

Developmental Student Monitoring and Class Drop Process

Process Frequency: The entire process is repeated for all semesters and mini-semesters. Frequency is determined by the length of the registration period. (i.e. Summer registration is one week = first day and last day of registration.)

Step #	Steps in the Developmental Credit Hours Tracking Process	Describe Key Actions	Key Points	Process Step Owners
30+ Developmental Credits				
1	Run Query using Financial Aid Toolkit (Custom program for FA within Datatel for students with 30 + developmental credits	Select Semester (ex. 2010SP) and Select 30+ Hour Save query as a "pdf" file and excel spreadsheet. The spreadsheet will be used as the template for the final report. The "pdf" file can be used to show a snapshot of all developmental courses taken by the student as well as the total calculation of developmental hours for each student.	The federal regulations that govern federal financial aid impose a 30-credit hour limit to the total number of developmental courses a student can receive financial aid (34 CFR 668.20). Write down the name of the "Save List" provided after the report has completed running. (Ex. 2010SU.DEV.30PLUS). File name is needed to run communications management. If file name is lost then you are unable to run that process with the information generated.	Assistant Director for Financial Aid
2	Confirm Student's Current Enrollment - Curriculum and Developmental Credits	Check student's enrollment for the current semester and subtract any developmental hours from curriculum hours. For example, if the report shows the student has 40 total developmental hours and is currently enrolled in 12 developmental hours and 4 curriculum hours, subtract 10 hours from the student's total enrollment of 16 hours. The student is only eligible for 6 credit hours. The student's aid will be adjusted from full-time status to half-time status.	This query pulls enrollment status for developmental credit hours over 30 hours as of the date the report is ran. Run the report after the first day of registration and at least on the last day of registration at a minimum. The report can be run more often if time permits.	Assistant Director for Financial Aid
3	Prepare Developmental Report & Make Adjustments to Aide Screen	Prepare developmental spreadsheet, adding columns for anticipated adjustments and how many developmental credits a student can register for. Check for accuracy. Adjust student's aid on the AIDE screen, remove the subroutine, and comment the account (preferably in the awarding comment section). Save a copy of the report in the shared "U" drive for financial aid. Send a copy of the final report to the Director of Financial Aid.	The report is run during the registration period; therefore, adjustments must be finalized before classes begin.	Assistant Director for Financial Aid
4	Prepare Notification to Students	Prepare letter and e-mail notification using communications management. Revise or create a new letter for corresponding semester. Send (1) copy of the letter to student and (1) copy to student's file.	If a new letter or e-mail is created, communication codes must be created also. Letter and email are key to ensuring good communication regarding this matter. Phone calls should be used when timing will prevent effective written communication. Phone calls should be documented in FASI notes.	Records Clerk
5	Suspend Registration	Place Developmental Perc Hold using saved list for 30+ hours.	This hold PERC may not be overridden unless the following is true: Students with questions should be referred to the Assistant FA Director for advising. If student has already met with Assistant FA Director, upon confirming meeting through FASI notes, they may register for developmental credits up to their allowed limit, but any additional credits will not be paid for by financial aid unless a difference check covers the cost of those credits.	Assistant Director for Financial Aid
6	Save Reference File for Staff	Save to secure shared network drive.	Copy of developmental spreadsheet with allowable credits (if applies) is placed in a common, secure reference area for FA and One Stop personnel to use.	Assistant Director for Financial Aid
7	Pull back aid on non- approved developmental courses	Remove aid applied to specific classes.	Student is left with a balance on their account for specific unpaid classes.	Assistant Director for Financial Aid
8	Run the Drop for Unpaid Tuition Process	Run the Deregistration process in Datatel.	Removes student enrollment from the course and associated charges.	Assistant Registrar
24-29 Developmental Credits Process				
1	Run Query using Financial Aid Toolkit for students 24-29 developmental credits	Select Semester (ex. 2010SP), Select 24-29 Hour Query. Save query as a "PDF" file and excel "Merged" spreadsheet. The "merged" spreadsheet will be used to send warning letters.	Copy of developmental spreadsheet with allowable credits (if applies) is placed in a common, secure reference area for FA and One Stop personnel to use. Write down the name of the "Save List" provided after the report has completed running. (Ex. 2010SU.DEV.24TO29) File name is needed to run communications management. If file name is lost then you are unable to run that process with the information generated.	Assistant Director for Financial Aid

Step #	Steps in the Developmental Credit Hours Tracking Process	Describe Key Actions	Key Points	Process Step Owners
2	Prepare Developmental Report & Make Adjustments to Aide Screen	Prepare developmental spreadsheet, adding columns for anticipated adjustments and how many developmental credits a student can register for. Check for accuracy. Adjust student's aid on the AIDE screen, remove the subroutine, and comment the account (preferably in the awarding comment section). Save a copy of the report in the shared "U" drive for financial aid. Send a copy of the final report to the Director of Financial Aid.	The report is run during the registration period; therefore, adjustments must be finalized before classes begin.	Assistant Director for Financial Aid
3	Confirm Student's Current Enrollment - Curriculum and Developmental Credits	Check student's enrollment for the current semester and subtract any developmental hours from curriculum hours. For example, if the report shows the student has 40 total developmental hours and is currently enrolled in 12 developmental hours and 4 curriculum hours, subtract 10 hours from the student's total enrollment of 16 hours. The student is only eligible for 6 credit hours. The student's aid will be adjusted from full-time status to half-time status.	This query pulls enrollment status for developmental credit hours over 24-29 hours as of the date the report is ran. Run the report after the first day of registration and at least on the last day of registration at a minimum. The report can be run more often if time permits.	Assistant Director for Financial Aid
4	Prepare Notification to Students	Prepare letter and e-mail notification using communications management and the merged spreadsheet. Revise or create a new letter for corresponding semester. Send (1) copy of the letter to student and (1) copy to student's file. Save a copy of the report to the shared "U" drive.	Letter and email are key to ensuring good communication regarding this matter. Phone calls should be used when timing will prevent effective written communication. Phone calls should be documented in FASI notes.	Records Clerk
5	Suspend Registration	Place Developmental Perc Hold using "save list" for 24-29 hours	This hold PERC may not be overridden unless the following is true: Students with questions should be referred to the Assistant FA Director for advising. If student has already met with Assistant FA Director, upon confirming meeting through FASI notes, they may register for developmental credits up to their allowed limit, but any additional credits will not be paid for by financial aid unless a difference check covers the cost of those credits.	Assistant Director for Financial Aid
6	Save Reference File for Staff	Save to secure shared network drive.	Copy of developmental spreadsheet with allowable credits (if applies) is placed in a common, secure reference area for FA and One Stop personnel to use.	Assistant Director for Financial Aid
7	Pull back aid on non- approved developmental courses	Remove aid applied to specific classes.	Student is left with a balance on their account for specific unpaid classes.	Assistant Director for Financial Aid
8	Run the Drop for Unpaid Tuition Process	Run the Deregistration process in Datatel.	Removes student enrollment from the course and associated charges.	Assistant Registrar