

### Missing Documentation Guidance for Clearing Findings During 10-Day Grace Period

Finding Code	Description	Guidance for Providing Missing Documentation During 10 Day Grace Period
ATM	Academic Transcripts are Missing from the student's file	This finding can be cleared if the institution can locate the missing transcript(s). Note that if a missing transcript is located and information on that transcript does not support the award(s), other finding(s) may be cited. (ex. GPA, EXH)
BKA	Book Allowance Authorization errors occur when the institution did not get authorization to apply funds to other charges or held funds too long	This finding can be cleared if the institution can show they collected authorization to apply funds to other charges prior to doing so. Documentation must indicate the authorization was obtained prior to applying Book Allowance funds to other institutional charges. Otherwise the finding shall remain.
BKE	Awarding Book Allowance in Error such as awarding full-time book allowance for half-time attendance	This finding can be cleared if the institution mis-reported the number of hours on the transcript and can show the actual number of hours attempted by the student supports the book allowance awarded. Otherwise, Excess Book Allowance can be repaid to close the finding, but the finding shall remain
DEF	Student in default or owes a refund on a Title IV/State Program	This finding can be cleared if the institution had obtained documentation prior to the award that the student was not in default or owed a refund. Documentation collected retroactively or repaying the funds will close the finding, but the finding shall remain.
DFA	Drug Free Act	This finding can be cleared if the institution can provide documentation that was collected prior to the award that the student was not in violation of the DFA. Otherwise, repaying the funds will close the finding, but the finding shall remain.
ERH	Student was not enrolled for the correct number of hours	This finding can be cleared if the institution can provide a transcript that supports the student was enrolled for the correct number of hours to support the award. Otherwise, repaying any excess award will close the finding, but the finding shall remain.
Exceeded Hours (EXH)	Student was paid beyond, Attempted-Hour, Paid-Hour, or Program of Study Limits	This finding can be cleared if the institution can provide transcripts that supports the student was not paid over their limit. Otherwise, repaying any excess funds will close the finding, but the finding shall remain.
GPA	Student became ineligible at a checkpoint due to GPA	This finding can be cleared if the institution can provide documentation that the student was academically eligible for funds after each checkpoint. Otherwise, repaying any funds will close the finding, but the finding shall remain.

INS	Citizenship Status	This finding can be cleared if the documentation provided indicates the student was a Citizen or Eligible Non-Citizen for twelve months prior to the first award. If the documentation shows the student was eligible for some, but not all awards, the finding shall remain.
INV	Incorrect Invoicing such as incorrect Tier	This finding cannot be cleared through submission of missing documentation because it is an error and the result of mis-reporting the tier during invoicing. Closing INV findings require the submission of a Data Correct Request form, and the finding shall remain.
IPS	Incorrect Program of Study	This finding can be cleared if the institution can provide documentation supporting that all courses for which the student was awarded funds were within his or her program of study. Otherwise, repaying funds that were awarded for courses taken outside of the student's program of study will close the finding, but the finding shall remain.
IRD	Incorrect Reporting of Data such as hours attempted	This finding cannot be cleared through submission of missing documentation because it is an error and the result of mis-reporting the number of hours during invoicing. Closing IRD findings require the submission of a Data Correct Request form, and the finding shall remain.
MD	Missing Documentation	This finding can be cleared if the institution can locate the original documentation.
MSG	Missing Application	This finding can be cleared if the missing application is located. This finding cannot be cleared by supplying the data elements on the missing application. Supplying the data elements that support the award will close the finding and the finding shall remain.
NER	Student was Never Enrolled but received funds	This finding can be cleared if the institution can provide a transcript that supports the student was enrolled for the correct number of hours to support the award. Otherwise, repaying the funds will close the finding, but the finding shall remain.
OAW	Overaward	This finding can be cleared if the institution can provide documentation that the student was not overawarded. Otherwise, repaying the overaward will close the finding, but the finding shall remain.
RES	Residency	This finding can be cleared if the institution can provide documentation they had at the time of the award that supports the student was a Georgia resident for 12 months prior to the first day of classes for which the student was awarded. If the documentation shows the student was eligible for some, but not all awards, the finding shall remain.
RFE	Return of Funds Error	This finding can be cleared if the institution can provide documentation that return of funds was calculated correctly and properly returned to GSFC. Otherwise, repaying any excess funds will close the finding, but the finding shall remain.

SAP	Satisfactory Academic Progress	This finding can be cleared if the institution can provide documentation that the student was making SAP at the time of the award. Otherwise, repaying the funds will close the finding, but the finding shall remain.
SEL	Selective Service	This finding can be cleared if the institution can provide documentation that the student was registered with selective service prior to the award. Documentation indicating the student registered after the award was made will close the finding, but the finding shall remain.