

Flowchart to Consider Financial Aid Program Eligibility Addendum

*This flowchart was created by a collaborative effort of WTCS Financial Aid Offices and represents the best understanding of program eligibility requirements. The flowchart is intended to serve as a guide and has not been approved by the US Dept of Education (ED). It is the responsibility of each WTCS District to follow federal regulations and obtain financial aid approval from ED.

Clock to Credit hour conversion calculation must be used per ED regulations for Q5 and Q6 of flowchart:

- Must have 30 in-class clock hours to each semester hour
- Required to determine whether a program meets minimum length requirements for program eligibility and to determine the award amount within each payment period
- Applies on a course-by-course basis, cannot be applied at the program level
- Results can never be rounded up, allowed to use the decimal results
- Example (https://fsapartners.ed.gov/sites/default/files/2022-2023/2022-2023_Federal_Student_Aid_Handbook/knowledge-center_fsa-handbook_2022-2023_vol2_ch2-program-eligibility-written-arrangements-and-distance-education.pdf, page 21):

- Program

Course	Hours of Classroom Instruction	Credits assigned by school
1	105	4
2	83	4
3	85	4
4	111	4
5	141	6
Externship	375	7
Total	900	29

The first four courses are offered in the first semester, and the fifth course and the externship are offered in the second semester.

- Conversion

Semester 1

Course	Hours of Classroom Instruction	Credits assigned by school	Conversion Calculation
1	105	4	$105 \div 30 = 3.50$
2	83	4	$83 \div 30 = 2.76$
3	85	4	$85 \div 30 = 2.83$
4	111	4	$111 \div 30 = 3.70$
Totals	384	16	12.79

Semester 2

Course	Hours of Classroom Instruction	Credits assigned by school	Conversion Calculation
5	141	6	$141 \div 30 = 4.7$
Externship	375	7	$375 \div 30 = 12.50$ limited to 7 ¹
Totals	516	13	11.7
Program Totals	900	29	24.49

¹ Regardless of the results of the conversion calculation, a school cannot award more credit for Title IV purposes than the academic credit assigned to a course by the institution, and/or approved by a state or accrediting agency.

After applying the conversion formula, Alice finds that during the first semester students can be paid as full-time students, but students must be paid as three-quarters-time students in the second semester.