NEW CERTIFICATE FEDERAL FINANCIAL AID PROCESS

New Certificate Proposal in Curriculum

- Question in Proposal triggers notification of Financial Aid Office
  - Draft of Notification of Intent Email
    - Department Chair
  - Draft of DOE Prospectus
    - Department Chair

- Question on Proposal triggers SACSCOC Liaison
  - Draft of letter to SACSCOC

- Catalog entry is built
  - Curriculum Support

- New Certificate Proposal is approved by Campus
  - BOR notification of New Certificate
    - Update on DMA
    - AVP Curriculum

Letter of Intent is submitted to DOE

- DOE approves Letter of Intent
  - Prospectus is submitted to DOE
    - DOE Approves Prospectus
      - Director of Fin Aid

- Letter of Intent is submitted to DOE
  - Director of Fin Aid
  - DOE

- DOE Approves Prospectus
  - Director of Fin Aid
  - DOE

- Financial Aid Coded for next available term
  - Director of Fin Aid

- Annual Reporting
  - Department Chair