

Project Name:

Grant Year: Y1 Y2 Y3 Y4

PR Number:

Reporting Period: 07/01/2016 - 06/30/2017

CAMP GPRA 1 Documentation Form

Directions: Please provide below the Institution of Higher Education’s (IHE's) definition of *first academic year completer*, and then complete the table that follows. For purposes of reporting for the CAMP program, grantees must incorporate into their definition of *first academic year* completion the minimum requirements for the definition of an "academic year" used by the Federal Pell Grant program and Federal Student Aid (34 CFR 668.3). Therefore, at a minimum, a full-time student in an undergraduate educational program must complete at least: 24 semester or trimester credit-hours or 36 quarter credit-hours for a program measured in credit-hours; or 900 clock-hours for a program measured in clock-hours:

Describe the IHE’s definition of first academic year completion. Provide the definition from the IHE’s policies, and include a citation to the source of the IHE's definition (e.g., New American University, University Policies and Procedures Manual. (n.d.) Policy on Classification of Undergraduate Students. Retrieved from <http://www.namu.edu/policies>). Also include the minimum number of credit hours for first academic year completion.

IHE’s definition of “first academic year completion”:	
Source of IHE’s definition:	
Minimum number of credit hours for first academic year completion:	

2) Complete the table below, by providing the following information:

Student Name. Provide the first name, middle initial, and last name of each student who completed their first academic year at the IHE in good standing. Please note that, as defined in the CAMP APR instructions, for the purposes of CAMP performance reporting, “in good standing” means only that the student is academically eligible to re-enroll at the IHE in the academic year immediately following the one in which he or she is reported as being a first academic year completer.

Student Identification Number. Provide the unique student identification number that the postsecondary institution has provided to the CAMP first academic year completer.

Was the student enrolled at the IHE in the CAMP program with full-time status during all academic terms of the regular academic year (i.e. all terms other than summer) in which he or she was a CAMP participant? Provide a drop-down answer of “Yes” or “No” to this question. *If your answer is “No,” then the student is NOT eligible to become a first academic year completer, and the student's name should NOT be listed on the GPRA 1 Documentation Form.*

NOTE: All first academic year completers (all students listed on this page) must have been enrolled with full-time status during all academic terms of the regular academic year (i.e. all terms other than summer) in which they were CAMP participants. When making this determination of full-time status, projects should refer to their IHE’s policy for determining a student’s eligibility for a full-time Pell grant or a full-time Federal Student Aid award. If, for example, a CAMP student’s enrollment status for a given academic term would qualify him or her for a full-time Pell award at your IHE (all other eligibility requirements having been met), that student could be identified here as a full-time student in that academic term for reporting purposes. (See 34CFR 206.5(c)(4), 690.2(b), and 668.2(b)).

IHE's may, but are not required to, include remedial and English as a Second Language (ESL) coursework in determining a student's enrollment level; however, an IHE's inclusion of these credits, hours, or units must be consistent with the standards in 34 CFR 668.20 ("Limitations on remedial coursework that is eligible for Title IV, HEA program assistance").

Is the student a first academic year completer? Do NOT complete this column, as the cells will autopopulate, based upon your answer to the number of applicable credits students receive. All CAMP *first academic year completers* will auto-populate with a "Yes" response in a cell. This column is used simply as an additional verification check. IHE's may, but are not required to, include remedial and English as a Second Language (ESL) coursework in determining whether a student is a first academic year completer; however, an IHE's inclusion of these credits, hours, or units must be consistent with the standards in 34 CFR 668.20 ("Limitations on remedial coursework that is eligible for Title IV, HEA program assistance").

Number of applicable credits received by the end of the reporting period? This is another verification that the student has in fact completed the first academic year of a program of study, per the minimum requirements. If the CAMP project at your IHE is including remedial or developmental credits in determining a student's enrollment status and status as a first-year completer, include these units in the credit counts listed here even if your institution does not consider these to be "credits" under the limitations of remedial coursework for purposes of regulations in 34 CFR 668.20, which governs student financial assistance provided under Title IV of the Higher Education Act. **Ensure that you include ALL applicable credits earned in college, including those that the student earned in college PRIOR to the reporting period.**

	<i>Student Name</i>	<i>Student Identification Number</i>	<i>Was the student enrolled at the IHE in the CAMP program with full-time status during all academic terms of the regular academic year (i.e. all terms other than summer) in which he or she was a CAMP participant? (Yes/No)</i>	<i>Is the student a first academic year completer? (DO NOT COMPLETE - COLUMN AUTO-POPULATES)</i>	<i>Number of Applicable Credits Received by the End of the Reporting Period</i>
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Additional Comments or Explanations:

3) Provide the appropriate signatures below, so that the CAMP director, CAMP authorized representative, and IHE's officer responsible for student records attest to the accuracy of the information provided in Part 2, above. Please read the statement below and provide the required signatures.

I have verified and attest to the fact that all students who are listed above were enrolled during the reporting period in the _____ CAMP project with full-time status, and completed their first academic year, as defined by our IHE's policies and CAMP program guidance.

(Signature of CAMP Director)

(Signature Date)

(Signature of IHE's Officer responsible for student records)

(Signature Date)

(Signature of CAMP Authorized Representative)

(Signature Date)

Note: This disclosure of student information to the U.S. Department of Education is permissible under 34 CFR 99.31(a)(3) and 99.35 of the Department's regulations issued under the Family Educational Rights and Privacy Act (FERPA). Specifically, the disclosure is permitted under the exception to consent as a disclosure to an "authorized representative of the Secretary" that is "in connection with an audit or evaluation of Federal or State supported education programs."

This list must be:

Completed as an MS Excel file;

Verified and signed by the IHE's Office responsible for student records, the Director, and the Authorized Representative;

Scanned/converted into PDF format (to capture authorizing signatures); and

Email the PDF copy to OME with three additional APR files (total 4 files) in a single email.



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Student Name	HSE Credential Number, OR Other Identification Number if the State does not issue a HSE Credential	The date of the last sub- test taken and passed that yielded the HSE certificate (MO/DAY/YR)	Did the date of the last sub-test occur during the current reporting period? (Yes/No)
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Yes
No