

Timing Considerations

Federal Financial Aid Eligibility for U.S. Students

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1. What is the process or action?

If the new agreement will result in a new program or location with enrolled students who are eligible for US federal aid, approval may be necessary via CMU's Student Financial Aid Office from the US Department of Education. Such approval would need to be secured before CMU students participating in a new program are eligible to receive Title IV federal aid (for undergraduate students: Pell Grants, SEOG, Federal Direct Loans, PLUS Loans; for graduate students: Federal Direct Unsubsidized Loans, Graduate PLUS Loans). In some cases, students will rely on the receipt of federal financial aid to pay for the program and will not be able to pay for the program without eligibility for such aid.

2. What office/staff member oversees this process?

The Office of Student Financial Aid. Brian Hill, Director, or his designate.

3. When does this process usually occur within the New Academic Program Process (NAPP)?

This process usually occurs towards the end of the New Academic Program Process (NAPP). The Office Student Financial Aid is notified as part of the NAPP Transmittal Form when the new CMU Program Code is assigned. Subsequent application to the US Department of Education (if such application is necessary) will take some months (up to one year) to be reviewed and adjudicated.

4. What needs to happen before The Office of Student Financial Aid can act?

The program should first be approved by the College Council, academic department head, academic dean and Provost. In some instances, it is necessary to gain approval from the University's accrediting agency (Middle States Commission of Higher Education).

5. What process occurs after the Office of Student Financial Aid takes action?

The information is reported to the US Department of Education on an electronic application and the college receives electronic notification and approval. The process can take from six months to 1 year to complete.

6. What are the consequences if program materials are late for this process or action?

The university cannot disburse Title IV (i.e. US federal) funds to students enrolled in the programs or at the new locations prior to US Department of Education approval. Example: A graduate student qualifies for \$10,000 Federal Direct Unsubsidized Loan and the funds will not be awarded or disbursed until the program is approved for Title IV eligibility.

7. Are there any other issues that the CMU academic department should be aware of in regards to the timeline for new academic program approval process?

New programs that offer approved programs at new or additional locations can add significant time to the approval process for Title IV eligibility.