

Unusual Enrollment History

The Department of Education has enacted regulations titled Unusual Enrollment History (UEH). The Department's Central Processing System (CPS) will flag UEH on the student's Institutional Student Information Record (ISIR). A value of "N" requires no action. A value of "2" or "3" in the UEH field requires review and resolution. Codes 2 and 3 do not necessarily mean the student has improperly received Pell or Direct Loan funds, but it is a sign of unusual activity, for example, receiving Pell and/or Direct Loans at multiple schools in the same semester, or receiving aid and then withdrawing before earning any credit.

To resolve a UEH flag of "2", Rochester College (RC) must check the student's enrollment and financial aid records to determine if, during the four award years prior to the current award year (Example for 2017-2018, we would need to review 2013-14, 2014-15, 2015-16, 2016-17), the student received a Pell grant or Direct Loan at RC. If so, no further action is required unless our staff has reason to suspect that the student in question remains enrolled just long enough to collect student aid funds before disappearing. In such a case, we must follow the guidance below for UEH flag "3".

To resolve a UEH flag of "3", we must check the student's academic records to determine if they received academic credit at the schools attended during the four award years prior to the current award year (Example for 2017-2018, we would need to review 2013-14, 2014-15, 2015-16, 2016-17,). Using data from the National Student Loan Database System (NSLDS), we must determine, for each prior attended institution, whether academic credit was earned during the award year in which the student received Pell or Direct Loan funds. If an academic credit is not earned at each institution previously attended, we must obtain documentation from the student explaining why the student failed to earn academic credit. The student may appeal to the Director of Student Financial Services. The appeal and documentation must prove and support 1) the reasoning given by the student 2) that the student did not enroll only to receive credit balance funds. Acceptable reasons may include personal illness, a family emergency, a change in where the student lives, and military obligations, or an academic complication, such as unexpected academic challenges, or the student having determined that the academic program in question did not meet their needs. To the best of our ability we must obtain third party documentation to support the student's claims.

If the appeal is not complete and satisfactory, we must conclude that the student's Title IV eligibility is terminated. RC's determination is final and may not be appealed to the Department of Education.

If a student's eligibility is terminated, we must provide information to the student on how to regain eligibility. To regain the eligibility the student may meet with an Academic Plan Advisor and must earn at least 1 credit hour at RC. Transcripts will be required for the earned hours at the time the student is deemed eligible for Title IV aid once again.