2020 ISFAA-ICHE Webinar Series

Credit Completion and Credit Bank Reporting

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Indiana Commission for Higher Education

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OVERVIEW

- Credit Completion Requirements
- Credit Completion Logic & Credit Bank Logic
  - How credit completion hours are used to determine a student's eligibility
  - How credit bank hours are used to determine a student's eligibility
- Credit Completion and Credit Bank Files
  - How students appear on the files
  - How to report credit completion and credit bank data

CREDIT COMPLETION AND CREDIT BANK REPORTING

CREDIT COMPLETION REQUIREMENTS

INDIANA COMMISSION for HIGHER EDUCATION

CREDIT COMPLETION REQUIREMENTS – FRANK O'BANNON GRANT

- Frank O'Bannon Grant recipients must earn at least 24 credit hours each year to renew their award at the full-time award amount. To renew the on-time award, they must earn at least 30 credit hours.
- If students earn 39 credit hours, they may be eligible for the Accelerated Schedule Incentive in their 2nd and 3rd award years only.
- If a student does not qualify for a base award under the Frank O'Bannon Grant program, they must still earn at least 24 credit hours to receive the Academic Honors Incentive.

CREDIT COMPLETION REQUIREMENTS – 21ST CENTURY SCHOLARSHIP

- 21st Century Scholars must earn 30 credit hours each year to renew their award.
- Scholars who earn less than 30 credit hours but at least 24 credit hours may be considered for the Frank O'Bannon Grant.
- A Scholar may also receive the Accelerated Schedule Incentive amount if they earn at least 39 credit hours within the award year.
  - They must qualify for the Freedom of Choice Grant based on their EFC for this to apply.

CREDIT COMPLETION REQUIREMENTS – ADULT STUDENT GRANT

- Adult Student Grant recipients must earn at least 18 credit hours in order to renew their award.
  - For 2019-2020 and forward, Adult Student Grant recipients who have not previously used FOB, 21st, or Next Gen would only need to meet the credit completion requirement for the Adult Student Grant to fully satisfy the credit completion requirement for all other award types.

CREDIT COMPLETION REQUIREMENTS – WORKFORCE READY GRANT

- Students who have failed to meet credit completion for any award type may regain eligibility by completing a Workforce Ready Grant Certificate.

- Students may not regain eligibility by completing an Associate Degree.
  - They can file an appeal to regain eligibility; the process will not be automatic as it will with WRG certificate earners.

CREDIT COMPLETION AND CREDIT BANK LOGIC

CREDIT COMPLETION LOGIC

- If a student used state aid with a credit completion requirement in the immediate prior award year:
  - Count credit hours earned toward the student's award renewal if:
    - The term start date of the credit hours earned occurs on or after the award start date, but no later than the award end date AND
    - The term end date of the credit hours earned occurs no later than 21 days past the award end date. This is the student's credit completion window.
  - Example: A student is planning to attend in 2020-2021 and used the Frank O'Bannon Grant in 2019-2020. Their award start date is 8/23/2019 and the award end date is 8/22/2020. They must have earned hours in a term that began on/after 8/23/2019 and ended no later than 21 days beyond 8/22/2020 (9/12/2020).

CREDIT COMPLETION LOGIC

- If a student used aid in a prior award year that wasn't the immediate prior award year:
  - Determine if the student met credit completion using credit hours earned in the prior year's credit completion window.
  - If the student does not meet credit completion in the prior year's credit completion window:
    - Determine if the student met credit completion using any 12-month + 21-day window starting with the award end date of the last award year the student used state aid with a credit completion requirement + 1 day.
    - Choose the earliest 12-month period where the student can get to an "on-time" credit completion status. If student is unable to get to an "on-time" credit completion status, choose the earliest 12-month period where the student can get to a "full-time" credit completion status.

CREDIT COMPLETION LOGIC

- Example: A student last used aid in 2016-2017 and is planning to attend in 2020-2021.
  - First, we look to see if the student met credit completion in 2019-2020 (within their award window established by the aid used in 2016-2017).
  - If not, the following is applicable:
    - Determine if the student met credit completion using any 12-month + 21-day window starting with the award end date of the last award year the student used state aid with a credit completion requirement + 1 day.
      - Let's say their award window was 8/20/2016 – 8/19/2017. We would look to see if the student earned enough hours in any 12-month period + 21 days starting with 8/20/2017.

CREDIT BANK LOGIC

- Credit bank hours are used to make up the difference in hours if a student fails to meet the credit completion requirement for a particular award.
- Currently, if a student loses eligibility for an award by failing to meet the credit completion requirement, credit bank hours may not be used with hours earned in a non-award year to regain eligibility.
  - A student earned 15 credit hours in 2018-2019 and they have 3 credit hours in the credit bank.
  - This is not enough to award FOB or 21st for 2019-2020. In 2019-2020, they earn 22 hours.
  - Currently, they would sit out again in 2020-2021 because credit bank hours would not be used in conjunction with hours earned in the non-award year (2019-2020) to regain eligibility.

CREDIT BANK LOGIC

- The logic for 2021-2022 and forward is subject to change where credit bank hours will be used in conjunction with hours earned in non-award years to regain eligibility.
  - Example: If a student uses aid in 2019-2020 and fails to meet credit completion (hours earned + credit bank), they will not be awarded for 2020-2021.
    - For example, they earned 22 hours and have 1 hour in the credit bank.
  - However, if they earn hours in 2020-2021 where the addition of the credit bank hours will allow them to have an award for 2021-2022, an award will be created.
    - For example, they earn 23 hours and have 1 hour in the credit bank; this gets them to 24 and allows them to have FOB.

CREDIT COMPLETION AND CREDIT BANK FILES

CREDIT COMPLETION FILES

- Students are added to credit completion files in the following scenarios:
  - The student used state financial aid at your institution within the last 8 years;
  - The student or parent entered a request in ScholarTrack to have credit completion data reported;
  - A CHE User or a College User entered a request in ScholarTrack on the student's behalf to have credit completion data reported.
- A student will be removed from credit completion files in 3 scenarios:
  - 8 years pass from the time the student first used state financial aid;
    - If they used aid before 2013-2014, they have 8 years from the time they first use aid starting in 2017-2018 to use their remaining aid.
  - The institution reports that the student earned a Bachelor's Degree;
  - The student has exhausted 4 years of state aid eligibility.

REPORTING CREDIT COMPLETION

- You can report Credit Completion Data in ScholarTrack in one of three ways:
  - 1. Individually by going to the “Student Details” page under the “Credit Completion” widget.
  - 2. Individually through the “Report Credit Completion” page.
  - 3. By requesting and uploading a Credit Completion file through the “Report Credit Completion” page.

REPORTING CREDIT COMPLETION

- If a student on your Credit Completion file did not attend your institution, report 0 hours for Local Credit Hours and 0 for Cumulative GPA.

- You can add additional student records to your Credit Completion file. We will accept the data if the student record can be found in ScholarTrack.

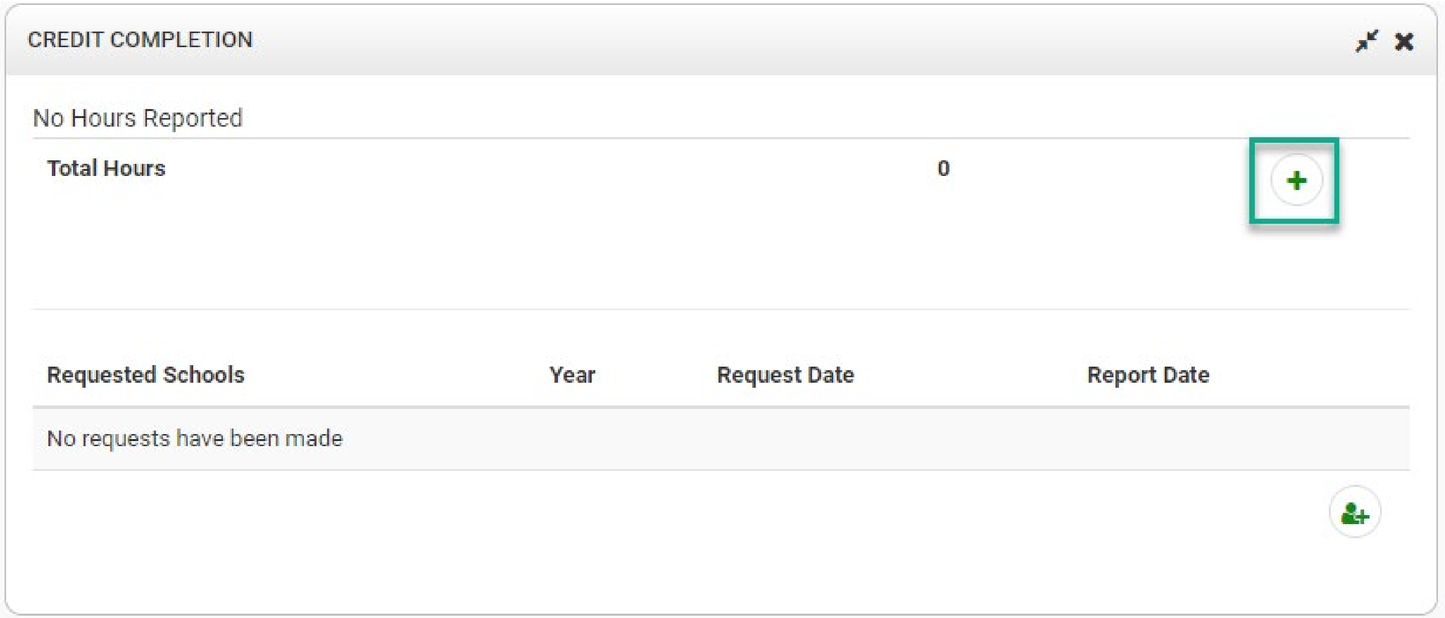
- If you need to make a correction, submit a new Credit Completion transaction. Each Credit Completion transaction replaces the previously submitted Credit Completion transaction by your institution.

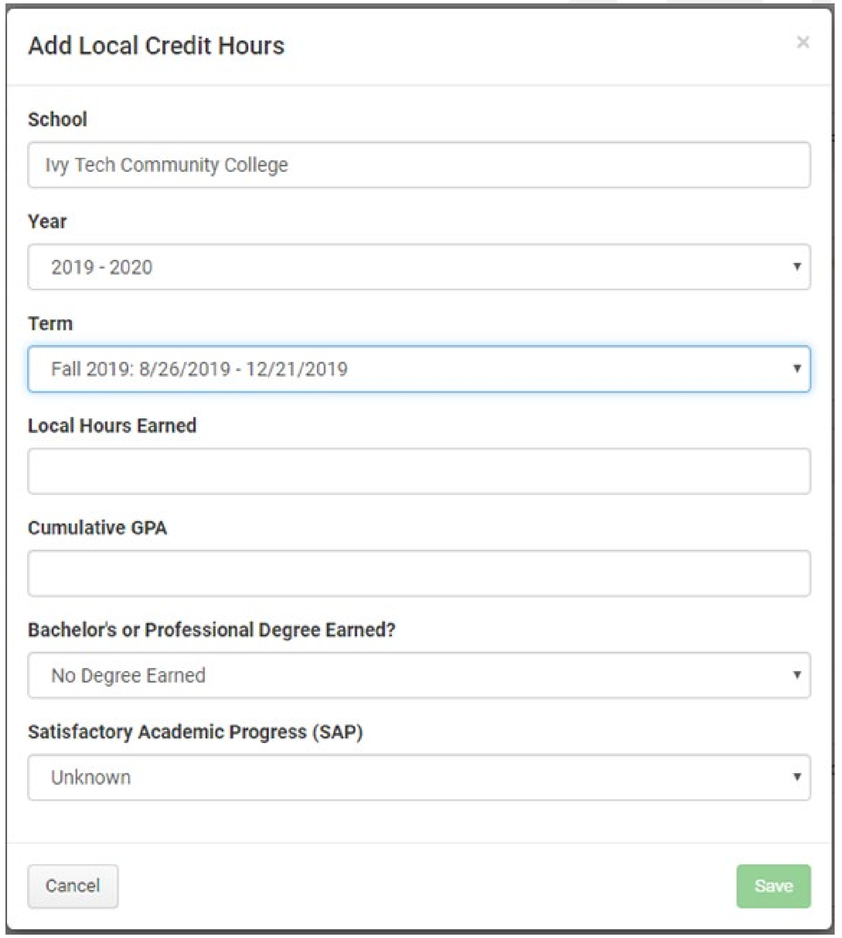
REPORTING CREDIT COMPLETION

- If credit completion data is reported/updated by CHE, those records will no longer be locked for updating by institutions. Institutions may now update when/if needed.

- If a Credit Completion transaction changes any hours previously reported by your institution, the transaction will be placed on hold for manual review by CHE staff.

REPORTING CREDIT COMPLETION





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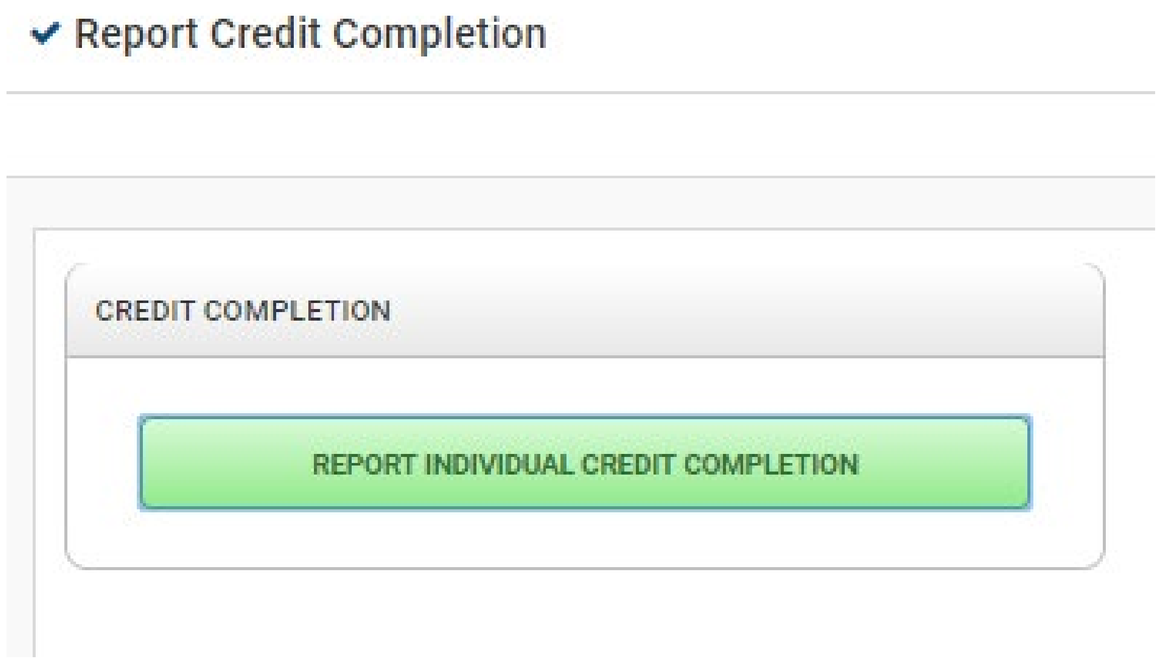

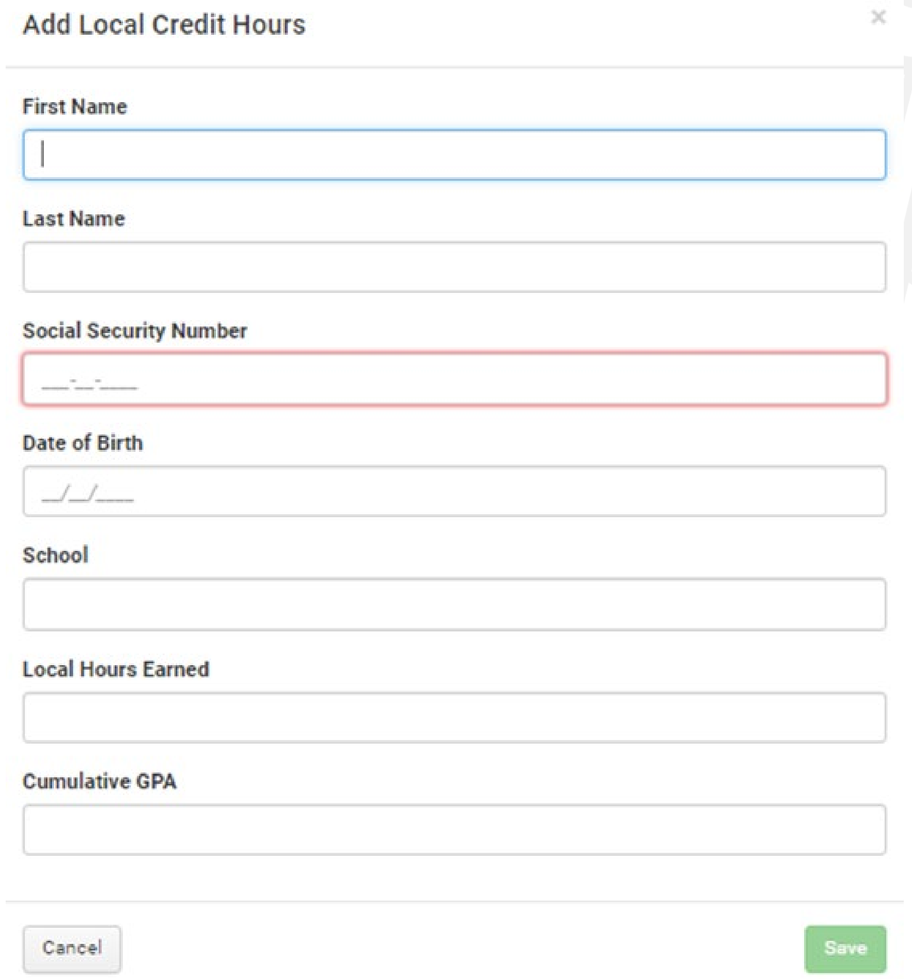

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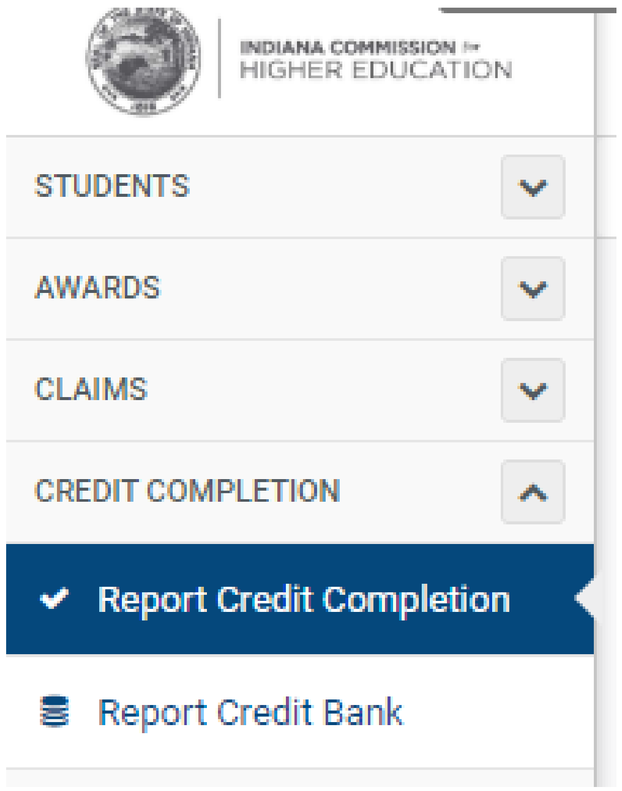
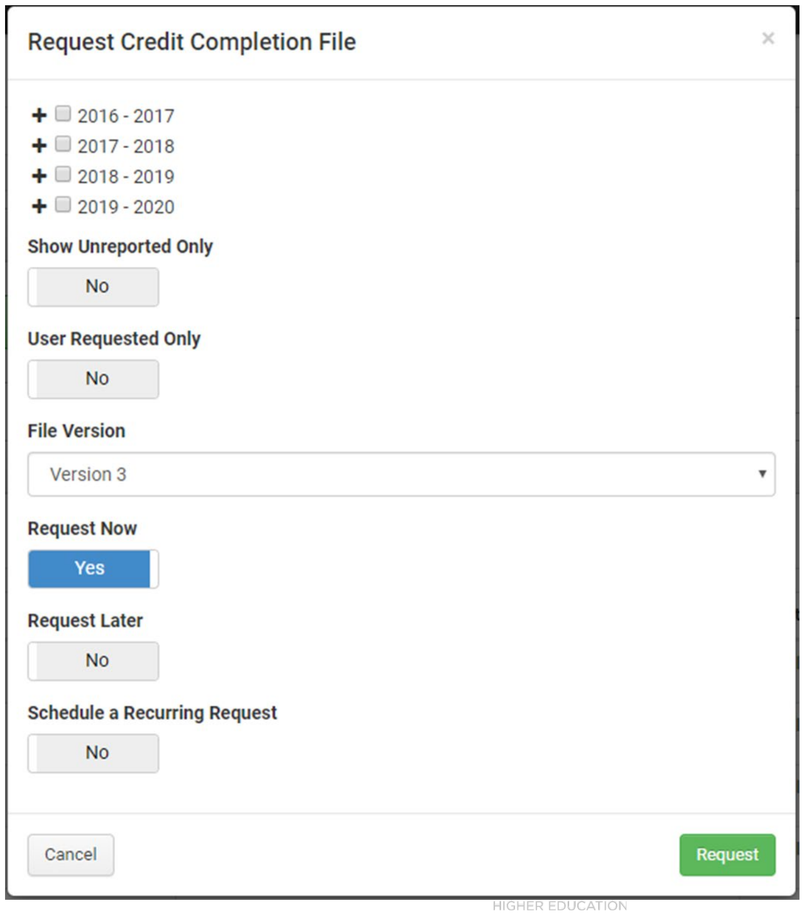




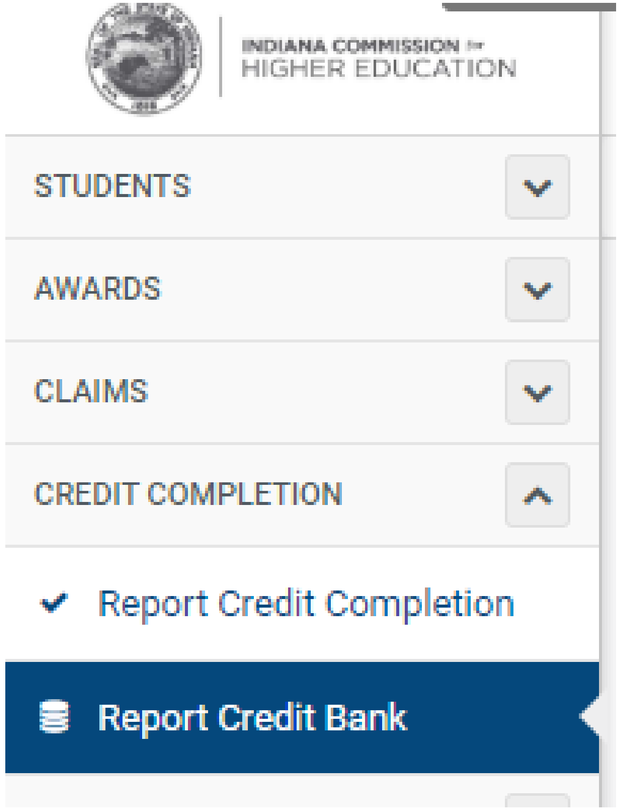
REPORTING CREDIT BANK

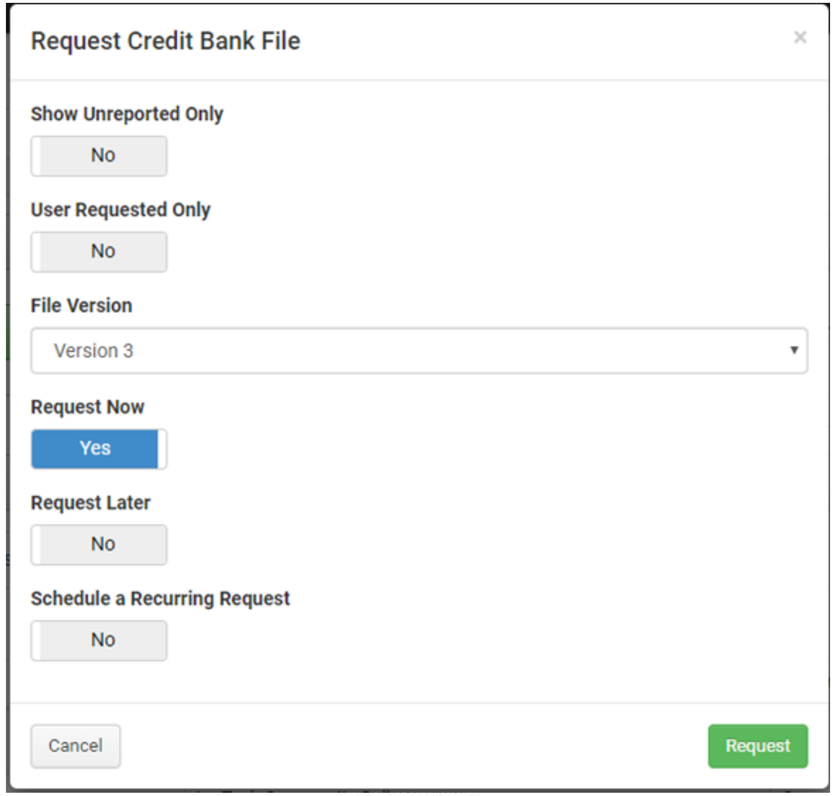
- Who should report Credit Bank hours?
  - The institution where hours were earned (Dual Credit Hours) should report the hours.
  - If AP/IB credits are awarded by an institution, the institution awarding those credits should report the hours.
    - Conversely, if a student does not attend the institution awarding those credits, those credits should be removed if previously reported.

REPORTING CREDIT BANK

- How should Credit Bank Data be reported in ScholarTrack?
  - Via the Credit Bank file - Contains students who have used aid at your institution and/or user requests entered by students, College, or CHE Users. CHE also adds students to the credit bank file based on matching CHEDDS data to ScholarTrack.
  - Via the Credit Bank Widget on the Student Details Page.
  - Via the ‘Report Individual Credit Bank’ option on the Credit Bank tab.

REPORTING CREDIT BANK





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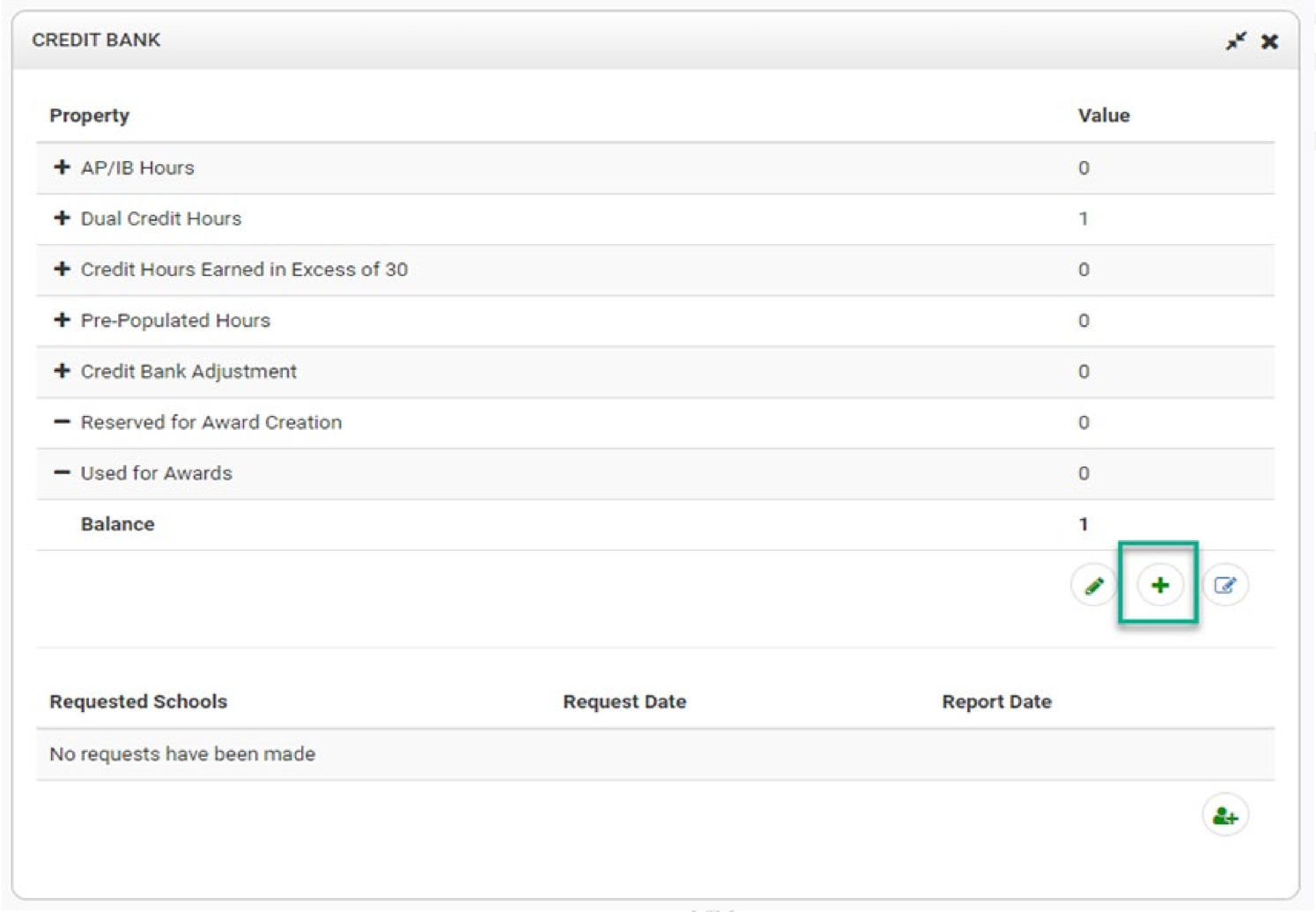

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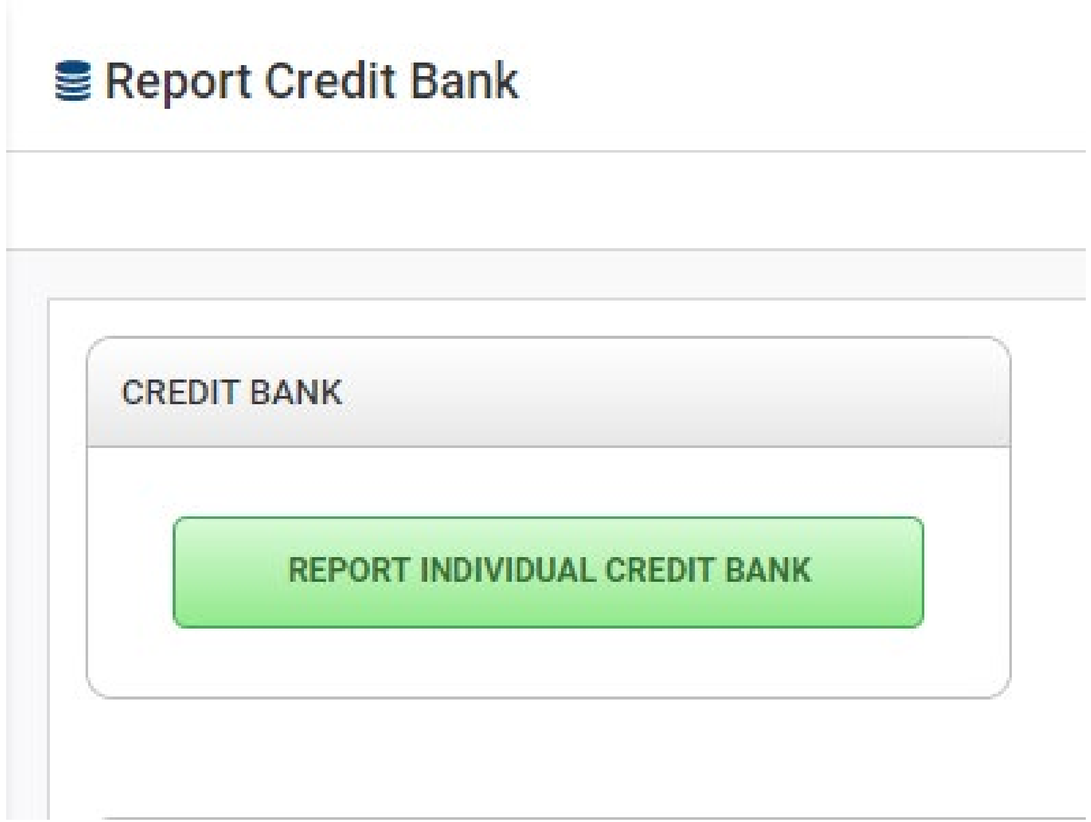

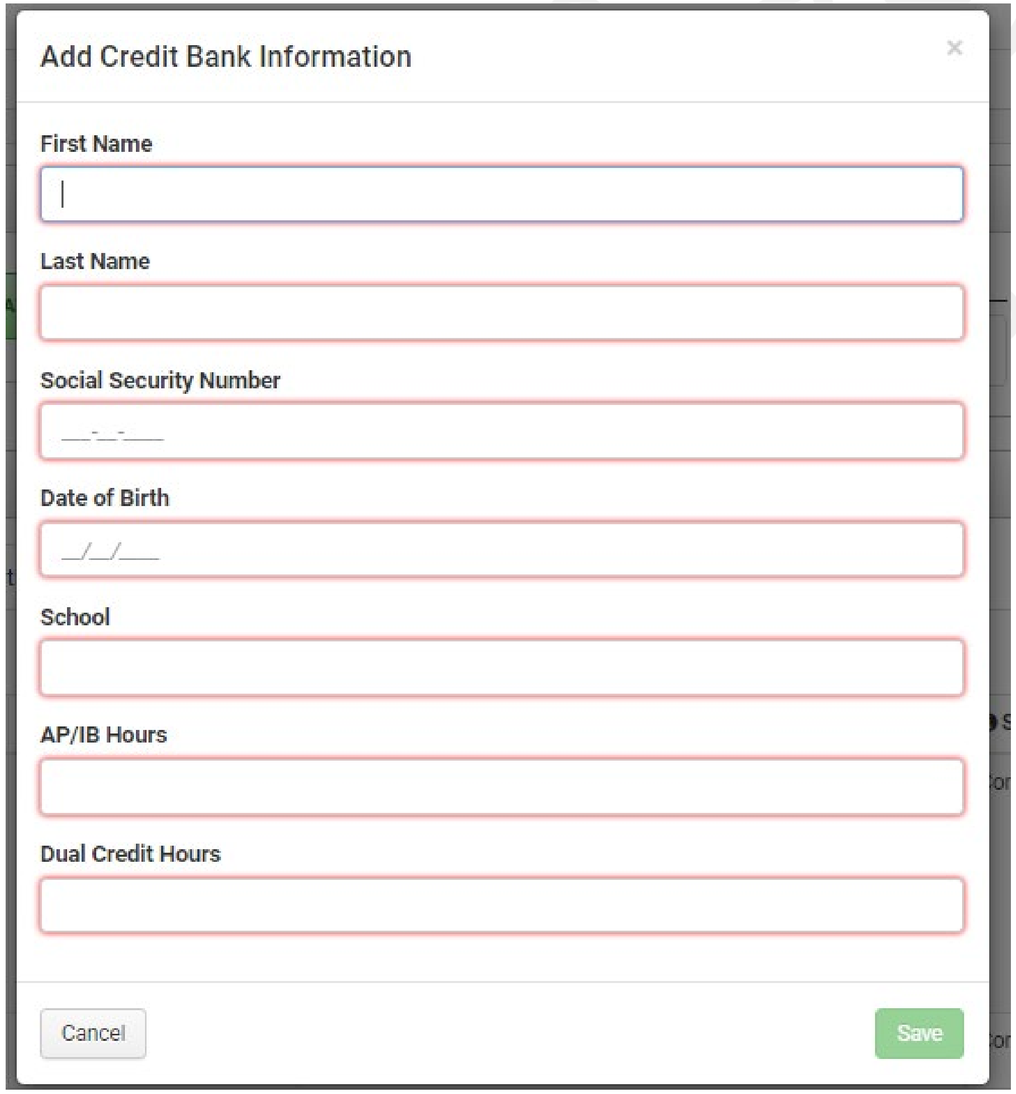

Questions?

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