

Changes to the Title 3 Grant

Changes to the Title 3 grant are approved at the Department of Education by the authorized grant contact. There is no official form. Change requests are made and granted via email exchanges.

The colleges manage the tracking of these request by the following process;

- Changes are suggested and approved at the Steering Committee level
- Requests are then submitted to the Department of education. Each communication is tracked on the Title III grant changes request tracking form. A PDF of all communication is attached to the form.
- Once an approval has been granted, the steering committee is notified, the tracking spread sheet is updated and PDF communication is added to the files.
- Budget adjustments are made and documented.