

BOARD OF HIGHER EDUCATION
February 15, 2007

The February 15, 2007, meeting of the Board of Higher Education (BHE) was held in The Forum of the D. Justin McCarthy Student Center at Framingham State College, 100 State Street, Framingham, Massachusetts. The following members were present:

Aaron D. Spencer, Acting Chairman	Colleen McKiernan
Peter Alcock	Ann Reale
Jeanne-Marie Boylan	Richard Taylor
John Brockelman	Carole Thompson
James Coyle	

Absent: Karl White

CALL TO ORDER

Chairman Spencer called the meeting to order at 9:35 a.m.

CHAIRMAN'S REMARKS

Aaron Spencer introduced himself as Acting Chairman of the BHE and informed the Board that his term would end, effective June 30, 2007. He thanked Dr. Timothy Flanagan, President of Framingham State College, for hosting the BHE meeting

Chairman Spencer called attention to the Board meeting's agenda and pointed out a new item on the agenda, Open Forum, at the end of each meeting, when a total of 15 minutes will be allotted to anyone who would like to address the Board.

In his role as Acting Chairman, Mr. Spencer told the Board that the role of a BHE member is to support and advocate for higher education and to support the campus presidents. He will endeavor that his term as Chairman will include openness and inclusiveness. He said he looked forward to dinner meetings with public campus chairs, Board members, and the Committee on Higher Education leadership.

Chairman Spencer gave each Board member a packet of Board-related information, including Board member contact information, member Committee assignments, the BHE By-Laws, and a copy of a document entitled, "Legal Issues in Public Higher Education."

Chairman Spencer announced that since affirmative action policies of the state and community college campuses and the BHE have not been reviewed in a long while, he asked John Brockelman and Karl White to review all current affirmative action policies and to report back to the Board on their findings and recommendations for changes.

In December the Board referenced in-state tuition for undocumented aliens. In the past, the Board had supported legislation on the matter, but the Legislature voted against it. It is an issue at the gubernatorial level. Chairman Spencer said that there are important aspects that have been misunderstood, and he recommended that it is the Board's responsibility to review and provide some definitive answers regarding children of documented and undocumented aliens. He asked Board members, Richard Taylor and Ann Reale, to compile information for Board consideration and to provide advice on the subject. John Brockelman suggested that the task would be formidable for Board staff to accomplish. Chairman Spencer suggested that the Board cannot affect the outcome of the Legislative decision, but the Board can provide information,

suggesting that the subject of documented aliens will be easy to resolve, while the subject of undocumented aliens will be more difficult.

The following motion to accept the appointments of Peter Alcock as Vice Chair of the Board of Higher Education, Jeanne-Marie Boylan, as Chair of the Fiscal and Administrative Policy Committee, was brought to the floor by Chairman Spencer, accepted and unanimously approved.

BHE 07-06 APPROVAL TO APPOINT BOARD OF HIGHER EDUCATION COMMITTEE MEMBERS

MOVED: The Board hereby approves the appointment by the Acting Chair of the Board of Higher Education of Peter Alcock as Vice Chair of the Board of Higher Education, effective February 15, 2007, and Jeanne-Marie Boylan, Chair of the Fiscal Affairs and Administrative Policy Committee, effective February 15, 2007.

Authority: Board of Higher Education By-Laws, Article I, Section 3(d)
Contact: Aaron Spencer, Acting Chair, Board of Higher Education

WELCOME

President Flanagan welcomed the BHE to Framingham State College and updated the Board on the College's progress in adding new academic programs, its involvement with STEM (Science, Technology, Engineering, and Math) activities, and local public and private collaborative endeavors. He spoke of his attendance at a recent Framingham State College Alumni Association meeting, held in Washington, DC, where he met with alums, who expressed their pride in being FSC graduates and who praised the faculty members of the College for their dedication and concern for each student.

ACCEPTANCE OF MINUTES

A motion was made to accept the minutes of the December 15, 2006, meeting. The motion was seconded, and the minutes were unanimously approved.

INTRODUCTION OF EDUCATION ADVISOR TO THE GOVERNOR

Chair Spencer introduced Dr. Dana Mohler-Faria, President of Bridgewater State College and Education Advisor to Governor Deval Patrick. Dr. Mohler-Faria congratulated Aaron Spencer as newly appointed Acting Chair of the Board of Higher Education, and thanked Chancellor Patricia Plummer for her generosity in sharing BHE office space with him and his new staff in early January. Dr. Mohler-Faria told the Board that education is a priority for Governor Patrick, and there is much activity involved in "bringing together all of the components" of Early Education and Care, the Department of Education, and the Board of Higher Education in ways that make sense to the state. Governance will be a focus. Of immediate concern to Governor Patrick is the issue of appointment of campus trustees, and he will be announcing appointments within the next month. The Governor also plans to meet with all of the trustees at the State House. Right now Dr. Mohler-Faria and his staff are collecting data and information from many sources to be fully informed in the decision-making process of reorganizing education. He told the Board that it would be kept informed as the reorganization progresses.

CHANCELLOR'S REMARKS

Chancellor Plummer told the Board that she was delighted to be visiting Framingham State College (FSC), as a proud graduate and an employee for 20 years. She announced that on

March 2 FSC will be the site of the Sixth Annual Student Leadership Conference, which will host speakers, Senator Robert O’Leary, Co-Chairman of the Joint Committee on Higher Education, and Dr. Dana Mohler-Faria, Education Advisor to the Governor. All Board members were invited to attend this conference that typically draws more than 200 attendees each year.

Chancellor Plummer updated the Board on some of the BHE staff activities, including strategic direction for P-16 initiatives, the *Think Again* advertising campaign, the core curriculum initiative that requires public high school students to obtain four years of math in high school, and offering the Accuplacer test for students in the eleventh grade. Senator O’Leary is filing legislation on both the core curriculum and Accuplacer testing. Chancellor Plummer noted that an updated version of the Higher Education Bill has been filed, as well as a Capital Bond Bill.

BHE, DCAM and the public college campuses are in the process of preparing a five-year capital plan that will prioritize the many projects needed throughout the system of public higher education. The plan will be discussed in greater detail at the April Board meeting

The tireless efforts of Jeanne-Marie Boylan and the BHE staff on the work of the *Report of the Task Force on Retention and Completion Rates at the Community Colleges* and the *2006 Performance Measurement Report* were acknowledged.

REPORTS FROM THE PRESIDENTS

President Mary Grant, Chair of the Council of Presidents, congratulated Chair Spencer on his new Board leadership role. She thanked Jeanne-Marie Boylan and members of the Task Force on Retention and Completion Rates at the Community Colleges for their working in completing this *Report*. On behalf of the state college presidents, she also thanked Chancellor Plummer and BHE staff for the production of the *2006 Performance Measurement Report*, which, she said, showed the colleges to be strong. President Grant reported that the state colleges are working hard to keep the cost of college affordable and striving to serve the regions and the state at large.

She announced that President Janelle Ashley of Worcester State College will chair a review of all business programs at the state colleges to assure that they align with 21st century needs of the business community. The state colleges are also focusing on K-12 partnerships and teacher preparation—especially in science and math. She further stated that education at the state colleges is a good value and a sound investment.

President Grant informed the Board that the State College Council of Presidents would be sponsoring a luncheon to honor the Senator Paul E. Tsongas scholars on March 2. The event provides the opportunity to recognize the state’s top high school academic leaders.

President David Hartleb, Chair of the Executive Committee of Community College Presidents, congratulated Aaron Spencer on his new Board position. He also congratulated Jeanne-Marie Boylan, who chaired the Task Force, and BHE staff who prepared the *Final Report from the Task Force on Retention and Completion Rates at the Community Colleges*. He called the report and its recommendations first rate, impressive and explicit in offering readers a great understanding of a difficult situation. On behalf of the community colleges, President Hartleb pledged to work with the BHE to improve the retention and graduation rates at the community colleges

MOTIONS

Chairman Spencer introduced Dr. Jonathan Keller, Associate Vice Chancellor of Research and Planning, who delivered a PowerPoint presentation, which highlighted the Board's fourth annual report. Key areas of accountability for the state and community college campuses—access, affordability, student persistence and degree completion and efficient and effective stewardship of fiscal resources—were reviewed. Collaborations and programs of distinctions were recognized. It was revealed that state college first-year retention rates have increased over the past three years to 76.1 percent (slightly above the national average); community college first-year retention rates have increase slightly to 55.7 percent, lower than the 2002 rate of 57 percent.

Six-year graduation rates have risen to 47.2 percent, higher than the national average of 45.1 percent, as the state colleges continue toward their goal of reaching 50 percent by 2010, set by the Task Force on State College Retention and Graduation.

Nursing and teaching licensure continues to increase. The current community colleges' pass rate for NCLEX is 86 percent, one point higher than their goal. Over the past five years, the number of community college students passing this exam has increased 47 percent; in 2005 824 students pass the NCLEX exam. The current state colleges' pass rate for MTEL is 96 percent, considerably higher than their goal of 80 percent. Over the past five years, the number of state college students who passed this exam has increased 26 percent; in 2005, 916 students passed the MTEL exam.

Effective and efficient use of resources was reviewed. State and community colleges have surpassed the BHE requirement of allocating a minimum of 5 percent of operating revenue to capital adaptation and renewal. On a three-year rolling average, the state colleges allocated 9.6 percent of its operating revenue to capital adaptation and renewal, while the community colleges allocated 8.6 percent.

Currently, the state colleges spend 16 percent of education and general expenditures on institutional support costs, while the community colleges spend 14.1 percent. This is a positive indication that campuses are not decreasing their support on instruction, academic support and student services.

Fund raising at the campuses has remained strong over the past three years, with state college efforts increasing from \$6.8 million to \$13.5; while community college fund raising has increased from \$8.4 million to \$11.1 million. Over the past three years, state college endowments have increased from \$42.7 million to \$56.9 million.

The majority of the state and community colleges reported institutional progress in resource sufficiency and flexibility, debt management, asset performance, and operating results in FY06 that exceeded target projections

Next steps for performance measurement include

- Incorporating findings and results from the State College Retention and Graduation Task Force, the Community College Retention and Graduation Task Force, and the Financial Aid Task Force
- Developing new measures for community college student success and the adequacy of student financial assistance.

- Working with campuses to enhance performance measurement with analysis of new and improved data collections
- Developing new approaches to assess our goal of providing workforce development.
- Enhancing access to BHE data and analysis

Lastly, Dr. Keller told the Board that the reports for Massachusetts College of Art and Massachusetts Maritime Academy are not included in the *2006 Performance Measurement Report*. Rather, the performance reports for these two institutions will be reviewed in April.

Chairman Spencer introduced the following motion, which was seconded and unanimously approved.

BHE 07-04 PERFORMANCE MEASUREMENT REPORT

MOVED: The Board of Higher Education hereby accepts the *2006 Performance Measurement Report*.

Authority: Massachusetts General Laws, Chapter 15A, Section 7A(g)
 Contact: Jonathan Keller, Associate Vice Chancellor for Research and Planning

Jeanne-Marie Boylan, Chair of the Task Force on Retention and Completion Rates at the Community Colleges, gave a final report of her Task Force. She told the Board of the charge to the Task Force: to develop an understanding of the issues and to make recommendations to the BHE.

Findings from IPEDS data revealed that 17.4 percent of first-time, full-time degree-seeking students graduate from Massachusetts community college within three years versus the national average of 21.5 percent, thus indicating the need to increase the number of students who attain degrees. There is also a need to expand the definition of student success to include part-time students, transfer students and students who take workforce training courses.

Community colleges serve a higher proportion of at-risk students than do the state colleges or the University.

Key findings of Task Force concluded that

- More than 60 percent of students in the IPEDS cohort require developmental coursework and have lower graduation rates than college-ready students.
- Early completion of developmental coursework is essential for successful retention and graduation.
- There are significant achievement gaps among groups of students.
- IPEDS is an important measure of student success, but this measure alone obscures the unique mission of community colleges and excludes two-thirds of new students. Because of this, the Massachusetts community college rate is comparable to the national average.
- There are incomplete data on and assessment of the effectiveness of exiting programs and services available to help students succeed.

Goals and recommendations: To improve success by increasing the graduation rate for first-time, full-time, degree-seeking students who complete within 150 percent of time (IPEDS) to

exceed peer, regional, and national averages within seven years and increasing educational goal attainment for the majority of community college students who are not included in the traditional rates (IPEDS) measure. Recommendations to accomplish this include:

- Expansion of support programs for community college students
- Increasing college readiness of high school students
- Increasing full-time faculty and providing professional development
- Elevating public awareness about the benefits of earning a community college degree or certificate
- Developing comprehensive student success measures for all community college students, including the two-thirds who are not included in the traditional graduation rate (IPEDS) measure
- Developing campus-wide long-range strategies to foster data-driven improvements by incorporating additional measures of student success
- Using data to inform decisions and implement change at the campus

To accomplish the above goals, the Task Force will

- Convene working group to create common student success measures and appropriate performance targets
- Promote college readiness
- Convene statewide annual conference on student success
- Include IPEDS data in *The Performance Measurement Report*
- Report on full-time faculty ratios
- Develop incentive grants to Massachusetts public high school graduates
- Advocate for revised national measures

Jeanne-Marie Boylan read the following motion, which was seconded and unanimously approved:

BHE 07-05 REPORT OF TASK FORCE ON RETENTION AND COMPLETION RATES AT THE COMMUNITY COLLEGES

MOVED: The Board of Higher Education hereby accepts the *Report of the Task Force on Retention and Completion Rates at the Community Colleges*. The Board directs the Chancellor to work with the community colleges to implement the recommendations contained in the Report.

Authority: Massachusetts General Laws, Chapter 15A, Section 9(c)
Contact: Francesca Purcell, Associate Director for Academic Policy

John Brockelman, Chair of the Assessment and Accountability Committee, brought forth the following consent agenda motion, which was seconded and unanimously approved:

AAC 07-10 CONSENT AGENDA

MOVED: The Board of Higher Education approves the following motions on a consent agenda:

- AAC 07-11 Becker College:
Bachelor of Science in Nursing
- AAC 07-12 Nichols College:
Associate in Arts in General Studies
Master of Organizational Leadership
- AAC 07-13 Salter School:
Associate in Science in Accounting
Associate in Science in Office Administration
Associate in Science in Network Administration
Associate in Science in Medical Assisting
Name Change to Salter College: A Private Two-Year College, LLC
- AAC 07-14 Western New England College:
LL.M. in Estate Planning and Elder Law
- AAC 07-15 Westfield State College:
Master of Arts in Applied Behavior Analysis

Authority: Article III, Section 6, By-Laws
 Contact: Aundrea Kelley, Associate Vice Chancellor for Academy Policy

AAC 07-11 BECKER COLLEGE: BACHELOR OF SCIENCE IN NURSING

MOVED: The Board of Higher Education hereby approves the Articles of Amendment of Becker College to award the Bachelor of Science in Nursing.

Authority: Massachusetts General Laws, Chapter 69, Section 30 et seq.
 Contact: Aundrea Kelley, Associate Vice Chancellor for Academic Policy

AAC 07-12 NICHOLS COLLEGE: ASSOCIATE IN ARTS IN GENERAL STUDIES AND THE MASTER OF ORGANIZATIONAL LEADERSHIP

MOVED: The Board of Higher Education hereby approves the Articles of Amendment of Nichols College to award the Associate in Arts in General Studies and the Master of Organizational Leadership.

Authority: Massachusetts General Laws, Chapter 69, Section 30 et seq.
 Contact: Aundrea Kelley, Associate Vice Chancellor for Academy Policy

AAC 07-13 SALTER SCHOOL: CHANGE IN NAME TO SALTER COLLEGE, A PRIVATE TWO-YEAR COLLEGE, LLC, AND TO AWARD THE ASSOCIATE IN SCIENCE IN ACCOUNTING, ASSOCIATE IN SCIENCE IN OFFICE ADMINISTRATION, ASSOCIATE IN SCIENCE IN NETWORK ADMINISTRATION, AND ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING

MOVED: The Board of Higher Education hereby approves the petition of Salter School, LLC, located in Worcester, Massachusetts, to changes its name to Salter College: A Private Two-Year College, LLC, and to award the Associate in Science in Accounting, Associate in Science in Office Administration, Associate in Science in Network Administration, and Associate in Science in Medical Assisting.

By January 31 of 2008, and of each year thereafter, Salter shall submit an annual report to the Chancellor reviewing the status of the institution's degree-granting programs. In accordance with 610 CMR, 2.07 (5) the annual report should:

- a. evaluate the general quality of curricula, the faculty and the student body,
- b. provide statistical information on the number of students completing the requirements for the degree, job placement and/or transfer statistics, the financial status of the institution, operating costs and revenues,
- c. provide evidence that both degree authority and tuition and refund policies are clearly stated in the publicity of the institution, and
- d. certify whether, in fact, the institution's degree-granting programs are maintained and operated within the provisions and spirit of the criteria and guidelines set forth for proprietary institutions with degree-granting authority. (In accordance with 2.06 (1) (b).1 for the first five years following initial licensure, Salter shall forward along with this report the required annual fee.)

Authority: Massachusetts General Laws, Chapter 69, Section 30 et seq
Contact: Aundrea Kelley, Associate Vice Chancellor for Academy Policy

AAC 07-14 WESTERN NEW ENGLAND COLLEGE: LL.M IN ESTATE PLANNING AND ELDER LAW

MOVED: The Board of Higher Education hereby approves the Articles of Amendment of Western New England College to award the LL.M in Estate Planning and Elder Law.

Authority: Massachusetts General Laws, Chapter 69, Section 30 et seq
Contact: Aundrea Kelley, Associate Vice Chancellor for Academy Policy

AAC 07-15 WESTFIELD STATE COLLEGE: MASTER OF ARTS IN APPLIED BEHAVIORAL ANALYSIS

MOVED: The Board of Higher Education hereby approves the application of **Westfield State College** to award the **Master of Arts in Applied Behavior Analysis**.

Upon graduating the first class for this program, Westfield State College shall submit to the Board a status report addressing its success in reaching program goals as stated in the application and in the areas of enrollment, curriculum, faculty resources and program effectiveness.

Authority: Massachusetts General Laws, Chapter 15A, Section 9(b)
Contact: Aundrea Kelley, Associate Vice Chancellor for Academic Policy

Chairman Spencer introduced Sue Wolfe, Associate Vice Chancellor of Fiscal and Administrative Policy, who answered questions regarding the approval of FY07 state and community college tuition rates. Jeanne-Marie Boylan, Chair of the Fiscal and Administrative Policy Committee, introduced the motions on a consent agenda, which was seconded and unanimously approved.

FAAP 07-06 APPROVAL ON A CONSENT AGENDA

MOVED: Approval of the following Fiscal and Administrative Policy Committee Motions on a Consent Agenda (This motion is to be approved after the following programs are approved individually.)

FAAP 07-07 Community Colleges
Resident Tuition Rates for FY2008

FAAP 07-08 Community Colleges
Non-Resident Tuition Rates for FY2008

FAAP 07-09 State Colleges
Resident Undergraduate Tuition Rates for FY2008

FAAP 07-10 State Colleges
Non-Resident Undergraduate Tuition Rates for FY2008

FAAP 07-11 State Colleges
Resident Graduate Tuition Rates for FY2008

FAAP 07-12 State Colleges
Non-Resident Graduate Tuition Rates for FY2008

FAAP 07-13 University of Massachusetts
Resident Undergraduate Tuition Rates for FY2008

FAAP 07-14 University of Massachusetts
Non-Resident Undergraduate Tuition Rates for FY2008

FAAP 07-15 University of Massachusetts
Resident Graduate Tuition Rates for FY2008

FAAP 07-16 University of Massachusetts
Non-Resident Graduate Tuition Rates for FY2008

Authority: Article III, Section 6, By-Laws
Contact: Sue Wolfe, Associate Vice Chancellor for Fiscal and Administrative Policy

FAAP 07-07 COMMUNITY COLLEGES: RESIDENT TUITION RATES FOR FISCAL YEAR 2008

MOVED: The Board of Higher Education adopts the following resident tuition rates at the community colleges for the fiscal year 2008:

	Change	Rate Per Credit	Annual Resident Tuition
Berkshire Community College	\$0	\$26	\$780
Bristol Community College	\$0	\$24	\$720
Bunker Hill Community College	\$0	\$24	\$720
Cape Cod Community College	\$0	\$24	\$720
Greenfield Community College	\$0	\$26	\$780
Holyoke Community College	\$0	\$24	\$720
Massachusetts Bay Community College	\$0	\$24	\$720
Massasoit Community College	\$0	\$24	\$720
Middlesex Community College	\$0	\$24	\$720
Mount Wachusett Community College	\$0	\$25	\$750
North Shore Community College	\$0	\$25	\$750
Northern Essex Community College	\$0	\$25	\$750
Quinsigamond Community College	\$0	\$24	\$720
Roxbury Community College	\$0	\$26	\$780
Springfield Technical Community College	\$0	\$25	\$750

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)

Contact: Sue Wolfe, Associate Vice Chancellor for Fiscal and Administrative Policy

FAAP 07-08 COMMUNITY COLLEGES: NON-RESIDENT TUITION RATES FOR FISCAL YEAR 2008

MOVED: The Board of Higher Education adopts the following non-resident tuition rates at the community colleges for the fiscal year 2008:

	Change	Rate Per Credit	Annual Non-Resident Tuition
Berkshire Community College	\$0	\$275	\$8,250
Bristol Community College	\$0	\$230	\$6,900
Bunker Hill Community College	\$0	\$230	\$6,900
Cape Cod Community College	\$0	\$230	\$6,900
Greenfield Community College	\$0	\$281	\$8,430
Holyoke Community College	\$0	\$230	\$6,900
Massachusetts Bay Community College	\$0	\$230	\$6,900
Massasoit Community College	\$0	\$230	\$6,900
Middlesex Community College	\$0	\$230	\$6,900
Mount Wachusett Community College	\$0	\$230	\$6,900
North Shore Community College	\$0	\$257	\$7,710
Northern Essex Community College	\$0	\$266	\$7,980
Quinsigamond Community College	\$0	\$230	\$6,900
Roxbury Community College	\$0	\$281	\$8,430
Springfield Technical Community College	\$0	\$242	\$7,260

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
Contact: Sue Wolfe, Associate Vice Chancellor for Fiscal and Administrative Policy

FAAP 07-09 STATE COLLEGES: RESIDENT UNDERGRADUATE TUITION RATES FOR FISCAL YEAR 2008

MOVED: The Board of Higher Education adopts the following resident undergraduate tuition rates at the state colleges for the fiscal year 2008:

	Change	Annual Resident Undergraduate Tuition
Bridgewater State College	\$0	\$ 910
Fitchburg State College	\$0	\$ 970
Framingham State College	\$0	\$ 970
Massachusetts College of Art	n/a	n/a
Massachusetts Maritime Academy	n/a	n/a
Massachusetts College of Liberal Arts	\$0	\$1,030
Salem State College	\$0	\$ 910
Westfield State College	\$0	\$ 970
Worcester State College	\$0	\$ 970

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
Contact: Sue Wolfe, Associate Vice Chancellor for Fiscal and Administrative Policy

FAAP 07-10 STATE COLLEGES: NON-RESIDENT UNDERGRADUATE TUITION

MOVED: The Board of Higher Education adopts the following non-resident undergraduate tuition rates at the state colleges for the fiscal year 2008:

	Change	Annual Non-Resident Undergraduate Tuition
Bridgewater State College	\$0	\$7,050
Fitchburg State College	\$0	\$7,050
Framingham State College	\$0	\$7,050
Massachusetts College of Art	n/a	n/a
Massachusetts Maritime Academy	n/a	n/a
Massachusetts College of Liberal Arts	\$0	\$9,975
Salem State College	\$0	\$7,050
Westfield State College	\$0	\$7,050
Worcester State College	\$0	\$7,050

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

FAAP 07-11 STATE COLLEGES: RESIDENT GRADUATE TUITION RATES FOR FISCAL YEAR 2008

MOVED: The Board of Higher Education hereby adopts the following resident graduate tuition rates for state-supported programs at the state colleges for the fiscal year 2008.

	Change	Annual Resident Graduate Tuition
Bridgewater State College	\$0	\$1,675
Fitchburg State College	\$0	\$1,675
Framingham State College	\$0	\$1,675
Massachusetts College of Art	n/a	n/a
Massachusetts Maritime Academy	n/a	n/a
Massachusetts College of Liberal Arts	\$0	\$1,675
Salem State College	\$0	\$1,675
Westfield State College	\$0	\$1,675
Worcester State College	\$0	\$1,675

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
 Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

FAAP 07-12 STATE COLLEGES: NON-RESIDENT GRADUATE TUITION RATES FOR FISCAL YEAR 2008

MOVED: The Board of Higher Education hereby adopts the following non-resident graduate tuition rates for state-supported programs at the state colleges for the fiscal year 2008.

	Change	Annual Non-Resident Graduate Tuition
Bridgewater State College	\$0	\$7,050
Fitchburg State College	\$0	\$7,050
Framingham State College	\$0	\$7,050
Massachusetts College of Art	n/a	n/a
Massachusetts Maritime Academy	n/a	n/a
Massachusetts College of Liberal Arts	\$0	\$9,975
Salem State College	\$0	\$7,050
Westfield State College	\$0	\$7,050
Worcester State College	\$0	\$7,050

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
 Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

FAAP 07-13 UNIVERSITY OF MASSACHUSETTS: RESIDENT UNDERGRADUATE TUITION RATES FOR FISCAL YEAR 2008

MOVED: The Board of Higher Education hereby approves the following resident undergraduate tuition rates for state-supported programs at the University of Massachusetts for the Fiscal Year 2008.

Annual Resident

	Change	Undergraduate Tuition
University of Massachusetts Amherst	\$0	\$1,714
University of Massachusetts Boston	\$0	\$1,714
University of Massachusetts Dartmouth	\$0	\$1,417
University of Massachusetts Lowell	\$0	\$1,454

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
 Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

FAAP 07-14 UNIVERSITY OF MASSACHUSETTS: *NON-RESIDENT UNDERGRADUATE TUITION RATES FOR FISCAL YEAR 2008*

MOVED: The Board of Higher Education hereby approves the following non-resident undergraduate tuition rates for state-supported programs at the University of Massachusetts for the Fiscal Year 2008.

	Change	Annual Non-Resident Undergraduate Tuition
University of Massachusetts Amherst	\$0	\$9,937
University of Massachusetts Boston	\$0	\$9,758
University of Massachusetts Dartmouth	\$0	\$8,099
University of Massachusetts Lowell	\$0	\$8,567

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
 Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

FAAP 07-15 UNIVERSITY OF MASSACHUSETTS: *RESIDENT GRADUATE TUITION RATES FOR FISCAL YEAR 2008*

MOVED: The Board of Higher Education hereby approves the following resident graduate tuition rates for state-supported programs at the University of Massachusetts for the fiscal year 2008.

	Change	Annual Resident Graduate Tuition
University of Massachusetts Amherst	\$0	\$2,640
University of Massachusetts Boston	\$0	\$2,590
University of Massachusetts Dartmouth	\$0	\$2,071
University of Massachusetts Lowell	\$0	\$2,183
University of Massachusetts Worcester Medical	\$0	n/a
University of Massachusetts Worcester Graduate	\$0	\$2,640

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
 Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

FAAP 07-16 UNIVERSITY OF MASSACHUSETTS: *NON-RESIDENT GRADUATE TUITION RATES FOR FISCAL YEAR 2008*

MOVED: The Board of Higher Education hereby approves the following non-resident graduate tuition rates for state-supported programs at the University of Massachusetts for the Fiscal Year 2008.

	Change	Annual Non-Resident Graduate Tuition
University of Massachusetts Amherst	\$0	\$9,937
University of Massachusetts Boston	\$0	\$9,758
University of Massachusetts Dartmouth	\$0	\$8,099
University of Massachusetts Lowell	\$0	\$8,567
University of Massachusetts Worcester Medical	\$0	n/a
University of Massachusetts Worcester Graduate	\$0	\$9,856

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
 Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

Jeanne-Marie Boylan introduced the following motion, which was seconded and unanimously approved:

FAAP 07-17 BERKSHIRE COMMUNITY COLLEGE AND MASSACHUSETTS COLLEGE OF LIBERAL ARTS: *ALTERNATIVE NON-RESIDENT UNDERGRADUATE TUITION RATES FOR FISCAL YEAR 2008*

MOVED: The Board of Higher Education adopts the following alternative tuition rates and enrollment caps for new students at Massachusetts College of Liberal Arts and Berkshire Community College for Fiscal Year 2008:

Tuition	Change	Rate Per Credit	Alternative Tuition
Massachusetts College of Liberal Arts	\$0	-	\$1,545
Berkshire Community College	\$0	\$39	\$1,170

Enrollment for New Students	# of Students	Change
Massachusetts College of Liberal Arts	200	-
Berkshire Community College	100	+25

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i)
 Contact: Sue Wolfe, Associate Vice Chancellor, Fiscal and Administrative Policy

The following motion was introduced by Jeanne-Marie Boylan, seconded, and unanimously approved.

FAAP 07-18 FY2008 CASH GRANT AWARDS

MOVED: The Board of Higher Education allocates cash grant awards, contingent upon state funding, to institutions of public higher education for Fiscal Year 2008, as attached.

Authority: Massachusetts General Laws, Chapter 15A, Sections 9(i) and 16
Contact: Sue Wolfe, Associate Vice Chancellor for Fiscal Policy

The following motion was introduced by Jeanne-Marie Boylan, seconded, and unanimously approved.

FAAP 07-19 FISCAL YEAR 2008 TUITION WAIVER AWARDS

MOVED: The Board of Higher Education requires that each institution provide a program of need-based tuition waivers to qualifying students and authorizes the Chancellor to administer the Need-Based Tuition Waiver Program at the level of \$18,095,495 for Fiscal Year 2008 with institutional need-based tuition waiver awards not to exceed the allocation, as attached.

Authority: Massachusetts General Laws, Chapter 15A, Section 9(i) and 19
Contact: Sue Wolfe, Associate Vice Chancellor for Fiscal Policy

The following motion was introduced by Jeanne-Marie Boylan, seconded, and unanimously approved.

FAAP 07-20 SCHOLAR-INTERNSHIP MATCH FUND PROGRAM

MOVED: The Board of Higher Education adopts the attached guidelines for the Scholar-Internship Match Fund Program:

Authority: Chapter 29 Section 2UUU of the Massachusetts General Laws
Contact: Dr. Clantha McCurdy, Vice Chancellor for Student Financial Assistance

The following motion was introduced by Jeanne-Marie Boylan, seconded, and unanimously approved.

FAAP 07-21 MATH AND SCIENCE TEACHER SCHOLARSHIP PROGRAM GUIDELINES

MOVED: The Board of Higher Education hereby adopts the attached Guidelines for the Pilot Scholarship Program for Mathematics and Science Teachers.

Authority: MGL Chapter 15D Section 5 Clause (10) C. 45 of the Acts of 2005, Item 7070-0065
Contact: Dr. Clantha McCurdy, Vice Chancellor for Student Financial Assistance

The following motion was introduced by Jeanne-Marie Boylan, seconded, and unanimously approved.

FAAP 07-22 EDUCATION REWARDS GRANT PROGRAM GUIDELINES

MOVED: The Board of Higher Education hereby adopts the attached Guidelines for the Massachusetts Educational Rewards Grant Program.

Authority: MGL Chapter 29 Section 2SSS, C. 123 of the Acts of 2006
Contact: Dr. Clantha McCurdy, Vice Chancellor

The following motion was introduced by Jeanne-Marie Boylan, seconded, and unanimously approved.

FAAP 07-23 APPROVAL OF MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY PROJECTS PERTAINING TO FRAMINGHAM STATE COLLEGE RESIDENCE HALLS

MOVED: MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY REPAIRS AND RENOVATIONS OF RESIDENCE HALLS: FRAMINGHAM STATE COLLEGE

1. The Chancellor of the System of Public Higher Education (the "Chancellor") is authorized and directed in the name and on behalf of the Board of Higher Education (the "Board") to make a written request to the Massachusetts State College Building Authority (the "Authority") that the Authority initiate the projects described in EXHIBIT A attached hereto.

2. Bonds issued by the Authority to finance the projects for which a request is hereby authorized may be issued together with or separately from bonds issued to carry out other projects of the Authority for which the Board authorizes a request.

3. The Chancellor and all other officers of the Board, each acting singly, are authorized to request the Commissioner of Administration to approve in writing the initiation by the Authority of the projects for which a request is hereby authorized, and to do such other things and to take such other action as the officer so acting shall, as conclusively evidenced by the taking of such action, deem necessary or desirable to be done or taken to carry into effect the matters hereby authorized.

4. The Board and the Commonwealth of Massachusetts, acting by and through the Board, declare their official intent under §1.150-2(d)(1) and (e) of the Treasury Regulations as follows:

The Board reasonably expects that there shall be reimbursed from the proceeds of bonds issued by the Authority, expenditures (including expenditures made within the last 60 days) temporarily advanced by the Commonwealth (including within such term the Board and the State Colleges) for the projects for which a written request is hereby authorized, the maximum principal amount of such bonds expected to be issued, all or a portion of the proceeds of which are reasonably expected to be used for such reimbursement purposes, being \$4,400,000.

Authority: Massachusetts General Laws Chapter 15A, Section 6
Contact: Sue Wolfe, Associate Vice Chancellor for Fiscal and Administrative Policy

OPEN FORUM

Student Board member, Colleen McKiernan, and State College Board representative, Jake Oliviera, sought support from the Board on Massachusetts House Bill, Number 1921, An Act Relative to Election Day Registration. The passage of this bill would allow students and others to register and vote on the same day, alleviating the concern of lost paperwork and increasing voter participation across the Commonwealth.

Chairman Spencer proposed the following motion, which was seconded and unanimously approved.

BHE 07-07 AGREEMENT TO SUPPORT MASSACHUSETTS HOUSE BILL 1921

MOVED: The Board of Higher Education will be supportive in efforts to promote Passage of Massachusetts House Bill 1921, An Act Relative to Election Day Registration.

Authority: Chapter 15A, Section 9

Contact: Aaron Spencer, Acting Chairman, Board of Higher Education

Ms. Mary Jo Marion of the Hispanic Office of Planning and Education (HOPE) thanked the Board for its impending review of in-state documented alien tuition. She said that involvement of the BHE is key in conducting a healthy, rather than divisive, review, especially as the immigrant population continues to grow in the state. Chairman Spencer added that the Board will address the issue appropriately

President Timothy Flanagan spoke on the importance of graduation as a valuable performance measure. He asked the Board to expand on the definition of students who matriculate in one college and graduate in another. He used the example of students who began their college experience at Massachusetts Maritime Academy (MMA) but later transferred to Framingham State College, where they graduated. Under the present system, they would be considered a failure at MMA but considered a success at Framingham State. Chancellor Plummer answered that Dr. Jonathan Keller, Associate Vice Chancellor, will review this situation for consideration.

Vice Chair Alcock added that the *Report* shows state college retention reduced by 10 percent. He recommended including this information in a report that shows that state college campuses graduate more students each year than they admit as freshmen.

There being no further business, the meeting was adjourned at 11:45 a.m.

SCHOLAR-INTERNSHIP MATCH FUND GUIDELINES

PURPOSE

As part of the 2006 Economic Stimulus legislation (Chapter 123 of the Acts of 2006), the Massachusetts Legislature enacted the Massachusetts Scholar-Internship Match Fund (Chapter 29, Section 2UUU of the M.G.L.). The purpose of the Scholar-Internship Match Fund is to provide a match for industry scholarships and internships given to Massachusetts students going on to study for a post-secondary degree at Massachusetts public higher education institutions. Students shall pursue post-secondary degrees and career paths in specific science, technology, engineering and mathematics (STEM) disciplines that link directly related work experience with their academic program. These disciplines do and will directly support the economic development of the Commonwealth by fulfilling the employment needs of business and industry in high-demand fields. The Massachusetts Scholar-Internship Match Fund creates a framework whereby internship and scholarship funds from business, industry and others sources may be deposited as matching resources to enhance student progress toward degrees in fields vital to the Commonwealth.

ELIGIBLE INSTITUTION

An institution within the system of public institutions of higher education, as identified in Section 5 of Chapter 15A of the Massachusetts General Laws.

ELIGIBLE PROGRAM

An undergraduate degree program offered by an eligible institution in high-demand STEM areas, as designated in the Science and Mathematics Access to Retain Talent (SMART) list, exclusive of foreign languages, as developed by the U.S. Department of Education and as amended by the Board of Higher Education.

ELIGIBLE STUDENT

A Massachusetts high school senior or college student who meets the following criteria:

- a) is a permanent legal resident of the Commonwealth of Massachusetts for at least one year prior to the start of the academic year.
- b) is a U.S. citizen or eligible non-citizen eligible under Federal Title IV Regulations.
- c) is accepted for admission to, or is currently enrolled, full-time in an eligible program, at an eligible institution as defined above.
- d) submits an application for the Massachusetts Scholar-Internship Program, and for approval must:
 1. if a high school senior, have a minimum cumulative GPA of 3.0.
 2. if a current college student, meet satisfactory academic progress standards as defined by the institution, and have maintained a cumulative GPA of 3.0 on all college work and meet other eligibility criteria established by the Board of Higher Education.
 3. annually file the Free Application for Federal Student Aid (FAFSA).

4. sign an agreement to comply with the internship requirements of the Scholar-Internship Program with a designated Massachusetts employer in a career-related field under the guidance of the Board of Higher Education.
5. complete the minimum number of internships as required.
6. upon the completion of the undergraduate degree program, seek and attain employment in a career-related field in Massachusetts.

MAINTENANCE OF ELIGIBILITY

It is the responsibility of each recipient of the Scholar-Internship Match Fund Program to maintain his/her continued eligibility for scholarship assistance and/or internship experience while completing the undergraduate degree program. Recipients must demonstrate continued progress in the academic discipline through an annual submission of the college academic transcript, which will be evaluated by the appropriate official. The recipient is responsible for providing the transcript to the proper official at the Board of Higher Education, as designated, in a timely manner to facilitate continued awarding of the scholarship and/or assigned internship.

SCHOLARSHIP AWARD VALUE

The annual scholarship award to each recipient under this program, which must be matched through the Scholar-Internship Match Fund, shall not exceed \$5,000 per student. The scholarship is contingent upon receiving a corresponding industry scholarship or internship of up to the same amount.

AWARD PROCEDURE

The Board of Higher Education shall establish a committee to review and select applicants for the Scholar-Internship Match Fund program and to determine the high-need academic disciplines for this program.

Upon the submission and approval of a valid application, the Board of Higher Education will establish the appropriate combination of scholarship and recommended internship program for each student.

All scholarship funds awarded to applicants under this program will be disbursed to the institution for credit to the student's account. However, the student must comply with any internship requirements before scholarship funds may be disbursed.

REPORTS:

The Chancellor of Higher Education shall, no later than July 1, annually report to the House and Senate Committees on Ways and Means, the Joint Committee on Economic Development and Emerging Technologies, the Joint Committee on Labor and Workforce Development, the Joint Committee on Education and the Joint Committee on Higher Education. The report shall include:

- a) a list of matching scholarship recipients,
- b) the associated match amount,
- c) the amounts of non-state funding as a result of the match,

- d) the purposes of the match,
- e) whether there was an internship associated with the industry match,
- f) an annual statement of cash inflows and outflows detailing the sources and uses of funds,
- g) a forecast of future payments based on current binding obligations, and
- h) a detailed account of the purposes and amount of administrative costs charged to the fund.

The Chancellor shall include in the annual report a detailed five-year legislative review of the Scholar-Internship Match Fund for consideration for recapitalization.

PARTICIPATION AGREEMENTS

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the State Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the Scholar-Internship Program.
- b) The Chancellor shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the Scholar-Internship Program. The Board of Higher Education will coordinate specification and procedures for this report.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Chancellor, the State Auditor or their authorized representatives, who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

**COMMONWEALTH OF MASSACHUSETTS
MATH AND SCIENCE TEACHERS SCHOLARSHIP PROGRAM**

DEFINITIONS

INSTITUTION

Any regionally accredited public or private college or university in the Commonwealth of Massachusetts that offers a mathematics or science program of study or program in a related field leading to the Department of Education licensure requirements in mathematics or science.

ELIGIBLE STUDENT

To be eligible for the Math and Science Teachers Scholarship Program, an applicant must:

- a) be a permanent legal resident of Massachusetts.
- b) be a United States citizen or eligible non-citizen.
- c) be employed, full or part-time, as an educator in a Massachusetts public school or schools that provide publicly-funded special education and currently teaching math and science under a waiver from certification regulations (educator licensure) or currently teaching outside their certification area (out-of-field teachers).
- d) enrolled in up to three higher education courses per academic semester in a degree granting program for math and science teachers, or
- e) pursuing a degree in order to satisfy requirements for teacher certification by the Massachusetts Department of Education for Mathematics or Science
- f) sign an agreement to continue teaching Mathematics or Science in a Massachusetts public school for a term of service after completion of courses or program (no longer teaching out-of-field) or repay funds as defined below
- g) be eligible under Title IV Regulations and not in default of a state or federal education loan or grant
- h) annually file the Free Application for Federal Student Aid (FAFSA)

Priority consideration will be given to applicants meeting the above criteria who are teaching full or part-time in a high-need district. A high need district is a district that has been identified for corrective action in which there are one or more schools identified for corrective action or restructuring; or districts in which the percentage of low-income students is 40% or greater.

Preference will be given to applicants who are identified by superintendents or principals as highly talented educators who have demonstrated a commitment to education and to instructional excellence.

AWARD VALUE

The award for eligible applicants under this program shall include the cost of tuition, fees, and related expenses as determined by the Board of Higher Education and the Department of Education for up to three eligible courses per academic semester at an eligible institution of higher education in Massachusetts. Eligible applicants may receive a scholarship award for all academic semesters, including summer terms, based on availability.

Priority will be given to teachers employed in high-need districts. Teachers in high-need districts are eligible to receive full funding for tuition, fees, and related expenses. Teachers employed in non-high-need districts are eligible for partial funding (75%) of the cost of tuition, fees, and related expenses.

The Board of Higher Education, in consultation with the Department of Education, will annually review the tuition and fee charges at Massachusetts public and private colleges and universities and adjust the program award values, as it deems necessary.

TEACHING OBLIGATION

Recipients of the Math and Science Teachers Scholarship Program must sign a Terms and Conditions Statement acknowledging their obligation to provide service as a full-time teacher in a Massachusetts public school (K-12). The service commitment will range from a minimum of one and a maximum of four years of employment as a full-time teacher, depending on the number of courses taken with scholarship assistance, as follows:

1-2 courses	one year
3-4 courses	two years
5-7 courses	three years
8-10 or more	four years

Teachers in high-need districts are expected to fulfill their term of service in a high-need district. If a teacher in a high-need district fulfills the term of service in a non-high-need district, the teacher must repay the difference between the full scholarship rate and the partial scholarship rate.

A teacher who benefits from the scholarship and fails to provide the required service in a Massachusetts Public School will be responsible for repayment of the scholarship award received, prorated on the length of service provided, as defined in the Terms and Conditions Statement and as determined by the Massachusetts Board of Higher Education, in consultation with the Department of Education.

INSTITUTIONAL DISBURSEMENT OF GRANTS

Each participating institution must certify that the recipient is eligible in accordance with guidelines established for the Math and Science Teachers Scholarship Program.

All funds appropriated for this program must be expended by June 30 of each fiscal year or as otherwise determined by the Legislature.

PARTICIPATION AGREEMENT

Each institution participating in the Pilot Scholarship Program for Math and Science Teachers must file a State Financial Aid Program Participation Agreement to be maintained on file in the Massachusetts Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each institution to maintain documentation of a recipient student's eligibility.

- b) The Chancellor shall require each campus to furnish to the Board of Higher Education a report detailing specific information regarding recipients. The Office of Student Financial Assistance will coordinate specification and procedures for this report.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Chancellor, the State Auditor or their authorized representatives, who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

AUTHORITY

Chapter 139 of the Acts of 2006, line item 7061-9804.

**BOARD OF HIGHER EDUCATION
EDUCATIONAL REWARDS GRANT PROGRAM FUND**

PURPOSE

The purpose of the Educational Rewards Grant Program Fund is to offer financial aid support to dislocated or incumbent workers with very low income to enable them to receive the education they need to transition into jobs in targeted high-demand occupations. The grant program emanates from the economic stimulus bill that is contained in Chapter 123 of the Acts of 2006 (Ch. 29 Sect. 2SSS of the M.G.L.). Such a bill is relative to the economic investments in the Commonwealth to promote job creation, economic growth, competitiveness and overall stability in the Massachusetts economy. This need-based grant program is to serve as a last resort after all other federal and state financial aid sources have been exhausted in meeting postsecondary education enrollment costs. The Educational Rewards Grant Program also allows up to 30 percent of the award amount to be used by the student toward living expenses.

DEFINITIONS:

ELIGIBLE INSTITUTION

An eligible institution is defined as a public, private, independent, for-profit or non-profit, or vocational technical institution authorized to offer post-secondary certificate or undergraduate degrees. The institution must be accredited and eligible to participate in both Federal Title IV and Massachusetts State financial aid programs.

ELIGIBLE PROGRAM

A program is eligible if it is an accredited post-secondary certificate or vocational technology program or an associate or bachelor degree program in high-demand occupation fields.

The Board of Higher Education and the Department of Workforce Development, in consultation with the Massachusetts Workforce Board Association, State Workforce Investment Board, Reach Higher Initiative, and the Workforce Accountability Task Force, shall determine the eligible high demand occupations.

ELIGIBLE STUDENT

Student applicants enrolled in an eligible program must meet the following criteria to be considered for an award under this grant program:

- a) Shall be a dislocated worker or an individual whose income is at or below 200 percent of the federal poverty level or meet other criteria as established by the Department of Workforce Development and the Board of Higher Education, in consultation with the Workforce Accountability Task Force.
- b) Has applied for financial aid using the standard Free Application for Federal Student Aid (FAFSA) and submit necessary documentation to verify an income at or below 200 percent of the federal poverty level.
- c) Is not in default of any federal or state student loans for attendance at any institution or owe a refund for any previous financial aid received.

- d) Is enrolled in a certificate or degree program and meets the institution's requirements for satisfactory academic progress.
- e) Is a Massachusetts resident domiciled in Massachusetts for at least one year prior to the beginning of the academic year.
- f) Is a U.S. citizen or an eligible non-citizen under Federal Title IV regulations.

STUDENT AWARD

The award under this program shall be a minimum of \$200 and a maximum of \$3,000 and shall be used to fund tuition, fees and books and may include up to 30 percent of the student's calculated cost of living as determined by the institution or the Board of Higher Education.

The funds from this grant shall serve as a last resort, after other federal, state and institutional aid has been exhausted. To comply with this provision, institutions shall complete and submit to the Massachusetts Office of Student Financial Assistance a detailed financial aid Cost of Attendance and a listing of all financial aid awarded.

Institutions must also report the student's enrollment information as requested.

INSTITUTIONAL DISBURSEMENT OF FUNDS

Each institution must provide information to the Office of Student Financial Assistance regarding every student's award, credit hours, and financial aid budget plan for the current academic year.

One hundred percent of the funds allocated shall be used for awards for students. Funds that are not disbursed by the institution to the student, for any reason, must be remitted to the Office of Student Financial Assistance as required by the Refund Policy for State financial aid programs.

Education Rewards Grant funds awarded in excess of billed tuition and fees must be disbursed to the student for books and related living expenses, according to program guidelines.

PARTICIPATION AGREEMENT

All institutions must file a State Financial Aid Participation Agreement to be maintained on file at the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

It shall be the responsibility of each institution to maintain adequate documentation of a recipient student's eligibility for the Educational Rewards Grant Program.

All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.