



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Colleague Data Clean-Up

As of 2/17/2022

As part of the Colleague FA Implementation project, we have identified a list of Colleague data clean-up projects and processes that need to be complete to ensure the integration of Colleague Financial Aid is compliant and data accurate. Part of this work may involve the need to develop policies and procedures that will guide the operationalization of the projects. When a policy need is identified, the workgroup will work with the SIS Upgrade Steering Committee and the Colleague FA Steering Committee to help us identify appropriate stakeholders for each item. Below is a high-level list of the projects that District IT is working on:

- 1. Coding of Incarcerated and Formerly Incarcerated Students in Colleague-**
This project is to comply with a Title IV requirement that states institutions must have less than 25% of their students incarcerated to remain Title IV eligible. While both institutions meet this requirement, the data is not easily obtainable for auditors. In addition, the Justice Scholars program at Grossmont College and the Scholars program at Cuyamaca College have coding needs to report the number of students served to the State Chancellor's Office and this has potential funding impacts.
- 2. Annual FERPA Notification-** The development of policies and procedures regarding the release of Directory Information and the Annual FERPA Notification we are required to send to students. This is a Title IV requirement.
- 3. Student's Campus of Record-** Create policies and procedures for how we will determine the campus of record for a student (home location) and where that "code" will reside in Colleague. This project is needed to ensure the Financial Aid Offices at each campus award the correct students and do not overpay students with multiple awards.

4. **State Authorization-** We are looking to automate and notify students in Self-Service about the Title IV requirement to reside in the state of CA while taking online-only courses at GCCCD. To also meet this requirement, we need to prevent students from registering if they are not physically residing in California.

5. **Academic Majors/Programs of Study--** Federal regulations require that students receive financial aid for an approved Academic Program or Program of Study at the institution they are receiving aid. Currently, students can have an unlimited number of majors active in Colleague. In addition, they can change their major at any point in the term by completing a Major Change Form with Admissions and Records. For this project we will develop a streamlined process and procedure by which students select/change their major with a focus on their success, develop a policy on how many active majors a student can have and how often they can change their major and when those changes will take effect—all in line with federal financial aid regulations for students who receive financial aid.