

Federal and State Educational Grants Procedure	Procedure Number	3.8P
	Effective Date	August 2, 2011

1.0 PURPOSE

In accordance with Board Policy 3.8 Federal and State Educational Grants, the purpose of this procedure is to determine and articulate the College’s administrative responsibilities and requirements in the carrying out of operational duties associated with federal and state education grants.

2.0 REVISION HISTORY

Adopted on: 2/24/00
 Revised on: 8/2/11

3.0 PERSONS AFFECTED

Students receiving state or federal educational grants and Financial Aid staff


4.0 DEFINITIONS

- A. *Federal PELL Grant* – A federally sponsored program for undergraduate students in financial need as defined by the federal regulations from the Department of Education.
- B. *Federal Supplemental Educational Opportunity Grant (FSEOG)* – A federally sponsored program for undergraduate students in financial need. These funds are allocated to the College annually and disbursed to eligible students as defined by federal guidelines.
- C. *Other Federal and State Grants* – Any other federal and state grant programs for Wyoming residents as defined by federal and state guidelines.

5.0 PROCEDURES

The Financial Aid Office is responsible for carrying out the administrative and operational duties of federal and state educational grants. The Financial Aid Office is responsible for assuring that:

- A. Students meet the eligibility criteria set forth by the Department of Education and the State of Wyoming for the respective grant programs.
- B. Students meet the standards of progress in accordance to the Department of Education regulations and outlined in the LCCC Financial Aid Student Guide.
- C. Students receiving grants are awarded in accordance with the appropriate values of the grants as governed by federal and state regulations.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Diane Drebin, Student Services Vice President Joey French, Financial Aid Associate Director Jenny Hargett, Enrollment Management Dean	6/28/11
Approval by President's Cabinet		8/2/11
Approval by President (Signature)		8/2/11