

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:	8/2/2018

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
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.

References

Definitions

Term	Definition
Remedial	Intended to correct or improve one's skill in a specified field.

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	8/2/2018	Jon Buse, Vice President, Student Services	
2		Cabinet	Procedure template 9/24/2019