

# Financial Aid Regulations

Spring 2017

Federal regulations have increasingly become more rigid on what will be covered for students. Regulations state that financial aid will only be distributed for REQUIRED courses for a student's degree. Our financial aid office will (mostly) not question what a student is taking early in their academic careers since all students must earn 122 hours, which include a number of elective hours. Additionally, if students can complete everything in eight semesters, financial aid will pay for the courses. However, as students approach the minimum number of hours required, financial aid must have documentation that the courses students are taking are required. The deans' offices are providing updated DegreeWorks audits or signed approval forms to financial aid so they know what is required. This process means:

1. Students may only receive financial aid for coursework that is required for their major. If a minor is optional, no courses for the minor will be paid after the major coursework is completed. No additional electives are paid.
2. Students who are at or over the 122 minimum hours but still need coursework may take ONLY required courses for their major.
3. Students who are seeking double majors or degrees will have their financial aid stopped at the point at which they CAN graduate. If they try to complete one degree before completing the course work for another, their aid will be cut-off. Students need to hold at least one course in their first degree in reserve to take their last semester so they finish both degrees at the same time.
4. Financial aid will pay for only ONE repeat of a previously passed course (e.g., if a student passes a class but did not earn the minimum required grade for the course).
5. If a student completes all required coursework but cannot graduate because the cumulative or major or minor GPA is below the 2.0 required, financial aid may not pay for additional coursework needed to pull up the GPA.



## Instructions for Faculty Grading

Access through the [Web Self-Service \(Banner\)](#) or [AppalNET](#) on the [MyASU page](#)

- Login using your Appalachian username and password
- Select the **Faculty Services** tab.
- Select the **Final Grades** link.
- Select the **Term** for grading and SUBMIT.
- Select the **CRN** (Course Reference Number) for the course from the drop down menu.
- The **Final Grade Worksheet** for the course will display.
- In the **Grade** column, click on the down arrow and select the appropriate grade for each student from the drop down menu, for those students who have completed all coursework and have a calculated grade.
- Faculty should assign a grade to all students on their grade roster and should not leave grades blank on the Final Grades page. **Please assign a grade of F or U to any student who has not completed the coursework to attain a higher grade.**

Click on the **SUBMIT** button grades to post the official grades. Faculty Services will time out after 60 minutes of inactivity.