



Administrative Policy

Policy Type:	Program Authorization and Compliance
Policy Number:	2905
Date Adopted:	11/14/2012
Version:	6.0
Review Cycle:	Biennially
Date Last Reviewed:	6/11/2021
Office Responsible:	Financial Aid
Reviewing Committee:	Process
Related Policies:	N/A
Related Laws:	34 CFR 668.14

**Policy Summary:**

In order to participate in the Federal Student Aid (FSA) programs Jackson College (JC) must demonstrate continuing eligibility to participate for ongoing certification. JC must apply to and receive approval from the Department of Education (DOE) that it is eligible to participate.

**Scope:** The Program Participation Agreement (PPA) requires updating annually and must be recertified every six (6) years. The current PPA is scheduled to expire in 2021.

**Policy Statement:**

JC shall comply with DOE – FSA participation and eligibility guidelines. To be eligible JC shall maintain accreditation by a nationally recognized accrediting agency; and admit as a regular student only individuals with a high school diploma or its recognized equivalent, or individuals beyond the age of compulsory school attendance in the state where the institution is located.

Because a school’s eligibility does not necessarily extend to all its programs, JC shall ensure that a program is eligible before awarding FSA funds to students in that program. The school’s eligible non-degree programs and locations are specifically named on the Eligibility and Certification Approval Report (ECAR).

The College must report and wait for approval before disbursing funds when the following occur: (The number in parentheses refers to the number of the question on the PPA Application.)

1. A change in accrediting agency (notify the DOE, when you begin making any change that deals with your school’s institution-wide accreditation) (#15)
2. A change in state authorizing agency (#17)
3. A change in institutional structure (#18)
4. An increase in the level of educational programs beyond the scope of current approval (#26)
5. The addition of non-degree programs beyond the scope of current approval (#27)\*
6. The addition of short-term (300-599 clock hour) programs (#27)\*
7. Changes to the FSA programs for which the school is approved (Approvals from your accrediting agency and state authorizing agency are not required for this change.) (#37);
8. A change in the type of ownership (#22);
9. A change in ownership (#24); and
10. Adding a location (#30)

\*Note- for items #5 and #6 above, Leadership Council (LC) must approve any non-Gainful Employment programs created from this point forward.

JC shall report the following information to the DOE:  
 (The number in parentheses refers to the number of the question on the PPA Application.)

- change to name of school\* (#2)
- change to the name of a CEO, president, or chancellor (#10)
- change to the name of the chief fiscal officer or chief financial officer (#11)
- change in the individual designated as the lead program administrator for the FSA programs (#12)
- change in governance of a public institution (#24)
- a decrease in the level of program offering (e.g., the institution drops all its graduate programs) (#26)
- change from or to clock hours or credit hours (#27)
- address change for a principal location\* (#29)
- name change for other locations\* (#30)
- address change for other locations\* (#30)
- the closure of a branch campus or additional location that the institution was required to report (#30)
- adding a location unless the school meets the conditions specified in 34 CFR 600.20(c)(1) (#30)
- change to the school's third-party servicers that deal with the FSA program funds (#58)

Changes shall be reported to DOE as soon as the College has received approvals for the change from its accrediting agency.

**Change Log:**

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/14/2012	1.0	Initial Release	B. Howard
11/24/14	2.0	Annual Review and Revisions	K. Cvitkovic
6/9/16	3.0	Annual Review- No revisions	A. Spohn
7/12/16	4.0	Changes	A. Spohn
7/18/18	5.0	Annual Review- No revisions	A. Spohn
4/20/21	6.0	Annual Review- No revisions	A. Spohn