



March 09, 2015

Mr. James S. Dean
President
Dean Institute of Technology
1501 West Liberty Avenue
Pittsburgh, PA 15226-1197

*UPS Tracking Number:
1ZA879640298733900*

RE: **Expedited Final Program Review Determination Letter**
OPE ID: 00918600
PRCN: 201240328054

Dear Mr. Dean:

From September 24, 2012 through September 28, 2012, Mr. Robert Gelfand and Ms. Katherine Bartges conducted a review of Dean Institute of Technology's administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The purpose of this Final Program Review Determination Letter is to close the program review.

Based upon an analysis of the Department's data, the Department determined that Dean Institute of Technology had a significant number of incorrect verification reporting occurrences. A sample of 30 files was identified for review from the 2010-2011 and 2011-2012 award years. Appendix A lists the names and social security numbers of the students whose files were examined during the program review.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. Appendix A was encrypted and sent separately to the institution via e-mail.

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning Dean Institute of Technology's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve Dean Institute of Technology of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

Federal Student

AN OFFICE of the U.S. DEPARTMENT of EDUCATION
School Participation Division

1120 Pennsylvania Avenue, NE, Washington, DC 20004

The School Participation Division – Philadelphia has made a Final Program Review Determination concerning the finding that was identified during the program review. Following is a discussion of the finding identified and the resolution of this finding.

Program Finding and Final Program Review Determination:

Finding # 1: Inadequate Verification Reporting Policy

Citation: An institution shall establish and use written policies and procedures for verifying applicant's FAFSA information in accordance with the provisions of 34 C.F.R. § 668, Subpart E. 34 C.F.R. § 668.53(a). When an institution disburses Federal Pell Grant funds, the institution must report through Common Origination and Disbursement (COD) the student's verification status even if the student was not selected for verification. FSA 2010-2011 Application and Verification Guide, AVG-95. The institution must report a blank if it has not performed verification because neither CPS nor the institution selected the student. 2010-2011 AVG-95.

In order to be considered administratively capable, among other requirements, an institution must have written procedures for or written information indicating the responsibilities of the various offices with respect to the approval, disbursement, and delivery of Title IV, HEA program assistance and the preparation and submission of reports to the Secretary. 34 C.F.R. § 668.16(b)(4).

Noncompliance: Dean failed to correctly report verification status codes through Common Origination and Disbursement (COD) for students # 1, 2, 4, 5, 9, 10, 13, 14 and 15. The nine students were not selection by CPS for verification; however, the institution incorrectly reported an "S" code as the verification status for each of the nine students included in this finding. All instances of Dean's incorrect verification status reporting identified in this EDL were limited to the 2010-2011 award year.

Institutional Action Taken to Resolve Noncompliance: Dean's written "Process for Reporting Verification Codes to COD" as provided to the Department on September 17, 2012 for this program review specifies that it uses a blank verification status code if verification is not required.

The Department reviewed verification status code reporting data for all Federal Pell Grant recipients not selected by CPS for verification for both the 2010-2011 and 2011-2012 award years. The Department found that Dean's incorrect use of the "S" code in verification status reporting was limited to the 2010-2011 award year; and therefore, determined that the institution adequately revised its verification reporting procedures prior to the start of the 2011-2012 award year.

Final Program Review Determination: Dean Institute of Technology has taken the corrective actions necessary to resolve this finding. Therefore, Dean Institute of Technology may consider this finding closed, with no further action required.

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

If you have any questions concerning this report, please contact Ms. Bartges by email at Katherine.Bartges@ed.gov or by telephone at (215) 656-5953.

Sincerely,

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Nancy P. Gifford
Division Director

cc: Ms. Valerie L. Veltri, Financial Aid Administrator
Accrediting Commission of Career Schools and Colleges
PA State Board of Private Licensed Schools