

December 2024 ISFAA/ICHE Webinar

**Credit Completion & Credit Bank Reporting, Claim
Reconciliation, CVO Spring Projections**

Angel McAllister, State Director for Financial Aid

Caitlin Mahoney, Financial Aid Support Center Director

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OVERVIEW

- ▶ Credit Completion
 - ▶ Credit Completion Requirements
 - ▶ Credit Completion Logic & Credit Bank Logic
 - ▶ Reporting Credit Completion
- ▶ Reconciliation Deadlines
 - ▶ Fall 2024 Claims
- ▶ Spring Tuition and Fee Exemption Grant (CVO) Projections

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CREDIT COMPLETION REQUIREMENTS



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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.
- ▶ **For the 2024-2025 academic year:**
 - ▶ If students earned 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.

For the 2024-2025 academic year:

- ▶ 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 SAI for this to apply.

CREDIT COMPLETION REQUIREMENTS – NEXT GENERATION HOOSIER EDUCATOR SCHOLARSHIP

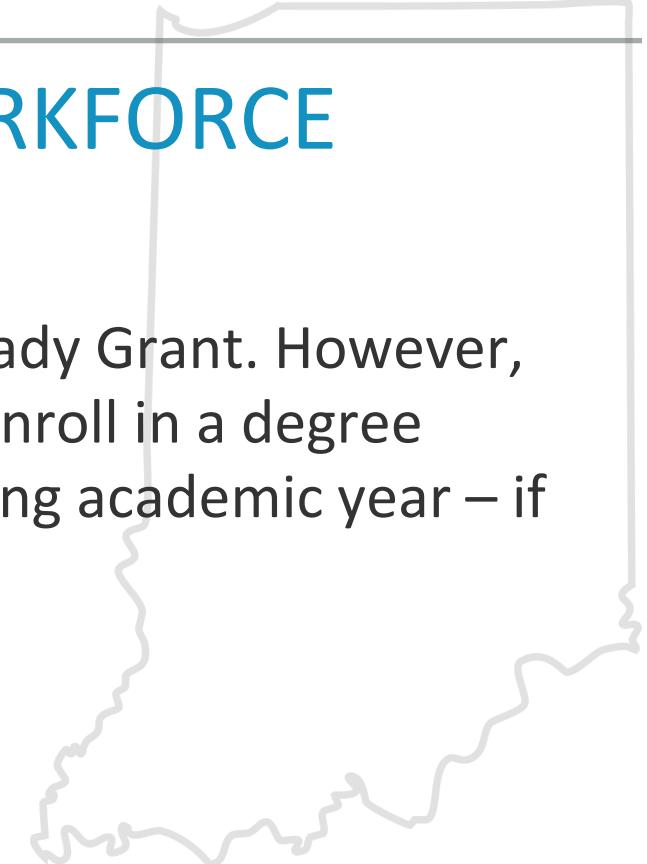
- ▶ Next Gen. Recipients must earn 30 credit hours each year to renew their award.
- ▶ Students must also maintain a 3.0 cumulative GPA and submit the Next Gen. renewal application to receive their award.
- ▶ The Next Gen. award is not tuition specific and is stackable meaning it can be used with FOB, 21st, William Crawford Minority Teacher Scholarship, and Mitch Daniels Early Graduation Scholarship.

CREDIT COMPLETION REQUIREMENTS – ADULT STUDENT GRANT

- ▶ Adult Student Grant recipients must earn at least 18 credit hours to renew their award.
 - ▶ 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.
- ▶ Ex: An independent student uses the ASG during the 2023-2024 academic year and only earns 20 credit hours, will be eligible to receive the FOB for the 2024-2025 academic year (as long as they have not previously used the FOB).

CREDIT COMPLETION REQUIREMENTS – WORKFORCE READY GRANT

- ▶ There is no credit completion requirement for the Workforce Ready Grant. However, any student who completes their WRG certificate and wants to enroll in a degree program, will have their credit completion waived for the following academic year – if the student is eligible for ASG, FOB, or 21st.
 - ▶ Student must file an appeal to show completion of their certificate.



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CREDIT COMPLETION AND CREDIT BANK LOGIC



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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 college in 2025-2026 and used the Frank O'Bannon Grant in 2024-2025. Their award start date is 8/23/2024 and the award end date is 8/22/2025. They must have earned hours in a term that began on/after 8/23/2024 and ended no later than 21 days beyond 8/22/2025 (9/12/2025).

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.
 - ▶ The same hours cannot be used to meet credit completion more than once.

CREDIT COMPLETION LOGIC

- ▶ Example: A student last used aid in 2021-2022 and is planning to attend in 2024-2025.
 - ▶ First, we look to see if the student met credit completion in 2023-2024 (within their award window established by the aid used in 2021-2022).
 - ▶ If not, the following is applicable:
 - ▶ Determine if the student met credit completion using any consecutive 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 current award window was 8/20/2024 – 8/19/2025. We would look to see if the student earned enough hours in any 12-month period + 21 days starting with 8/20/2022.

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.
- ▶ Credit bank hours are used in conjunction with credit hours earned in non-award years to regain eligibility.
- ▶ Example: If a 21st Century Scholar student attended college in 2023-2024, but only earned 21 credit hours, 9 credit hours from their credit bank will be applied to their eligibility to receive their award for the 2024-2025 academic year.

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CREDIT COMPLETION AND CREDIT BANK FILES



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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 or leave blank.
- ▶ 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.
 - ▶ If the new credit hours reported are reduced.

REPORTING CREDIT COMPLETION

CREDIT COMPLETION

No Hours Reported

Total Hours 0 

Requested Schools	Year	Request Date	Report Date
No requests have been made 			

Add Local Credit Hours

School
Ivy Tech Community College

Year
2019 - 2020

Term
Fall 2019: 8/26/2019 - 12/21/2019

Local Hours Earned

Cumulative GPA

Bachelor's or Professional Degree Earned?
No Degree Earned

Satisfactory Academic Progress (SAP)
Unknown

REPORTING CREDIT COMPLETION

✓ Report Credit Completion

CREDIT COMPLETION

REPORT INDIVIDUAL CREDIT COMPLETION

Add Local Credit Hours

First Name

Last Name

Social Security Number

Date of Birth

School

Local Hours Earned

Cumulative GPA

Cancel

Save



REPORTING CREDIT COMPLETION

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STUDENTS

AWARDS

CLAIMS

CREDIT COMPLETION

✓ Report Credit Completion

Report Credit Bank

IMPORT CREDIT COMPLETION DATA

Upload

Download

Request Credit Completion File

2016 - 2017
 2017 - 2018
 2018 - 2019
 2019 - 2020

Show Unreported Only

User Requested Only

File Version

Request Now

Request Later

Schedule a Recurring Request

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

IMPORT CREDIT BANK DATA

Upload

Download

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STUDENTS

AWARDS

CLAIMS

CREDIT COMPLETION

✓ Report Credit Completion

 Report Credit Bank

Request Credit Bank File

Show Unreported Only

User Requested Only

File Version

Request Now

Request Later

Schedule a Recurring Request

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REPORTING CREDIT BANK

CREDIT BANK

Property	Value
+ AP/IB Hours	0
+ Dual Credit Hours	1
+ Credit Hours Earned in Excess of 30	0
+ Pre-Populated Hours	0
+ Credit Bank Adjustment	0
- Reserved for Award Creation	0
- Used for Awards	0
Balance	1

Requested Schools Request Date Report Date

No requests have been made



REPORTING CREDIT BANK

 **Report Credit Bank**

CREDIT BANK

REPORT INDIVIDUAL CREDIT BANK

Add Credit Bank Information

First Name

Last Name

Social Security Number

Date of Birth

School

AP/IB Hours

Dual Credit Hours

Cancel **Save**

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RECONCILIATION DATES



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CLAIMING RULES

- ▶ Reconciliation start dates are typically set three weeks before the first day of the academic term. Reconciliation deadlines are typically set as the last day of the month following the month containing the last day of the academic term.
- ▶ Claims may be made on or after the reconciliation start date but no later than the reconciliation deadline for a given academic term.
- ▶ If you fail to claim an award before the reconciliation deadline, you have up to 365 days to claim. The claim will be put on hold for a manual review by a CHE staff member, and will be released shortly. On-hold claims are reviewed on a daily basis.

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FALL 2024 CLAIMS



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CLAIMING FALL 2024 AID

- ▶ Majority, if not all of claims for Fall 2024 should be inserted into ScholarTrack.
- ▶ Timely claims allows us to properly plan projections for the fiscal.
- ▶ Outstanding claims due to missing ISIRs are being addressed daily.
 - ▶ We are still unable to submit ISIR requests to the FAFSA Partner Portal, so we are continuing to manually search for any missing resident and non-resident ISIRs.
 - ▶ ISIR request should still be submitted into ScholarTrack.
 - ▶ Verification for military aid can be emailed to CollegeFA@che.in.gov. Please include the student's name and date of birth.

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CVO SPRING PROJECTIONS



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WHAT TO EXPECT FOR SPRING 2025

- ▶ The Commission is seeking a budget increase for the Tuition and Fees Exemption Grant funds. The request is to increase the appropriation for FY 2026 and retroactively make claims whole for FY 25.
 - ▶ An update will be provided after the State Budget Committee Meeting later this month.
- ▶ All CVO claim projections should be sent to CollegeFA@che.in.gov before March 28, 2025.
 - ▶ The Commission plans to work with ISFAA Governmental Relations to determine order of claim approvals.
- ▶ Projections allow us to evaluate the difference between the claim amounts and the remaining balance of the appropriation.

The background of the slide features the Seal of the State of Indiana. The seal is circular with a dark background. The outer ring contains the text "SEAL OF THE STATE OF INDIANA" in a serif font, with "SEAL OF" on the left and "STATE OF INDIANA" on the right. The inner circle depicts a Native American figure holding a bow in one hand and an arrow pointing downward in the other. A five-pointed star is visible on the left side of the inner circle. The year "1816" is at the bottom of the inner circle.

QUESTIONS

Angel McAllister

State Director for Financial Aid

amcallister@che.in.gov



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