

CONSENT ITEM (RESOLUTION 26-08-31)

August 19, 2026

Tab 1

Policy Manual Additions

Brief Description

Recent policy decisions provided by SBCTC relating to the development of a Standardized Financial Aid Policies & Procedures Manual for the colleges has necessitated an update to the State Board's Policy Manual.

How does this item link to the State Board's Strategic Plan?

In June 2020, the State Board adopted its strategic plan, which focuses on three goals: achieve educational equity for students who are historically underrepresented in higher education; improve completion rates; and increase access and retention among populations who can benefit the most from college access. The three goals are supported by five strategies (and associated actions) to help the system achieve those goals. Updates to the State Board's Policy Manual supports the strategic plan by providing policy guidance to the college system as they conduct their college decision-making efforts.

Background information and analysis

An accurate and up-to-date Policy Manual provides college and SBCTC staff with clear direction for college operations, fiscal decision-making, compliance, and supporting student access and inclusion initiatives. To standardize financial aid business processes and create efficiencies across the community and technical colleges, SBCTC has developed a standardized Financial Aid Policy and Procedure Manual supported by ctcLink configuration and designed to promote policy and procedural alignment across the system. The manual is intended to help ensure colleges remain in compliance with all applicable state and federal requirements. The Financial Aid Policy and Procedure Manual documents will be regularly updated as state and federal laws, regulations, and policies change. Communications will be distributed to the system to ensure updates are properly disseminated and available for college use. This update adds sections to Chapter 3 of the Policy Manual, as detailed in the attached materials.

Recommendation/preferred result

Adoption of the updated Policy Manual as proposed.

Policy Manual Change Yes ☒ No ☐

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STATE OF WASHINGTON STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES RESOLUTION 26-08-31

A resolution relating to the revision and adoption of the State Board Policy Manual

WHEREAS, it is important for the State Board to provide the colleges with policy guidance for operation of the colleges,

WHEREAS, SBCTC has created a Standardized Financial Aid Policy and Procedure Manual that has resulted in new and different ways of conducting business,

WHEREAS, a number of policy changes have occurred to the community and technical college system that have resulted in new compliance requirements,

WHEREAS, it was a priority to review these changes with college system groups prior to taking action,

WHEREAS, it was a priority that policies be provided in an accessible e-format, including links to pertinent information,

WHEREAS, it is important that the State Board's Policy Manual reflect the changes and communicate policies clearly to the college system and external audiences,

THEREFORE BE IT RESOLVED, that the State Board for Community and Technical Colleges and attached Policy Manual on August 19, 2026.

BE IT FURTHER RESOLVED, that the State Board for Community and Technical Colleges authorizes the Executive Director to make adjustments to this action, including any necessary changes to the State Board's Policy Manual, as necessary, for actions taken by the Governor, Legislature, data corrections, externally imposed restrictions or guidelines, uniform accounting and reporting requirements, and unanticipated changes in state or federal law.

APPROVED AND ADOPTED on (08/19/2026)

Attest



Nate Humphrey, secretary



Martin Valadez, chair

Policy Manual – Chapter 3.40.30

3.40.30 Financial Aid and Student Employment

SBCTC Financial Aid Policies & Procedures Manual

The SBCTC Financial Aid Policies & Procedures Manual establishes a centralized, systemwide framework to support consistent, compliant, and student-centered administration of financial aid across Washington's 34 community and technical colleges.

This manual applies to all Washington State community and technical colleges administering federal, state, and institutional financial aid programs. It outlines shared governance, operational expectations, and administrative standards necessary to ensure consistency, compliance, and equitable student service delivery across the system.

The initial SBCTC Financial Aid Policies & Procedures Manual will be implemented beginning with the 2026–27 award year. Colleges are expected to align institutional practices with systemwide policies and standards as outlined within the manual.

The manual will be reviewed and updated on a regular cycle to reflect federal regulatory changes, state regulatory and policy updates, and evolving systemwide practices. Updates will be communicated to colleges and incorporated into the manual to support ongoing compliance and alignment across the system.

The full [SBCTC Standardized Financial Aid Policies & Procedures Manual](#) documents are available here.