

FINANCIAL AID AND CURRICULUM PROCESS 2017/18

New Program Title IV Approval Process

- I. Program Designee completes the online Program Eligibility Request Form and emails the form to the Financial Aid Designee for review.
- II. Financial Aid Designee will review and signs off on the program being potential Title IV approved programs.
- III. Financial Aid designee will return signed Program Eligibility Request Form to the Program Designee.
- IV. Program Designee must submit Program Eligibility Request Form along with the curriculum New/Revised Program Packet to Academic Coordinator in Academic Services.
- V. Academic Services submits forms to VPAA for approval then the Deans Council. Once approved, it goes to curriculum committee for a vote.
- VI. New programs, deleted programs and revised programs (significant change) are submitted to the DBOT (Board) for two reads. Board Meeting Readings take a minimum of 2 months.
- VII. VPAA designee (1) notifies Academic Coordinator in Academic Services, Financial Aid, and Registrar by email that Board approved action and (2) initiates request for SACSCOC letter (done quarterly), and (3) e-mails a copy of SACSCOC letter to Financial Aid and Academic Coordinator in Academic Services.
- VIII. For “new” programs, once program approved, it will be assigned a Program Code number and noted in the Curriculum Committee Minutes as an FYI. Then, the College Registrar’s Office will proceed with creating the degree audit
- IX. For “revised” program, once approved by the Curriculum Committee, then the College Registrar’s Office can proceed with the changes to the degree audit after the changes are made in the course dictionary by Curriculum Specialist in Academic Services. Curriculum Specialist sends written notice to the Registrar.

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- X. For “delete” program, once approved, it will noted in the Curriculum Committee Minutes as an FYI. Then, the College Registrar’s Office will proceed with inactivating the degree audit.
- XI. Curriculum Specialist will update the Program Contact Website with the new program information and notify Registrar and Financial Aid. This website is updated annually.
- XII. Academic Coordinator submits courses to SCNS for approval. Once approved the report is down loaded and sent to the curriculum specialist who then types in the course dictionary.
- XIII. Academic Coordinator initiates process to obtain an approval letter from Florida Department of Education. Upon notification from FDOE, a copy of the Certification Program Approval Letter is sent to Financial Aid, VPAA designee and copy to file.
- XIV. Once SACSCOC response letter and Florida Department of Education Certificate letter are received by Financial Aid, the Financial Aid Designee adds program to ECAR and submit SACSCOC and FI. Dept. of Edu Program Certificate Approval Letters to the US Department of Education.
- XV. Once the program is approved by the US Department of Education, the Financial Aid designee will update DA PR PR screen. The Financial Aid Associate Director will update the POEC screen on Financier which will show the program is Title IV (Federal Funds) approved.
- XVI. Financial Aid designee notifies the VPAA (Vice President of Academic Affairs) and the Program Designee. Academic Services will update the Gainful Employment website adding the name of the program to the list of Title IV approved programs.
- XVII. The VPAA will email the approved Title IV (Federal Financial Aid) program to the Academic Deans, Student Services Deans, Dean of Enrollment Management, Program Directors and Financial Aid.