

## R2T4 Prevention Process– Fall 2010

*(Begins Monday, November 1, 2010)*

R2T4 Prevention Process (Return to Title IV) is the second phase of Retention Tracking that HCTC conducts. This phase will begin when classes have been in session for at least seven weeks.

The goal of this process is to contact any student with “poor attendance” or “no attendance” and suggest that they come into any of our campus admissions offices and pick up the necessary paperwork to officially withdraw from classes that they cannot possibly pass this semester. This will help those students who do return in the future to avoid possible academic probation or suspension and to avoid a possible R2T4 (Return to Title IV) financial aid repayment.

**\*Evening Class Instructors:** Forward your Round Two Forms to Melissa Johnson after your class has met at least 7 times.

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### **R2T4 Prevention Process:**

#### **Who should be reported?**

- Students who attended class but have stopped attending
- Students who have poor attendance and cannot pass your class this semester

#### **What's next?**

- Fill out one R2T4 Prevention Process form for each class
- Include the following information on the form:
  - Campus where class is taught
  - Class Number, Catalog Number with Section
  - Student's Name
  - Student's People Soft ID
  - Comments—your comments such as “last date of attendance”, help me when I correspond with student

#### **How do you report this information?**

- You have three options
  - You can print off the form and put it in the mailbox of Melissa Johnson
  - You can access the form on the HCTC Website, fill in the required information above, and send it via email as an attachment to [MelissaD.Johnson@kctcs.edu](mailto:MelissaD.Johnson@kctcs.edu).
  - You can send Melissa an email with the required information listed above if time is short (but this option is a last resort please).

**When is the deadline to submit this information to Melissa? Friday, November 5, 2010**

#### **What happens after information is sent to Melissa?**

- Melissa will create an Excel file of the students' names that are submitted by you. Students will be contacted via phone call, email, and U.S. Mail regarding their status in your classes.
- Students will be given information on what they will need to do to complete the withdrawal process.
- Students will also be reminded that they will need to obtain either a signature or email from each class instructor they plan to drop and that email must verify that student can receive a grade of “W” for the class.