CUSAD/Financial Aid Functional User Group
Conference Call Meeting
April 15, 2008
1:00 – 2:00 p.m.
Minutes

Present: Jeff Jacobs, BSC; Sandy Klein, DSU; Katie Nettell and Brandi Nelson, LRSC; Shirley Hanson, MaSU; Dale Gahring, MiSU; Diane Christenson MiSU Bottineau; Shelly Blome and Carmen Marohl, NDSCS; Jeanne Enebo and Tara Thoreson, NDSU; Betty Kuss Schumacher, VCSU; Lynn Aaberg, WSC; Sue Applegren and Dennis Junk, HECN
Absent: Robin Holden, UND and Peggy Wipf, NDUS

Resources material sent prior to meeting:
- NDUS Collaborative Student Draft Procedure dated 12-31-07
- Collaborative Student Satisfactory Academic Process Survey 4-15-08

The Financial Aid Functional User Group met on April 15, 2008 at 1:00 p.m. via conference call. The agenda was to discuss a finding by the state auditors. The auditors have a concern about Satisfactory Academic Progress procedures for collaborative students. They have identified a collaborative student who received aid, but was not making SAP and did not get evaluated through the Satisfactory Academic Progress process. This student was one who was taking courses from a provider campus but was not registered for a course at the home campus.

Sandy Klein explained the issue on Dickinson State University campus. They had over sixty students who were degree seeking form DSU but were not taking any credits from them. They have as many as 13 collaborative student advisors. This presents a tracking problem.

Our task is to recommend changes to the NDUS Collaborative Student Procedure (draft December 31, 2007) that will insure that collaborative students are being evaluated. Discussion began with item 2 under Registration. It currently reads: Students may enroll as a collaborative student when they are not registered on the home campus, but not for more than one consecutive semester unless approved by the home institution. Students not registered in at least one class at the home campus must be tracked manually for financial aid awarding, disbursement and SAP. Dale suggested that the collaborative student must be enrolled in at least one class at the home campus. An approval procedure could be established in cases when student has no classes required for their program offered by the home campus. Katie explained that there are several programs that are shared by the two year campuses. In these cases there are times when the only classes a student needs are the course taught by the host campus. Sandy said that the state auditor recommended to her to require students to take at least one class per semester at the home campus.
A motion was made to change number 2 under Registration to: Students must enroll in at least one class at the home campus each semester, unless otherwise approved by the home campus collaborative contact and financial aid office. The motion was seconded and approved.

Sandy mentioned that part of the problem is grades from the host campus often have not been received or recorded before Satisfactory Academic Progress has been run at the end of each semester. In some cases the transcript is not being sent from the host campus because there is a hold on the student account. It was noted that the collaborative process addresses this by stating, in section Enrollment/Course Drops/Withdrawals number 7, that the host campus will forward a transcript for every collaborative student (whether they completed the course or withdrew) to the home institution at the end of each term.

A motion was made to add to number 7: The Collaborative Student advisor will be responsible to insure all transcripts are received and correctly recorded. The motion was seconded and approved.

Lynn noted the home campus should be entering w’s and F’s the student earns from the host campus. This should be consistent throughout the NDUS. Katie brought up the collaborative students who are enrolled at the host campus in a class that starts in the late 8 weeks but drops the class before it starts. Shouldn’t we be tracking these students? Jeff said that the Financial Aid office doesn’t want to know about every drop and add after the census dates. However, we do need to know if a student drops a class before it starts but after the census date of the home campus so Pell Grant eligibility can be reevaluated.

A motion was made to add a statement to the Enrollment/Course Drops/Withdrawals section the statement: The host campus will contact the home campus, through the Collaborative Student Contact, when a student drops a class that results in a refund. This would include courses that are dropped after the FA census date but before the course begins. The Collaborative Student Contact will contact the Financial Aid Office so the aid eligibility can be reevaluated. The motion was second and approved.

It was noted that the below statement on the top of page three should be moved to the Enrollment/Course Drop/Withdrawals section: "Note: Grades along with the attempted and completed credits for collaborative courses will be monitored by the home institution per institution Satisfactory Academic Progress policy."

Communication between the Collaborative Student Contact and the Financial Aid Office is essential for the collaborative process to work. Reports are available on PS 8.0 to assist with tracking SAP. Institutions are also tracking students manually to insure they are meeting SAP. The recommendations made today will be forwarded to Julie Schepp and reviewed by the Collaborative Student Process task force.

Summary of recommended additions and changes to the Collaborative Student Procedures items:
1. Change number 2 in the Registration section to: Students must enroll in at least one class at the home campus each semester, unless otherwise approved by the home campus collaborative contact and financial aid office.

2. Add to number 7 in section Enrollment/Course Drops/Withdrawals: The Collaborative Student contact will be responsible to insure all transcripts are received and correctly recorded. The motion was seconded and approved.

3. Add a number to Enrollment/Course Drops/Withdrawals: The host campus will contact the home campus, through the collaborative student contact, when a student drops a class that results in a refund. This would include courses that are dropped after the FA census date but before the course begins. The Collaborative Student Contact will contact the financial aid office so the aid eligibility can be reevaluated.

4. Move the note at the top of page three to the bottom of the Enrollment/Course Drops/Withdrawals section.

Respectfully Submitted
Katie Nettell
NDUS Functional User Group Chair