

College Procedure: 503.2 – Financial Aid Eligibility for Remedial Courses

Policy Reference: 503 – Tuition, Fees and Financial Aid
Responsible Department: Student Services
Approval Authority: Cabinet
Procedure Owner: Vice President, Student Services
Effective Date: 08/02/2018

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

This procedure sets standards for determining the definition of a remedial course for Title IV purposes.

The Procedure

A course will be deemed remedial for Title IV award purposes if it meets any of the following criteria.

- Any classes designated remedial by Kirkwood’s authorizing authority. These classes will be identified by the zero prefix in the in the course number.
- All English Language Acquisition (ELA) classes.
- Certain classes that are considered remedial for a specific student because it is determined the student needs a course in order to succeed in the entry-level course required for their program.

The following criteria is used to determine whether a course is ‘remedial for the student’.

1. Placement test scores recognized by the appropriate academic department that demonstrate a student is not proficient enough to start in the entry-level course within their designated program.
2. Academic Advisor determines that a student is not proficient enough to start in the entry-level course within their designated program based on one of the following criteria.
 - a. A two-year time lapse since the subject matter was last studied by the student as documented by a high school or college transcript or a signed statement by the student.
 - b. Lack of proficiency in the subject matter as demonstrated by a high school or college transcript.
 - c. No proficiency in the subject matter as indicated in a signed statement by the student.

Definitions

Remedial: INTENDED TO CORRECT OR IMPROVE ONE'S SKILL IN A SPECIFIED FIELD.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/02/2018	Jon Buse, Vice President, Student Services	New procedure
2	09/24/2019	Cabinet	Procedure template