



TAFT COLLEGE
West Kern Community College District

July 16, 2012

To: Patti Bench, Interim Vice President of Instruction
Division Chairs
All Full time and Part time faculty

From: Barbara Amerio, Director of Financial Aid

Re: Complying with Federal Title IV Requirement's

In order for us to be in compliance with the Federal Title IV regulation outlined below a procedure has been developed to document those students that truly earned the "F" grade and therefore would not be required to return any funds. When an instructor is assigning a failing grade to a student it must be determined if the student attended the entire period of enrollment or if the student failed to withdraw and stopped attending or participating. If the student attended the entire term of enrollment but earned a failing grade the instructor would assign the standard "F" grade and no further action is required. If the student stopped attending or participating and failed to withdraw then the instructor would assign the grade "FW". When assigning a "FW" grade the instructor is required to enter the last day of attendance into the "Last Attend Date" field on the grade roster. This date will be used to calculate the amount of Title IV aid the student and institution are required to return.

It is believed this procedure has the least amount of impact on instructors while ensuring we are in compliance with the regulations.

As outlined in the Federal Title IV regulations, institutions must have in place a procedure for determining whether students who enrolled in a period of enrollment and received an "F" grade actually completed the period of enrollment and earned the "F" or stopped attending without officially withdrawing. If an enrolled student attended and participated in class the entire period of enrollment but earned the "F" grade and was disbursed financial aid he/she would be eligible to retain the funds. If a student merely stopped attending but never officially withdrew, received an "F" grade and was disbursed financial aid, this student would be subject to the Return of Title IV rules and may have to return some portion of his/her disbursement.

I appreciate your assistance with this regulation and should you have any questions please feel free to contact me.