



DATE: April 28, 2013

TO: Vice Presidents of Student Services, Financial Aid Administrators, Financial Aid Supervisors

FROM: Roy Beckhorn, Director of Financial Aid Systems

SUBJECT: Policy on Request Other College Transcripts for Financial Aid Consideration

Refer: HEA Sec 484 (c), 34 CFR 668.16(e), 34 CFR 668. 32(f), 34 CFR 668.34 and Federal Register—Program Integrity- Dated October 29, 2010 pg 66883

According to the above Title IV regulations relating to satisfactory academic progress requirements and the clarification provided by the Department of Education’s Director of Policy Liaison, Jeff Baker, at the All Directors Conference on April 2, 2014: institutions who do not require academic transcripts as a condition of acceptance into a program of study at their institution cannot delay or deny financial aid to students for failure to provide academic transcript unless the transcripts are specifically requested by the Department of Education to resolve unusual enrollment history. Effective immediately the following policy will take effect:

The colleges will review and evaluate the units on all official academic transcripts that have been received by the Records and Admissions office for students applying for Title IV aid. All units completed with a grade of A, B, C, D, or equivalent (passing grade) will be included in the total number of units attempted and completed for financial aid satisfactory academic progress purposes except; when the official transcript has been reviewed by the college evaluator and the evaluator has determined that not all courses are accepted for transfer. In this situation, only courses that are accepted for transfer will be included in the total number of units attempted and completed for financial aid satisfactory academic progress standards.

Students shall not be required, as a condition of receiving federal financial aid, to submit official or unofficial academic transcripts to the Financial Aid Office or the Records and Admissions office unless the student has been identified and required by the Department of Education to submit academic transcripts from prior institutions to resolve unusual enrollment history. If the student is required to provide transcripts to resolve unusual enrollment history as identified by the Department of Education, the college will follow the requirements stated in DCL Gen 13-09.

All financial aid student records for the 2013/2014 award year will be reviewed and any request for academic transcripts will be removed. Students who subsequently meet eligibility for Title IV aid must be paid.

The college must establish procedures to provide appropriate financial aid staff with access to all official academic transcripts or the units reported on the transcript to ensure that all units are properly recorded for reviewing satisfactory academic progress.

Changes to the policy and procedure manual at each campus shall be made to reflect these policies and procedures.

CC: VC Lorimer
AVC Rosario