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**September 26, 2008**

\*\*This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.\*\*

## *Direct Loan Program*

### COD News

#### **COD Report, Batch Processing, & Web Site Suspensions/Outages September 25-28, 2008 (09/04/08)**

As explained in [a September 3, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#), during the period September 26-27, 2008, Federal Student Aid plans to update the 2008-2009 COD System with functionality that supports Teacher Education Assistance for College and Higher Education (TEACH) Grant reporting functions as well as an enhancement to [COD Web site](#) password requirements. In addition to the implementation of the new functionality, Federal Student Aid plans to perform a hardware upgrade for the COD Reports area of the [COD Web site](#) during the period September 25-28, 2008.

In order to install the necessary system and Web site changes, the following suspensions and outages will occur:

#### *Reports*

- The COD Reports area of the [COD Web site](#) will be unavailable from 3:00 A.M. (ET) on Thursday, September 25, 2008 until 11:00 P.M. (ET) on Sunday, September 28, 2008. During this period, a school will not be able to access reports through its COD Reporting NewsBox.
- Daily reports will be sent to a school's Student Aid Internet Gateway (SAIG) mailbox and available in the COD Reports area of the [COD Web site](#) (as applicable) according to the following schedule:

*For Thursday, September 25, 2008* – Sent/Available Thursday, September 25, 2008

*For Friday, September 26, 2008* – Sent/Available Monday, September 29, 2008

*For Monday, September 29, 2008* – Sent/Available Tuesday, September 30, 2008

- Data requests submitted via the [COD Web site](#) or batch processing will be sent to a school's SAIG mailbox according to the following schedule:



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**Submitted Thursday, September 25, 2008** – Sent Thursday, September 25, 2008

**Submitted before 8:00 P.M. (ET) Friday, September 26, 2008** – Sent Sunday, September 28, 2008

**Submitted after 8:00 P.M. (ET) Saturday, September 27, 2008 through Monday, September 29, 2008** – Sent Tuesday, September 30, 2008

### **Batch Processing**

- COD batch processing will be suspended from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008. Records submitted during this period will be held and processed after 8:00 P.M. (ET) on Saturday, September 27, 2008.
- As explained in [a September 3, 2008 Electronic Announcement about the September 30, 2008 end of the Federal fiscal year](#) (and a corresponding “COD Processing Update” item), interruptions related to the end of Federal fiscal year processing will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs. These interruptions coincide with the COD System implementation period and are reiterated to ensure that schools prepare accordingly.

During the period September 26, 2008 through October 1, 2008, the COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), TEACH Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 10:00 A.M. (ET) on Friday, September 26, 2008, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 (formerly GAPS) until Thursday, October 2, 2008.

All actual disbursements with a disbursement date from September 26, 2008 through October 2, 2008 must be received by the COD System **no later than 10:00 A.M. (ET) on Friday, September 26, 2008**, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 2, 2008 will be processed and funded after G5 re-opens on October 2, 2008.

### **Web Sites**

- The [COD Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008.
- The [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008.



An individual starting the process by 7:00 P.M. (ET) on September 26, 2008 will be able to complete his or her MPN before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

- The [TEACH Grant Agreement to Serve \(ATS\) Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008.

An individual starting the process by 7:00 P.M. (ET) on September 26, 2008 will be able to complete his or her ATS before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing ATS.

Federal Student Aid apologizes for any inconvenience the report, batch processing, and Web site suspensions and outages may cause and appreciates your understanding and patience while it completes these important activities.

### **Report Alert: Removal of COD Reports Through September 25, 2008 from COD Reporting Newsboxes (09/24/08)**

In a [September 3, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), we informed schools about enhancements to the Common Origination and Disbursement (COD) System and Web site that we plan to make during the period September 25-28, 2008. As explained in that announcement, one of the enhancements is a hardware upgrade for the COD Reports area of the [COD Web site](#).

Through our preparatory work for the COD Reports area hardware upgrade, we have determined that we must permanently remove the past versions of all COD reports in schools' COD Reporting Newsboxes. Specifically, all COD reports posted in a school's COD Reporting Newsbox through Thursday, September 25, 2008 ***will no longer be available when the COD Reports area outage ends at 11:00 P.M. (ET) on Sunday, September 28, 2008.***

The removal of COD reports through September 25, 2008 from a school's COD Reporting Newsbox will have no impact on these same reports that were sent to the school's Student Aid Internet Gateway (SAIG) mailbox. In addition, data requests, which are always sent to the school's SAIG mailbox, will not be impacted.

For complete information about the COD reports affected by this change, please review the [September 23, 2008 Electronic Announcement posted on the IFAP Web site](#).

### **End of Federal Fiscal Year 2008 – Impact on Funds Availability (09/04/08)**

Tuesday, September 30, 2008 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5 (formerly GAPS), will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2008. These interruptions will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:



- **Monday, September 15, 2008 through Friday, September 26, 2008** – Financial processing between the COD System and G5 will be reduced to once every evening (instead of the normal twice-a-day, morning/evening processing). As a result, early morning processing will be completed in the evening. Current Funding Level (CFL) changes and funding could be delayed by a day.
- **Friday, September 26, 2008 through Wednesday, October 1, 2008** – The COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 10:00 A.M. (ET) on Friday, September 26, 2008, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until Thursday, October 2, 2008.

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**Note:** In two Electronic Announcements posted on September 3, 2008 (and corresponding “COD Processing Update” items), we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. These announcements are about [the September 25-28, 2008 COD System implementation and reporting hardware upgrade](#) and [the September 30, 2008 deadline for 2007-2008 ACG, National SMART Grant, and Pell Grant awards](#). Schools should refer to both Electronic Announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2007-2008 ACG, National SMART Grant, and Pell Grant origination, disbursement, and change records are submitted and accepted prior to the outages.

- **8:00 P.M. (ET) on Tuesday, September 30, 2008 through 6:00 A.M. (ET) on Thursday, October 2, 2008** – The [G5 Web site](#) will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, TEACH Grant, or Direct Loan funds during this period.

This same information is posted in [a September 3, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). The Department appreciates your patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Tuesday, October 7, 2008.

### **Peak Processing Reminder – Schools May Not Receive Acknowledgements/Responses As Quickly As Usual (08/27/08)**

As a reminder, the COD System processes a large volume of data during this time of year, and it may take a little longer than usual to complete daily processing.

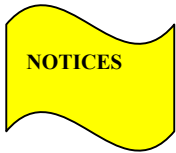


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We appreciate schools' patience during this peak processing period and request that a school wait 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If the school does not receive the acknowledgement/response within 24 hours after sending the batch, the COD School Relations Center will research the situation and ensure that the acknowledgement/response is sent to the school's Student Aid Internet Gateway (SAIG) mailbox.

Thank you for your patience and understanding during this period.

### **Reports and Data Requests**



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center.



## *Grant Programs*

*ACG, National SMART Grant, Pell Grant, and TEACH Grant*

### COD News

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**Note:** In two Electronic Announcements posted on September 3, 2008 (and corresponding “COD Processing Update” items), we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. These announcements are about [the September 25-28, 2008 COD System implementation and reporting hardware upgrade](#) and [the September 30, 2008 deadline for 2007-2008 ACG, National SMART Grant, and Pell Grant awards](#). Schools should refer to both Electronic Announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2007-2008 ACG, National SMART Grant, and Pell Grant origination, disbursement, and change records are submitted and accepted prior to the outages.

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This same information is posted in [a September 3, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). The Department appreciates your patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Tuesday, October 7, 2008.

### **2007-2008 ACG, National SMART Grant, And Pell Grant Processing Deadline (09/04/08)**

The deadline for electronically transmitting Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Federal Pell Grant (Pell Grant) records for the 2007-2008 Award Year to the COD System is ***Tuesday, September 30, 2008***.

In two Electronic Announcements posted on September 3, 2008 (and corresponding “COD Processing Update” items), Federal Student Aid provides comprehensive information related to activities and deadlines that coincide with the September 30, 2008 deadline for 2007-2008 ACG, National SMART Grant, and Pell Grant awards. These announcements are about [the September 25-28, 2008 COD System implementation and reporting hardware upgrade](#) and [the](#)



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[September 30, 2008 end of the Federal fiscal year](#). Schools should refer to both Electronic Announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2007-2008 ACG, National SMART Grant, and Pell Grant origination, disbursement, and change records are submitted and accepted prior to the outages.

As you will read in the announcements and “COD Processing Update” items referenced above, all actual disbursements with a disbursement date from September 26, 2008 through October 2, 2008 must be received by the COD System *no later than 10:00 A.M. (ET) on Friday, September 26, 2008*, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. This means that all new 2007-2008 ACG, National SMART Grant, and Pell Grant awards and increases to 2007-2008 ACG, National SMART Grant, and Pell Grant awards must be submitted by the 10:00 A.M. (ET) deadline on Friday, September 26, 2008.

For additional information about the 2007-2008 ACG, National SMART Grant, and Pell Grant deadline, refer to [the September 3 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

**Note:** In [the September 3<sup>rd</sup> Electronic Announcement](#), Federal Student Aid informed schools that it will send 2007-2008 Reconciliation Reports to schools’ Student Aid Internet Gateway (SAIG) mailboxes during the period September 4-5, 2008. Due to the mass generation of these Reconciliation Reports, Federal Student Aid will use a “pseudo” Pell ID in the header and trailer of each file. This “pseudo” Pell ID will not be associated with the school that receives the report.

If a school is unable to download and then view, print, or import a report into a spreadsheet as explained in [the September 3<sup>rd</sup> Electronic Announcement](#), the school can request the report via the [COD Web site](#) or by submitting the batch data request for the appropriate program/award year message class via the SAIG. For information about how to request these reports, refer to Volume VI, Section 8 of the [2007-2008 COD Technical Reference](#).

### **Peak Processing Reminder – Schools May Not Receive Acknowledgements/Responses As Quickly As Usual (08/27/08)**

As a reminder, the COD System processes a large volume of data during this time of year, and it may take a little longer than usual to complete daily processing.

We appreciate schools’ patience during this peak processing period and request that a school wait 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If the school does not receive the acknowledgement/response within 24 hours after sending the batch, the COD School Relations Center will research the situation and ensure that the acknowledgement/response is sent to the school’s Student Aid Internet Gateway (SAIG) mailbox.

Thank you for your patience and understanding during this period.



### **TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (07/01/08)**

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program. During the period June 27-28, 2008, Federal Student Aid implemented COD System functionality that supports the processing of TEACH Grant awards for the 2008-2009 and subsequent award years. This functionality included implementation of the [TEACH Grant Agreement to Serve \(ATS\) Web site](#).

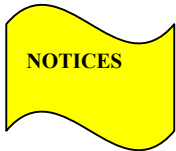
For TEACH Grant guidance refer to the following postings on the [Information for Financial Aid Professionals \(IFAP\) Web site](#):

- [Final Rule published on June 23, 2008 \(73 FR 35472\)](#) in the [Federal Register](#) provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.
- [Dear Colleague Letter GEN-08-01](#) provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.
- [Dear Colleague Letter GEN-08-07](#) provides information on institutional eligibility for the TEACH Grant Program.
- [June 19, 2008 Electronic Announcement](#) provides information on Federal Student Aid's operational implementation of TEACH Grant Program functionality.
- [June 27, 2008 Electronic Announcement](#) provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a "TEACH Grant Agreement to Serve (ATS) Web Site User Guide" designed to assist a student in completing his or her first electronic ATS.
- [2008-2009 COD Technical Reference](#) provides technical information related to the processing of TEACH Grant awards.

Federal Student Aid will continue to inform the community of the implementation of additional TEACH Grant functionality scheduled for implementation over the next several months. Please monitor the [IFAP Web site](#) for the forthcoming communications.



## Reports and Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Pell POP Report—On September 20, 2008 and September 23, 2008 Federal Student Aid sent duplicate Pell POP reports (Message Class PGPR08OP) to some schools' Student Aid Internet Gateway (SAIG) mailboxes. Federal Student Aid apologizes for any inconvenience this may cause schools. (09/25/08)

### **Issue Alert – Incorrect Format In Two Fields On 2008-2009 MRRs And YTD Records (09/12/08)**

Federal Student Aid has identified a format issue with 2008-2009 Multiple Reporting Records (MRRs) and 2008-2009 Year-to-Date (YTD) Records for the Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs that have been sent to schools' Student Aid Internet Gateway (SAIG) mailboxes since March 16, 2008. These reports may have been automatically generated by the COD System or requested by a school via the [COD Web site](#) or batch data request.

In short, a school is able to import the affected reports; however, two fields within the reports are not formatted as outlined in Volume VI, Section 8 of the [2008-2009 COD Technical Reference](#). The affected reports and fields are as follows:

<i>2008-2009 Report Sent to SAIG Mailbox</i>	<i>Field Name and Positions</i>
ACG MRR <i>Message Class: AGMR09OP</i>	Percent Eligibility Used by Scheduled Award 463-469 Total Percent Eligibility Used by Academic Year Level 470-476
National SMART Grant MRR <i>Message Class: SGMR09OP</i>	Percent Eligibility Used by Scheduled Award 463-469 Total Percent Eligibility Used by Academic Year Level 470-476
Pell Grant MRR <i>Message Class: PGMR09OP</i>	Percent Eligibility Used by Scheduled Award 442-448



<p>ACG YTD Record (Disbursement)</p> <p><b>Message Class:</b> AGYR09OP</p>	<p>Percent Eligibility Used by Scheduled Award 66-72</p> <p>Total Percent Eligibility Used by Academic Year Level 73-79</p>
<p>National SMART Grant YTD Record (Disbursement)</p> <p><b>Message Class:</b> SGYR09OP</p>	<p>Percent Eligibility Used by Scheduled Award 66-72</p> <p>Total Percent Eligibility Used by Academic Year Level 73-79</p>
<p>Pell Grant YTD Record (Disbursement)</p> <p><b>Message Class:</b> PGYR09OP</p>	<p>Percent Eligibility Used by Scheduled Award 66-72</p> <p>Total Percent Eligibility Used 73-79</p>

The format for all of the affected fields is 0000000. The last four digits should represent less than one percent. Instead, with 2008-2009 MRRs and YTD Records sent to schools' SAIG mailboxes, these field positions are not formatted correctly. As a result, the percentages reflected in the reports are incorrect.

**Example**

The Percent Eligibility Used by Scheduled Award for a student is 25.02 percent. Currently, this would be reflected in one of the affected reports as 0002502. According to the format explained above and in the [2008-2009 COD Technical Reference](#), this would indicate .2502 percent. In this case, an affected report should reflect 0250200, which indicates 25.02 percent.

**Note:** All Percent Eligibility Used and Total Percent Eligibility Used calculations stored in the COD System, reflected on the COD and National Student Loan Data System (NSLDS) Web sites, and provided on Institutional Student Information Records (ISIRs) are accurate.

Federal Student Aid is finalizing the implementation of the code fix that will resolve this issue and expects that it will be completed very shortly. After Federal Student Aid has resolved the issue, a school will be able to request corrected reports via the [COD Web site](#) or batch data request. Federal Student Aid will update this communication after the issue has been resolved.

Federal Student Aid apologizes for the inconvenience caused by this issue and appreciates your patience and understanding as it completes its work. If you have questions about this issue, or experience issues with any COD reports, contact the COD School Relations Center.