial Aid Office if the student leaves the program.
 - We confirm eligible program in Banner
 - When a student leaves an eligible program, FAO is notified through Banner

GAINFUL EMPLOYMENT

- We offer non-degree, certificate programs that qualify under the Gainful Employment Guidelines.
- Our gainful employment programs are provided on our website

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4.6

DISTANCE EDUCATION OUR PROCEDURE

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DISTANCE EDUCATION

- [State Authorization](#)
- Our distance education program is accredited by: ACCJC.

DISTANCE EDUCATION AND FINANCIAL AID

- If a student is enrolled in ONLY ONLINE classes and his or her address is outside of California or Arizona, the student is NOT eligible to receive financial aid.
- A weekly online only classes report is generated to find out-of-state students and send them notification of their ineligibility for Title IV aid and place a hold on their record.

DISTANCE EDUCATION COMPLAINT PROCESS FOR ARIZONA STUDENTS

- Arizona residents enrolled in online classes at IVC should follow the Complaint Procedures listed in IVC's Student Conduct and Complaint Policies listed in [General Catalog](#) to resolve concerns. Online students have the same rights and responsibilities as students enrolled in on-campus courses.
- Complaints are addressed through informal and formal processes. It is suggested that students first try to resolve an issue through the informal report and resolution process listed in the [General Catalog](#) before submitting a formal complaint.
- Imperial Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC). Information regarding their complaint process can be found at <http://www.accjc.org/>.
- If after following the college procedure the issue cannot be resolved internally, Arizona residents can seek additional resolution by contacting the Arizona State Board for Private Postsecondary Education through their website at <https://ppse.az.gov/> or at 1400 W. Washington Street, Phoenix, AZ 85007, phone: 602-542-5709.

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CONSUMER INFORMATION

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Imperial Valley College provides a [Consumer Information](#) portal page on the website in the “about us” section providing access to required consumer information. The portal indicates that required paper copies are available upon request. Annual notice of availability of required consumer information is sent via email to all students and employees on October 1st of each year.