Pennsylvania State Grant Program Workshops

PA State Grant.... Meet Modules
2021-22 Academic Year & 2022 Summer Term

June – July 2021
Agenda

Housekeeping
PA State Grant and Special Programs (SGSP) staff welcome attendees, review the agenda, and explain how attendees should access event materials.

Presentation
Attendees receive an overview of program policy as set forth by the 2021-22 PA State Grant Handbook.

Wrap Up
Panelists will issue reminders, provide additional resources and share responses to questions posed during the session.

The content included in this presentation is intended to provide supplemental instruction on the PA State Grant Program and does not supersede program policy as written in the current PA State Grant Program Handbook.
Objective

During this session, presenters will:

• Discuss the term length requirements for the PA State Grant Program

• Review how students’ enrollment in modules may require student-level enrollment changes and award adjustments

• Examine the crediting and roster certification requirements associated with modular enrollment
Term Length

- Institutions must comply with term length requirements
  - Term: Period of instructional time that spans from the first day of classes to the last day of final exams
  - Requirements may differ between the academic year and summer term

<table>
<thead>
<tr>
<th>Period</th>
<th>Schedule</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Minimum of 15 weeks</td>
<td>Maximum of 18 weeks</td>
</tr>
<tr>
<td>Quarter</td>
<td>Minimum of 10 weeks</td>
<td>Maximum of 12 weeks</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year-Round Curriculum</td>
<td></td>
<td>Adhere to academic year tolerances</td>
</tr>
<tr>
<td>Non-Year Round Curriculum</td>
<td></td>
<td>Minimum of 5 weeks</td>
</tr>
</tbody>
</table>
Term Length

- Week: Period of 7 consecutive days in which at least 1 day of regularly scheduled instruction or examination occurs
  - Weeks measured based on the first day of classes
    - Example: Classes start on Wednesday, so then each Wednesday through Tuesday is counted as a week for that term
  - Breaks one week or longer do not count towards the term length
  - If the number of weeks exceeds the term maximum by more than 3 days, students must enroll in additional credits to meet enrollment requirements
    - Does not apply to summer term length requirements
    - May also impact the minimum credits needed to meet Academic Progress
• Module: A period that does not span the full length of the term
  – Can be combined to meet term length requirements
    • Must be consecutive or overlapping during academic year only
    • If combining modules, breaks longer than 7 days between the modules must be reviewed by PHEAA
  – Must comply with term start date tolerances

• Intersessions cannot be used to meet term length requirements
  – A maximum of 5 credits from an intersession can be used towards fall or spring enrollment
Term Length

• PHEAA collects information regarding an institution’s schedule and modules during the Educational Cost Collection process
  – Annual process conducted during the March-April timeframe
  – All institutions required to submit requested information
  – Reported start dates should not include dates for intersessions or modules
  – Business, Trade, and Technical (BTT) schools must report if a program’s schedule is comprised of short modules
    • May be required to submit a detailed program curriculum plan to PHEAA for review
  – Special Crediting Instructions may be issued based on a program’s modules
Term Length

- Students must enroll in the full term or in sufficient modules to meet term length requirements
  - If student initiates enrollment in modules covering the entire term, the student is considered to have met the term length requirement
  - Report program of study as 00-Other when students do not meet term length requirements

- Academic year semester-based example

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A</td>
<td>Term A (Semester) - 15 Weeks</td>
</tr>
<tr>
<td>Module B</td>
<td>7 ½ Weeks</td>
</tr>
<tr>
<td>Module C</td>
<td>7 ½ Weeks</td>
</tr>
<tr>
<td>Module D</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>Module E</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>Module F</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>Module G</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Module H</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Module I</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Module J</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Module K</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Module L</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Module M</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Module N</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Module O</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Module P</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Module Q</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Module R</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Module S</td>
<td>1 Week</td>
</tr>
</tbody>
</table>

- Garrett enrolls in Module D, Module I, and Module R = Not Eligible
- Mateo enrolls in Term A, Module P, and Module S = Eligible
- Dina enrolls in Module G, Module H, Module I, Module J, and Module K = Eligible
• If modular enrollment affects student’s enrollment status, institutions must update the enrollment status once the student’s module begins
  – Cannot reduce eligibility to avoid potential Academic Progress issues
• Reassess whether remedial exceptions must be reported or removed due to a student’s modular enrollment
  – Only include remedial credits when they are needed to meet the enrollment status minimum
    • Exceptions must be reported prior to the last day of attendance for the academic year or summer period
  – Overreporting exceptions will be an administrative finding
• Submit a cost override if modular enrollment reduces a student’s charges by at least 25%
  – If modular enrollment creates an increase in the student’s charges by more than 25%, submit a Special Request
• Modular enrollment used in determining a student’s eligibility must be considered when determining enrollment mode
  – Reporting should be considered as part of the normal PA State Grant student eligibility certification process and done on a term-by-term basis
  – May impact PA State Grant eligibility for students at Non-HQD schools
    • Ensure that course descriptions contain information on the course structure (i.e., classroom, blended/hybrid, or online)
• Repeated courses in modules must be counted towards enrollment status

Example: PHEAA College, a quarter school, combines two 6-week modules to form a 12-week term. Glenn enrolls in the first 6-week module for 6 credits and fails both courses. Glenn then enrolls in the second 6-week module for the exact same courses. Glenn must be processed for a full-time PA State Grant after enrollment is verified in the second module since the total number of credits taken over the 12-week period was 12.
Enrollment

- Jonah is enrolled at PHEAA School of Technology for the spring term.
- At the start of the term, Jonah is enrolled in 6 regular classroom credits, 2 regular online credits, and 1 remedial online credit.
- Jonah subsequently enrolls in a module that begins later in the term and is now enrolled in 9 regular classroom credits and 9 online credits (3 remedial).*

Questions:

- What is Jonah’s initial enrollment status at the time of crediting?
- Due to the later enrollment in a module, is Jonah’s final eligibility impacted?

*Assumes no prior remedial exceptions
Answers:

• Jonah’s initial enrollment status at the time of crediting is half-time (8 credits)
  – The remedial credit that Jonah is enrolled in does not need to be considered since Jonah meets the half-time enrollment requirement without it
  – Jonah’s enrollment mode would be mode 2

• Since Jonah enrolled in courses that began later in the term, the enrollment status and enrollment mode must be re-evaluated
  – Jonah would be reported as full-time once the module begins and the PA State Grant award amount would likely be increased

• The remedial credits would not be counted as Jonah meets the full-time enrollment requirement without them
  – Jonah’s enrollment mode would remain mode 2
Award Adjustments

- Added courses may occur any time before the end of the term (e.g., in a later module)
- When students add courses in later modules, monitor and report changes that impact eligibility
  - Must be considered even if award has already been credited
  - Consider all eligibility impacts (e.g., enrollment mode, remedial exceptions, etc.)
  - May establish eligibility or cause a loss of eligibility

**Adds:**
Course(s) for which the student registers after the start of the term which will appear on the student’s transcript
Award Adjustments

• Added courses may require postponement of final crediting
  – Date of crediting will be dependent upon when the student registered for the module(s)

<table>
<thead>
<tr>
<th>Variables</th>
<th>Term A (Spring)</th>
<th>Module I (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Weeks</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Date of Registration</td>
<td>12/10/21</td>
<td>2/4/22</td>
</tr>
<tr>
<td>Start Date</td>
<td>1/17/22</td>
<td>3/7/22</td>
</tr>
<tr>
<td>Number of Credits</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Date of Crediting</td>
<td>1/19/22</td>
<td>3/8/22</td>
</tr>
</tbody>
</table>

**Example 1 – Quarter Schedule**

When the term begins, the institution is not able to post a final credit since the student is registered in a module that begins later in the term.

<table>
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<tr>
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<td>3/7/22</td>
</tr>
<tr>
<td>Number of Credits</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Date of Crediting</td>
<td>3/7/22</td>
<td>3/7/22</td>
</tr>
</tbody>
</table>

**Example 2 – Quarter Schedule**

After the term began and at the time of crediting, the student was not enrolled in the module so the institution could post the half-time award. The award must be revisited however once the final module begins.

When the term begins, the institution is not able to post a final credit since the student is registered in a module that begins later in the term.
**Award Adjustments**

- **Drops:** Course(s) the student was registered for but was removed from the student’s schedule and no attempted course credit exists or will exist
  - May not consider dropped courses when paying the PA State Grant
  - May occur during set period of the term or within the module

- **Monitor and report changes that impact a student’s eligibility as a result of dropped courses**
  - Award must be reassessed even if crediting has already occurred
  - Consider all eligibility impacts (e.g., remedial exceptions, cost adjustments, etc.)
  - May establish eligibility or cause a loss of eligibility
Withdrawals

• Course(s) for which student is charged by the school and attempted credits appear on transcript
• Can occur before or after the add/drop deadline
• Encompasses situations when the student:
  – fully or partially withdraws;
  – takes a leave of absence;
  – changes from an approved to a non-approved program of study;
  – is terminated, expelled, suspended, or dismissed; or
  – passes away during the term
### Award Adjustments

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal down to less than half-time enrollment</td>
<td>Report as less than half-time and do not pay the award</td>
</tr>
<tr>
<td>Withdrawal but maintaining full-time enrollment</td>
<td>Pay full-time award</td>
</tr>
<tr>
<td>Withdrawal resulting in half-time enrollment</td>
<td>Confirm enrollment status is half-time and pay half-time award</td>
</tr>
<tr>
<td>Total withdrawal from all credits across the term</td>
<td>Cancel for not enrolled and do not pay the award</td>
</tr>
</tbody>
</table>

- Once a student’s enrollment is considered modular, payment must be made at the start of the student’s final enrolled module.
  - Final credit based on the number of enrolled credits minus any withdrawn credits that occurred prior to crediting for the term.
Award Adjustments

- Withdrawal may only be applied when 1) PA State Grant awards are final; and 2) the award was previously disbursed by the school and credited to the student’s account after certification of eligibility
  - Adjustment steps applicable once the award has been credited after the start of the final module
    - Adjust the enrollment mode, if necessary
    - Partial withdrawal to at least half-time policy only applicable once award has been credited
  - Students that completely withdraw before award crediting occurs must be reported as not enrolled
Withdrawal

• PHEAA University of PA is a HQD school and has a fall term that begins on August 18
• Amy is registered for 12 credits and is paid a full-time PA State Grant at the beginning of the term
• In October, Amy adds another 3 credit course and has withdrawn from 6 of the originally registered credits

Questions:
• Is PHEAA University of PA permitted to credit Amy’s award at the beginning of the term?
• Based on the withdrawn credits, is there any additional enrollment or eligibility reporting that must be done?
Withdrawal

Answers:

• Yes. PHEAA University of PA may credit Amy’s award at the start of the term. The award may be credited at the beginning of the term since Amy’s enrollment was not considered modular at that point
  – If Amy would have been registered for the module at the beginning of the term, the school would be required to wait

• Due to the withdrawn credits, Amy’s PA State Grant eligibility should be reduced to half-time and her institutional account adjusted
  – The school must re-evaluate the award (and enrollment mode) at the start of the final module. Any courses the student withdrew from prior to the start of the final module would need to be excluded for enrollment certification
Roster Certification

- Disbursements issued in accordance with reported term start dates
  - Pre-disbursement Rosters can be certified once the term begins
    - Institution may elect to delay roster certification until final module begins
  - Term Disbursement Rosters must be certified within 45 days of the term beginning
    - Must certify within 45 days after the latest start date if school has modules
    - Certification of the term roster means that eligibility has been reviewed and funds have been credited for those students listed on the roster
  - Use FG3S to track rosters and disbursements
• Must occur on a term-by-term basis and after the certification of all eligibility requirements
  – Date of award crediting, term, year, and amount must be documented in student’s account
• Cannot occur before a student’s final enrolled module begins
  – Applies when:
    • Student does not require the combining of modules to meet the minimum term length requirement and has enrolled in at least one module; or
    • Student requires the combining of modules to satisfy the term length requirement
Crediting

• Preliminary credits may be used to assist students enrolled in modules with financial decisions
• Final credit may need removed or adjusted as a result of modular enrollment
• Do not issue a final credit in intervals due to modular enrollment (e.g., crediting a half-time amount at the beginning of the term and the rest once the final enrolled module begins)
• Due to modular enrollment, date of crediting may differ between students
  – Do not withhold crediting from students who are not enrolled in any modules
Reminders

• Do not credit before student’s eligibility is established
  – Reassess eligibility for previously credited awards once the module begins

• Special Crediting Instructions are year-specific and may be program-specific

• Institutions must be able to document the date when students add, drop, or withdraw from courses

• Do not withhold a final credit beyond the necessary processing time
Reminders

2021-22 AY Announcements

- 2021-22 Academic Year Final Awards Announced
  - Award maximum increased to $5,000
  - 2021-22 Estimator is available in the Document Library

2020-21 AY and Summer Reconciliation

- 2020-21 Academic Year and 2021 Summer awarding, disbursement and reconciliation underway

Event Materials

- Order the 2021-22 Handbook and other print materials via Online Ordering
- This fall look for the Post-workshop Q&A available on SGSP Resources

General Reminders

- Review the Institutional Contacts Report in PageCenter
- Confirm appropriate user access in BPAMS
Resources

Web
- PHEAA.org
- Alec

SGSP Staff
- Email: SGGHelp@pheaa.org
- Phone: 800-443-0646

Events
- Webinar Series
- Conferences
- Workshops

Print Materials
- Brochures
- Calendars
- FAQs
Thank You!