



Office of Instruction and Financial Aid Processes for Title IV Program Designations

The Office of Instruction and Student Services met on Monday, April 6, 2020 to discuss a new process for determining which programs are eligible for Title IV funding and designating them as such in Colleague. Members of this meeting included Dr. Dina Humble, Dr. Scott Thayer, Marco Cota, Samuel Trejo, and Kay Dee Yarbrough. In the meeting, it was determined that the process below will assist both offices in keeping track of records, while providing the best support for students.

Certificates: All certificates with 16 or more units that are approved by the State Chancellor's Office will be added to the Financial Aid Program Participation Agreement (PPA) and will be designated as Title IV eligible in Colleague by the Office of Instruction.

Degrees: All degrees (AA, AS, AA-T, AS-T) approved by the State Chancellor's Office will be designated as being Title IV eligible in Colleague by the Office of Instruction.

Memo: Prior to designating programs as Title IV eligible, the Office of Instruction will compose a memo with the information below. This memo will be sent to the Financial Aid Director from the Vice President of Instruction with a copy to the Vice President of Student Services and the Dean of Counseling and Matriculation. Once the memo has received the proper signatures and copies have been made for all offices, programs will then be changes to Title IV eligible in Colleague.

The memo will contain the following information:

1. Program Title
2. Program Type
3. CIP Code
4. Date First Provided (1st day of the Fall semester)
5. # of Weeks (calculated by dividing units by 12*17 weeks. Answer is rounded up to the next semester. Ex: 27 units /12 = 2.25. 2.25*17= 38.25, answer is rounded up to 51 weeks, or 3 semesters.)
6. Credit Hour (number of units)

Timeline: The memo will be created after all the programs have received State approval and the new catalog has been posted for the academic year. The Financial Aid office will receive by August 1 of each year.

Curriculum Board Approval Process: In keeping the communication lines open, the Financial Aid Director has been added to the Curriculum Committee email distribution list. The Vice President of Student Services and the Dean of Counseling and Matriculation will also be copied on emails containing the approved curriculum board items.