

## Guidelines of Course Eligibility for Financial Aid (*Student Outcome Tracking*)

It is important that Federal and New York State financial aid recipients stay on track with their coursework because they can only receive aid for courses that count toward their degree or certificate program. If a student is enrolled in courses that do not count toward his or her degree, those courses cannot be used to determine enrollment status and financial aid eligibility.

All registered courses must apply to the student's program as one of the following:

- Herkimer College Degree Requirement,
- Liberal Arts Requirement
- Major Requirement or
- Remedial course (which is eligible for financial aid but doesn't fulfill a degree requirement).

### Full Time vs. Part Time Status

For New York State and federal aid, students must be enrolled in 12 credits of degree applicable coursework to be considered full time. A general misconception is that a student must be full time in order to receive financial assistance. Students may be eligible to receive financial aid based on the following credit hour requirements.

Required credits for aid programs:

- Federal Pell Grant: 3-12 or more credits
- Federal SEOG: 3-12 or more credits
- New York State TAP: 12 or more credits
- New York State Aid for Part Time Study: 3-11 credits
- New York State Excelsior Scholarship: 12 or more credits (excludes remedial courses)
- Federal Direct Loans (Student and Parent): 6 or more credits

### Changing Majors

The census date (end of third week of semester or equivalent) is used to determine financial aid eligibility. If a student changes their major before the end of the census date, then only the degree requirements for the new major would be used to determine aid eligibility instead of the courses applicable to the previous major.

### Repeating Coursework

Repeating courses that you previously passes can affect federal and state financial aid differently.

- Federal Aid – (which includes student loans) pays for a student to repeat a passed course only once. A course that was previously failed will count towards full time status until the course is passed with a grade higher than an "F".
- State Aid (TAP and other NYS Scholarships) – Previously passed classes will not be included for state aid eligibility. A student wishing to retake a previously passed course for a better grade cannot use the course to fulfill full-time status.

*Note: In a student's final graduating semester, students may take courses outside of their program (including previously passed courses) that will count towards full time state aid eligibility.*

- If a course has a minimum grade requirement and the student did not meet it, the course may be repeated for financial aid eligibility.
- If a student repeats a transfer credit (AP or other college credit) that course would not be acceptable as required coursework. If the student is being advised to repeat coursework for academic reasons, it may be advisable for the student to be enrolled in at least 12 credits of **new** coursework ( in addition to any repeated courses) in order to maintain full time status.

**Course Substitutions**

Approved course substitutions that satisfy degree requirements are eligible for NYS and Federal aid programs as long as the substitution is an appropriate deviation and there is no other path that would allow the student to graduate.

**Prerequisite Coursework**

A prerequisite course is eligible for federal and state aid as long as the prerequisite course is required to satisfy a degree requirement in the student's major. In such instances, the prerequisite course(s) would be evaluated as remedial courses. Remedial courses are eligible for federal and state aid with the exception of the NYS Excelsior Scholarship program.

## FAQ's for Financial Aid Course Eligibility

### Why is it important to take courses that match my program requirements if I receive Financial Aid?

- The Federal and State governments have mandated that all students receiving financial aid must take courses that apply to their program of study.

### What will happen to my financial aid if I choose to take courses that are not within my program?

- You will only receive financial aid for courses in your program and your financial aid award package may be reduced to reflect the courses you are taking that do apply to your program.

### How will I know if I'm not taking the right courses to satisfy the financial aid requirements? How will I be notified?

- You will receive a notification when you register for courses in Student Online Services indicating if a course does not meet the financial requirements and an explanation as to why it doesn't (see example below). Blue print are links for explanations.

### Registration Compliance Results

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#### Fall 2018 Compliance Results as of Apr 02, 2018 01:49 pm

Status	CRN	Subj	Crse	Sec	Cred	State Aid	Fed Aid	In Program	Repeat	Fed Violation	Audit ID	Degree	Level
**Web Registered**	40002	BU	111	03	3.000	Not Eligible	Not Eligible	Doesn't Count	No	No	WA0084A2 AS	U	
**Web Registered**	40351	CJ	120	01	3.000	Not Eligible	Yes	Doesn't Count Repeat	No	No	WA0084A2 AS	U	
**Web Registered**	40546	EN	112	06	3.000	Yes	Yes	Yes	Repeat	No	WA0084A2 AS	U	
**Web Registered**	40793	EN	111	14	3.000	Not Eligible	Yes	Doesn't Count Repeat	No	No	WA0084A2 AS	U	

Total Credit Hours: 12.000  
 State Aid Eligible Hours\* : 3.000  
 Federal Aid Eligible Hours\* : 9.000  
 Billing Hours: 12.000  
 Program Hours: 3.000  
 Date: Apr 03, 2018 10:30 am

<b>Status</b>	The status of the course from the registration form. Ex: Web Registered – the course was registered via the web.
<b>CRN</b>	The <u>C</u> ourse <u>R</u> ecognition <u>N</u> umber of the course.
<b>Subj</b>	The subject of the course.
<b>Crse</b>	The course number.
<b>Sec</b>	The course section.
<b>Cred</b>	The number of credits for the course.
<b>State Aid</b>	Indicates if the course is eligible for State Aid.
<b>Fed Aid</b>	Indicates if the course is eligible for Federal Aid.
<b>In Program</b>	Yes = Counts in student's program. No = does not count in student's program.
<b>Repeat</b>	Indicates if a previously passed course is being repeated.
<b>Fed Violation</b>	Indicates if a previously passed course has been repeated more than once
<b>Audit ID</b>	The Degree Works Audit number associated with the audit results.
<b>Degree</b>	The degree associated with this registration compliance record.
<b>Level</b>	The level associated with this registration compliance record.

**If I repeat a course will I still receive financial aid for that course?**

- *You may receive financial aid for all withdrawn courses and courses with a 'Z' or 'F' grades. You will receive financial aid for courses with a 'D' if your program says you must have a grade of 'C' or higher for that course. Federal aid will pay for a previously passed course to be repeated only once. State aid will not pay for a previously repeated passed course.*

**Since I am presently taking non-credit/ remedial courses that are not considered part of my Major, will I receive financial aid for these courses?**

- *Yes, the federal and state governments consider these preparatory classes for successful completion of college level courses. However, full time students (12+ credits) must be registered for at least 6 credit-bearing/non-remedial courses. Excelsior Scholarship recipients must be registered for 12 credit bearing credits excluding remedial courses.*

**Will this only affect full time students?**

*No. Part time students must adhere to the same guidelines.*

**What do I do if I find out my courses are not going to be paid for by financial aid?**

- *You will need to readjust the courses within your program and take courses that do count for financial aid. You may be responsible for payment for courses that do not meet program requirements.*

**Can I drop classes once school has begun if I find out that I'm not going to receive financial aid for them?**

- *If you drop classes you will be charged according to financial liability fee schedule starting on the first day of the semester, according to the college catalog guidelines.*

**I do not receive any federal or state aid. Does this apply to me?**

- *These regulations only affect students receiving federal (including loans) and state aid. If you pay for courses on your own, you are free to take whatever courses you choose. However, taking courses outside of what is required for your major will prolong your time at Herkimer and cost you additional funds. We encourage you to perform a Degree Audit periodically to ensure you are on your way to completing your degree.*

**How will my financial Aid be affected if a course(s) is not counted in my program but my other courses add up to be full time?**

- *Your financial aid for full time status will not be affected as long as you have a minimum of 12 applicable courses towards your program of study.*