



THE CALIFORNIA STATE UNIVERSITY

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DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

March 2, 2004
Code: AA 2004-08

To: CSU Presidents

From: David S. Spence 

Subject: **Required Notice of Institutional and Financial Assistance Information**

As a condition of your campus participation in federal Title IV student financial aid programs, each of you has executed a *Program Participation Agreement (PPA)* that obligates your campus to provide certain institutional and financial assistance information to current and prospective students and to current and prospective employees.

The systemwide report (Audit Report Number 02-22) by the California State University Office of the University Auditor included a recommendation that “the chancellor’s office define, document, and transmit to campuses responsibilities for the disclosure of consumer information by *direct individual notice*.” [emphasis added] The definition of notice, as defined in the *Code of Federal Regulations (C.F.R.)*, is critical to campus compliance. Your attention is called to 34 C.F.R. 668.41 providing that:

Notice means a notification of the availability of information an institution is required by this subpart to disclose, provided to an individual on a one-to-one basis through an appropriate mailing or publication, including direct mailing through the U.S. Postal Service, campus mail, or electronic mail. Posting on an Internet website or an Intranet website does not constitute a notice.

A review of current federal statutes and regulations indicates that campuses must provide the following, by direct individual notice, to the indicated constituencies:

Notice of availability of:

- Information on financial assistance available to students enrolled in the institution pursuant to 34 C.F.R. 668.42
- Information about the institution pursuant to 34 C.F.R. 668.43
- Completion or graduation rates pursuant to 34 C.F.R. 668.45

- Student rights under the Family Education Rights and Privacy Act (FERPA) and pursuant to 34 C.F.R. 99.7
- Athletic program participation rates and financial support governed by the Equity in Athletics Disclosure Act (EADA) and pursuant to 34 C.F.R. 668.47
- Annual campus security report (Clery Act) pursuant to 34 C.F.R. 668.46

For currently enrolled students, this notice must be provided **annually** through U.S. mail, campus mail, or to the student's e-mail address. The notice must describe the information that is available, provide the exact electronic address if the information is available on an Internet or Intranet site, indicate that the student is entitled to a paper copy upon request, and inform the student how to request a paper copy. The annual campus security report, or notice of its availability, must be distributed by October 1 each year.

For potential students, defined as anyone who has contacted the campus requesting information concerning admission to the campus, information on the completion or graduation rates must be available prior to the student's enrolling or entering into any financial obligation with the campus.

Report on completion and graduation rates of student athletes

- This report must be completed by July 1 each year in accordance with 34 C.F.R. 668.48 by any campus attended by students receiving athletically-related student aid

The report must be provided at the time athletically-related aid is offered to a prospective student athlete. The report must be provided to the prospective student athlete, his or her parents, high school coaches, and guidance counselors.

Notice of availability of annual campus security report

All current employees must receive direct individual notice of availability of the annual report by October 1 if the report itself is not distributed to each employee. If the report is made available on an Internet or Intranet site, the notice must describe the information that is available, provide the exact electronic address, indicate that the employee is entitled to a paper copy upon request, and inform the employee how to request a paper copy.

All prospective employees, defined as anyone contacting the campus for purpose of requesting information concerning employment with the campus, must be

provided with either the report or a notice of its availability. If the report is made available on an Internet site, the notice must describe the information that is available, provide the exact electronic address, indicate that the individual is entitled to a paper copy upon request, and inform the individual how to request a paper copy.

Attachment A includes additional information, references, and other resources regarding the above requirements as well as other disclosure and reporting requirements that do not require direct individual notice. Because of the broad range of information dissemination requirements addressed in this memorandum and the attachment you are encouraged to share this memorandum with other appropriate campus officials or offices not included on the distribution list.

Failure to comply with statutory or regulatory requirements governing federal Title IV student financial aid programs can subject the campus to a fine of \$27,500 per violation and may also result in limitation, suspension, or termination of eligibility to participate in the programs.

Questions about this memorandum and recommendations for modifications or additions to the attachment may be directed to Ms. Mary L. Robinson, Associate Director for Student Financial Aid, Academic Affairs, Student Academic Support, at (562) 951-4737 or mlrobinson@calstate.edu.

DSS/mlr
Attachment

cc: Provosts/Vice Presidents of Academic Affairs
Vice Presidents of Administration
Vice Presidents of Student Affairs
Public Information Officers
Deans/Directors of Enrollment Management
Directors of Athletics
Directors of Campus Security
Directors of Financial Aid
Directors of Institutional Research
Directors of Outreach and Recruitment
Financial Aid Business Officers
Registrars
Chancellor Charles B. Reed
Mr. Richard P. West
Mr. Larry Mandel
Mr. Allison G. Jones

Selected References Related to Institutional Compliance with Federal Requirements for Disclosure, Dissemination, and Reporting of Information

The following references are provided to assist campuses in locating federal statutory and regulatory provisions related to institutional responsibilities for disclosure, dissemination, and reporting of information including required disclosures to current and prospective students, current and prospective employees, and the public. References are also included for selected other resources from the California State University, government agencies, and higher education professional associations that relate to the requirements and provide further information.

This document is provided for reference purposes and is not intended to substitute for referring to governing statutes or regulations.

Abbreviations:

- C.C.R. *California Code of Regulations* (Title 5 provides CSU specific information)
C.F.R. *Code of Federal Regulations*
Searchable at <http://www.gpoaccess.gov/ecfr/>
HEA Higher Education Act of 1965 (As Amended)
P.L. Public Law
Searchable at <http://www.gpoaccess.gov/plaws/index.html>
U.S.C. *United States Code*
Searchable at <http://www.gpoaccess.gov/uscode/index.html>

Frequently Cited References:

- CSU Mandatory Catalog Copy* – The Office of the Chancellor (Academic Affairs, Student Academic Support) annually coordinates update and distribution of this document to campuses for incorporation in campus catalogs and other materials.
- Federal Student Aid Handbook* – The U.S. Department of Education produces the *Handbook* annually and makes it available at
<http://www.ifap.ed.gov/IFAPWebApp/currentSFAHandbooksPag.jsp>.
- AACRAO – American Association of Collegiate Registrars and Admissions Officers – Some information and publications are available to the public and some can only be accessed by members.* <http://www.aacrao.org>
- NACUBO – National Association of College and University Business Officers – Some information and publications are available to the public and some can only be accessed by members.*
<http://www.nacubo.org>
- NASFAA – National Association of Student Financial Aid Administrators – Some information and publications are available to the public and some can only be accessed by members.*
<http://www.nasfaa.org>
- * If you are interested in a publication that requires membership for access, you may wish to inquire of a colleague on your campus with membership in the organization about the possibility of sharing the information with you.

DRAFT - March 2, 2004

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Athletes/Athletic Programs

See Report on Athletic Program Participation Rates and Financial Support Data
See also Report on Completion and Graduation Rates of Student-Athletes

Campus Security and Crime Statistics (Jeanne Clery Act)

See Institutional Security Policies and Crime Statistics

Completion Rates

See Report on Completion and Graduation Rates
See also Report on Completion and Graduation Rates of Student-Athletes

Drug and Alcohol Abuse Prevention

Institutions that participate in federal campus-based student aid programs are required, under the Drug-Free Workplace Act of 1988, to certify annually that they provide a drug-free workplace. Steps that must be taken for the school to certify that it provides a drug-free workplace include:

- establishing a drug-free awareness program to provide information to employees;
- distributing a notice to its employees of prohibited unlawful activities and the school's planned actions against an employee who violates these prohibitions; and
- notifying the Department and taking appropriate action when it learns of an employee's conviction under any criminal drug statute.

Under the Drug-Free Schools and Communities Act, institutions that participate in any federal Title IV program are required to adopt and implement a program to prevent drug and alcohol abuse by students and to annually distribute to all students, faculty, and employees information concerning drug and alcohol abuse and the institution's prevention program.

References:

P.L. 101-690, Drug-Free Workplace Act of 1988
P.L. 101-226, Drug-Free Schools and Communities Act
34 C.F.R. 668.14(c)

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 2, pages 49-51
Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 249-250

Employee Availability

Institutions are required to designate an employee or group of employees who will be available on a full-time basis to assist students or prospective student in obtaining information about the institution, financial

DRAFT - March 2, 2004

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assistance, and required reports regarding completion or graduation rates, campus security and crime statistics, and athletics.

References:

20 U.S.C. 1092(c)
34 C.F.R. 668.44

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, page 234

Equity in Athletics

See Report on Athletic Program Participation Rates and Financial Support Data

Family Educational Rights and Privacy Act (FERPA)

Among the FERPA requirements is the obligation of the institution to advise each student annually of his or her rights, under 34 C.F.R. 99.7, to:

- Inspect and review his or her education records;
- Seek amendment of the education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the statute and 34 C.F.R. 99.31 authorize disclosure without consent; and
- File with the Department of Education a complaint under 34 C.F.R. 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the statute and regulations.

The institution's notice must include procedures for exercising the right to inspect and review education records, the procedure for requesting amendment of records under 34 C.F.R. 99.20, and, if the institution has a policy of disclosing education records under 34 C.F.R. 99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

This annual notice to students presupposes that institutions are making known to students basic information regarding FERPA and the institutional policies and practices with respect to directory information.

References:

20 U.S.C. 1232g
34 C.F.R., Part 99

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 232, 261-264
CSU Office of General Counsel, *Records Access Manual (Revised February 2003)*

http://www.calstate.edu/GC/Docs/Records_Access_Manual.doc

Family Policy Compliance Office, U.S. Department of Education

DRAFT - March 2, 2004

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<http://www.ed.gov/policy/gen/guid/fpco/index.html>
AACRAO – Miscellaneous publications

Financial Assistance Information

Institutions must publish and make readily available to current and prospective students certain information on financial assistance. Notice must be provided annually to enrolled students and must be provided to prospective students about the availability of this information. The financial assistance information must include:

- A description of the federal, state, local, private, and institutional student financial assistance programs available to students who enroll at that institution;
- For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
- A description of the rights and responsibilities of students receiving financial assistance including criteria for continued student eligibility under each program;
- The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which the student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
- The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements;
- The terms of any loan received by a student as part of the student's financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;
- The general conditions and terms applicable to any employment provided to a student as part of the student's financial aid package;
- The institution's responsibility for providing and collecting exit counseling information for all student borrowers under the federal student loan programs; and
- The terms and conditions for deferral of loan payments for qualifying service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973, or comparable volunteer community service.

References:

20 U.S.C.

34 C.F.R. 668.41, 34 C.F.R. 668.42, 34 C.F.R. 668.42

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 233-234, 265-267

CSU Mandatory Catalog Copy - Attachment XIX

NASFAA, *Self-Evaluation Guide for Institutional Participation in Title IV and Other Federal Programs: Student Consumer Information*

DRAFT - March 2, 2004

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Gender Equity in Athletics

See Report on Athletic Program Participation Rates and Financial Support Data

Graduation Rates

See Report on Completion and Graduation Rates

See also Report on Completion and Graduation Rates of Student-Athletes

Identity Theft

Institutions participating in federal student aid programs are responsible for developing and applying adequate systems to identify and resolve discrepancies in information received from different sources with respect to a student's application for financial aid. Institutions are also responsible for referring to the Office of Inspector General (OIG) of the Department of Education for investigation of any credible information indicating that an applicant for Title IV financial aid may have engaged in fraud or other criminal misconduct in connection with the application for aid including the use of false identities. [34 C.F.R. 668.16(f)-(g)]

The OIG has recently established a Web site at www.ed.gov/misused that provides information to alert students about identity theft and the need to protect their Social Security Numbers and other personal information. The site includes a one-page informational handout that institutions are encouraged to download and make available to students.

Immigration Requirements for Licensure

The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L. 104-193) included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants, as well as benefits for all illegal immigrants. Governor Pete Wilson issued Executive Order W-135-96 on August 27, 1996, requesting that the CSU and other state agencies implement "as expeditiously as reasonably practicable" the provisions of PRAWORA.

CSU campuses have been advised to disclose to prospective students that if they will be required to have a professional or commercial license from a local, state or federal government agency in order to engage in an occupation for which the CSU may be training them, they must meet the immigration requirements of PRAWORA to achieve licensure.

References:

P.L. 104-193

Additional Resources:

CSU Mandatory Catalog Copy - Attachment XIII

Institutional Information (General)

The Higher Education Amendments of 1976 initially implemented the "Student Consumerism" requirements by which institutions were required to provide certain information to all current and prospective students.

DRAFT - March 2, 2004

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Notice must be provided annually to enrolled students and must be provided to prospective students about the availability of this information. Institutional information that the institution must make readily available upon request to enrolled and prospective students includes:

- The cost of attending the institution, including fees and tuition charged to full-time and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students; and any additional cost of a program in which a student is enrolled or expresses a specific interest;
- The refund policy or policies for the return of unearned tuition and fees or other refundable portions of costs paid to the institution;
- The requirements and procedures for officially withdrawing from the institution;
- A summary of the requirements for the return of Federal Title IV grant or loan assistance when a student withdraws (34 C.F.R. 668.22);
- The academic program of the institution, including the current degree programs and other educational and training programs; the instructional, laboratory, and other physical facilities that relate to the academic program; and the institution's faculty and other instructional personnel;
- The names of associations, agencies or governmental bodies that accredit, approve, or license the institution and its programs, and the procedures for requesting a copy of documents describing the institution's accreditation, approval or licensing process;
- A description of any special facilities and services available to disabled students;
- The titles of persons designated by the institution to assist enrolled or prospective students in obtaining information, and information regarding how and where those persons may be contacted (34 C.F.R. 668.44); and
- A statement that a student's enrollment in a program of study abroad, approved for credit by the home institution, may be considered enrollment at the home institution for the purpose of applying for assistance under the federal Title IV student aid programs.

References:

34 C.F.R. 668.43, 34 C.F.R. 668.44

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 233-234

CSU Mandatory Catalog Copy - Attachment XIX

NASFAA, Self-Evaluation Guide for Institutional Participation in Title IV and Other Federal Programs: Student Consumer Information

Institutional Security Policies and Crime Statistics

Commonly known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act), this federal statute requires the distribution of an annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the institution, and on public

DRAFT - March 2, 2004

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property within, or immediately adjacent to and accessible from the institution. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

The California State University Office of the Chancellor has provided extensive advice to campuses to ensure compliance with the requirements of the Clery Act including an award winning video and viewer's guide.

The California State University has provided for compliance with the requirement for direct individual notice to all current employees by printing the required information on employee paychecks in September of each year.

References:

20 U.S.C. 1092(a), 20 U.S.C. 1092(f)
34 C.F.R. 668.41, 34 C.F.R. 668.46

Additional Resources:

U.S. Department of Education

<http://www.ed.gov/admins/lead/safety/campus.html>

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 231-232, 252-261

CSU Office of the Chancellor – *From Understanding to Compliance: Your Campus and the Clery Act*

<http://www.calstate.edu/Clery/CleryViewersGuide.pdf>

California State University – links to campus Clery Reports

<http://www.calstate.edu/Clery/>

Security On Campus, Inc.

<http://www.securityoncampus.org/schools/cleryact/index.html>

Refund Policy

Institutions that are required to comply with a refund policy must make information about that policy readily available to students upon request and provide notice to current and prospective students about availability of the information. CSU campuses must comply with the policies on refunds included in Title 5 of the *California Code of Regulations*.

References:

20 U.S.C. 1092(a)(1)(F)(i)
34 C.F.R. 668.43(2)
Title 5, *California Code of Regulations* Section 41802

Additional Resources:

CSU Mandatory Catalog Copy - Attachment VIII

CSU, Office of the Chancellor: Memorandum AA-2002-13, dated February 13, 2002, subject *Revised Title 5 Regulations on Refund of Fees Including Nonresident Tuition* available at <http://www.calstate.edu/AcadAff/codedmemos/index.shtml>

DRAFT - March 2, 2004

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Report on Athletic Program Participation Rates and Financial Support Data

The Equity in Athletics Disclosure Act (EADA) requires that any coeducational institution of higher education that has an intercollegiate athletic program and participates in federal student aid programs prepare an annual report on participation rates, financial support, and other information on men's and women's intercollegiate athletic programs.

Campuses must provide an annual notice to all current students and a notice to prospective students that summarizes the report and provides information on how and where students can view or obtain a copy.

The Department of Education provides additional information on the Equity in Athletics Disclosure Act and data collection activities at:

<http://ope.ed.gov/athletics/index.asp>

Institutional data reported to the Department of Education pursuant to the Equity in Athletics Disclosure Act is currently available at:

<http://ope.ed.gov/athletics/Search.asp>

References:

Section 485(g) of HEA as amended
20 U.S.C. 1092(g)
34 C.F.R. 668.48

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 232, 244-248

Report on Completion or Graduation Rates

The Student Right-to-Know (SRK) Act requires institutions to disclose the completion or graduation rates and, if applicable, transfer-out rates for cohorts of certificate- or degree-seeking, full-time, first-time undergraduates students.

Campuses must provide an annual notice to all current students and a notice to prospective students that summarizes the report and provides information on how and where students can view or obtain a copy.

References:

20 U.S.C. 1092
34 C.F.R. 668.41, 34 C.F.R. 668.45

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 232, 235-240, 265-267
AACRAO, various publications

DRAFT - March 2, 2004

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Report on Completion or Graduation Rates for Student-Athletes

This report for student athletes corresponds to the broader Student Right-to-Know (SRK) report for cohorts of first-time students but includes only students receiving athletically related student aid. The report must be completed by all institutions that offer athletic aid.

Campuses must make this report available by July 1 of each year and must provide a copy at the time athletically-related aid is offered to a prospective student athlete. The report must also be provided to the prospective student athlete's parents, high school coaches, and guidance counselors. Schools may receive a waiver of the requirement to distribute the report to coaches and counselors if the school is a member of an athletic association or conference that distributes graduation rate information to all secondary schools.

References:

20 U.S.C. 1092(e)
34 C.F.R. 668.41, 34 C.F.R. 668.48

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 7, pages 232, 240-244, 265-267

Social Security Number

See Use of Social Security Number
See also Credit Bureau Reporting
See also Identity Theft

Student Right-to-Know (SRK)

See Report on Completion or Graduation Rates

Teacher Preparation Programs – Annual State and Institutional Report Cards

The Higher Education Amendments of 1998 (P.L. 105-244) mandated in Title II that all states receiving funds under that chapter annually prepare and submit to the Secretary of Education a state report card on the quality of teacher preparation in the state. This comprehensive report includes data on all teacher preparation programs in the state. The California Commission on Teacher Credentialing (CCTC) compiles the report for California, and the annual reports, including program information by institution, are available at http://www.ctc.ca.gov/reports_on_line.html. Institutions must provide their annual reports to CCTC in April and the state must provide its annual report to the Secretary in October.

The reports must contain information on the pass rate on teacher certification exams of students in each program and how that pass rate compares with the average pass rate for programs in the state; the number of students in the program, the average number of hours of supervised practice teaching, and the faculty-student ratio in supervised practice teaching; a statement of whether the program is approved by the state, if the state has such a program; and a statement of whether the program has been designated as low performing by the state.

DRAFT - March 2, 2004

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The statute also requires that institutions with a teacher preparation program that enrolls students receiving federal assistance report to the general public information that corresponds with the report required of the state. The information must be reported “through publications such as school catalogs and promotional materials sent to potential applicants, secondary school guidance counselors, and prospective employers of the institution's program graduates.”

References:

P.L. 105-244, Title II, Sections 207-208
20 U.S.C. 1027(f)

Additional Resources:

CSU Mandatory Catalog Copy, Section ____

Use of Social Security Number

Section 7 of the federal Privacy Act of 1974 provides that social security numbers may not be required unless pursuant to a state or federal law existing prior to January 1, 1975. The Act further provides that at the time a social security number is requested, the governmental agency must disclose to the applicant whether disclosure of the number is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Title 5, *California Code of Regulations* Section 41201 (effective January, 1971) authorizes CSU campuses to require an applicant for admission to "furnish the campus with his or her social security number." The CSU discloses the use of the social security number with statements in *Mandatory Catalog Copy* and the *Application for Admission*, both paper and electronic versions.

References:

Privacy Act of 1974, uncodified section 7
5 U.S.C. 552a
42 U.S.C. 408(a)(8)
Title 5, *California Code of Regulations* Section 41201

Additional Resources:

CSU Mandatory Catalog Copy - Attachment XIV

Voter Registration

The Higher Education Amendments of 1998, P.L. 105-244, added a provision to the Higher Education Act (HEA) requiring that institutions of higher education participating in federal Title IV financial aid programs make a good faith effort to distribute mail voter registration forms to each student enrolled in a degree or certificate program and to make such forms widely available to students at the institution. Reference to this provision was added to the *Program Participation Agreement (PPA)* that institutions execute with the Department of Education. (**Note:** The statute specifically prohibits any officer of the executive branch from instructing an institution in the manner in which this provision is carried out, therefore no regulations governing this provision have been issued.)

DRAFT - March 2, 2004

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The statute requires institutions to request mail voter registration forms from the state 120 days prior to the deadline for registering to vote within the state. If the campus does not receive a sufficient quantity of forms from the state within 60 days prior to the deadline for registering to vote, the campus will not be held liable for failing to meet the requirements during that election year.

The Office of the Secretary of State (see website information below) makes voter registration forms available electronically and facilitates on-line registration. The Federal Election Commission makes available a National Mail Voter Registration Form that can be used for many states.

References:

20 U.S.C. 1094(a)(23)(A)

Additional Resources:

Student Financial Aid Handbook, 2003-04 edition, Volume 2, Chapter 2, pages 31-32

CSU, Office of the Chancellor: Memorandum dated September 20, 1999 from Allison G. Jones, Senior Director, Academic Affairs, Access and Retention, to Vice Presidents of Academic Affairs, Administration, and Student Affairs, subject *Campus Responsibility for Distribution of Voter Registration Forms*

CSU, Office of the Chancellor: Memorandum AA-2003-31, dated October 14, 2003, subject *Campus Responsibility for Distribution of Voter Registration Forms* available at <http://www.calstate.edu/AcadAff/codedmemos/index.shtml>

State of California, Office of the Secretary of State (Voter Registration – General Information)
http://www.ss.ca.gov/elections/elections_vr.htm

My Vote Counts

<http://myvotecounts.ca.gov/>

Federal Election Commission, National Mail Voter Registration Form (33 pages)
<http://www.fec.gov/votregis/vr.htm>

Withdrawing from the Institution

Institutions are required to make available to all enrolled and prospective students a statement of the requirements for officially withdrawing from the institution.

References:

20 U.S.C. 1092(a)(1)(F)(iii)

34 C.F.R. 668.43(3)

Additional Resources:

CSU Mandatory Catalog Copy - Attachment XXII

DRAFT - March 2, 2004

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