

Compliance Cheat Sheet

ATTENDANCE

Delta State is an attendance-taking school, a classification that enables the university to keep federal aid, providing the student attends 60% of the semester.

The Office of the Registrar has to report changes in student status every 30-45 days, and the Financial Aid Office must return federal aid within 45 days of last date of attendance for withdrawals.

Instructors must submit an [Excessive Absence Report](#) for students whose absences exceed 25% of the course.

In online courses, the last date of attendance will be the date when the student last submitted an instructor-prompted activity into the course.

A student who registers for a course but never attends must be reported as a “No Show” (NS) early each semester. An instructor posts a grade of NS as a midterm grade by the day posted on the Academic Calendar.

A student who registers for an online course but never submits an instructor-prompted activity must be reported as a No Show (NS).

No Shows may affect the student’s current or future financial aid.

Failure to report No Shows or excessive absences or false reporting of No Shows or excessive absences as Withdraws, Incompletes, or other grades constitutes fraud and can result Delta State facing fines or losing Title IV financial aid.

Incompletes convert to F’s after one year, and a student with an incomplete is ineligible for new federal financial aid until the grade is completed.

The grade of In Progress is reserved for dissertations, theses, and practicums, and a student with an In Progress grade is ineligible for new federal aid until the grade is completed.

ADVISING

Run a CAAP audit prior to meeting with an advisee to see what degree requirements the student has not met.

Students who want to pursue two degrees or majors should declare quickly. To maximize financial aid, students must complete course work for both degrees or majors during the same semester. For DOE compliance, please notify the Financial Aid Office if a student completes one degree or major before the second one.

Course substitutions and degree modifications must occur over the course of the student's degree program—and not to enable a student to apply for graduation.

Undergraduates

For undergraduates, 12 credit hours constitutes full-time.

15 credit hours increases the likelihood of students' graduating within four years, which improves their statistical likelihood of graduating at all.

15 credit hours enable a student to withdraw from a course without losing federal aid, assuming the student is not currently on Financial Aid Probation.

15 credit hours earned grants a student eligibility for state financial aid.

Undergraduates will be charged per credit hour for each hour over 19 credits.

Graduate Students

9 credit hours constitutes full-time.

Graduate students must maintain at least 9 credit hours to receive full federal financial aid; graduate students are ineligible for state aid.

Please contact Financial Aid for any questions about financial-aid implications (i.e., repeat course work, changes in schedule, etc.).