



PA State Grant and Special Programs  
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## PENNSYLVANIA STATE GRANT PROGRAM

### SUPPLEMENTAL INSTRUCTIONS FOR WINTER, SPRING, or SUMMER 2020 COVID-19 RELATED ACADEMIC PROGRESS EXCEPTION REQUESTS

If you lacked credits due to a withdrawal or failure to pass courses during the 2020 Winter, Spring, or Summer term for a COVID-19 related reason, please be as specific as possible when stating your reason on the lines underneath “Indicate the reason(s) for the withdrawal or failure to pass courses” on the Academic Progress Exception Form and be sure to include “COVID-19” in your explanation. Please note that writing “COVID-19” only with no additional information will result in a denial of your request and your need to follow-up with specifics.

Please note that incomplete grades may not be considered in the “credits passed.” If you did not withdraw but do not currently have enough credits to show satisfactory academic progress due to incomplete grades, your Financial Aid Administrator should re-evaluate your records once the actual grades are received. Otherwise, those credits are considered unearned, and you may require an exception.

Examples of COVID-19 reasons that *may* be considered include, but are not limited to:

- You were diagnosed with COVID-19 and your illness prevented you from successfully completing course(s). Approximate dates of illness are helpful.
- A member of your household was diagnosed with COVID-19 and that family member’s illness prevented you from successfully completing course(s). Approximate dates of illness are helpful.
- You normally enroll in-classroom, and due to school ground closures, your school only offered a continuation of the Winter, Spring and/or Summer 2020 enrollment online and:
  - You did not have the technology resources to continue enrollment or successfully complete coursework
  - You were unable to successfully adapt to the online learning environment
  - You experienced changes in coursework, professors, etc. that inhibited your ability to complete the course(s) successfully

Submission of documentation of the school’s COVID-19 related disruptions or a medical situation to support your reasons is helpful but not necessarily required in cases related to COVID-19. However, PHEAA reserves the right to request additional supporting information when the explanation provided appears unclear or incomplete. PHEAA reserves the right to deny a request for an exception.

Do not return this instruction sheet to PHEAA. All information must be submitted on the PENNSYLVANIA STATE GRANT PROGRAM 2020-21 ACADEMIC PROGRESS EXCEPTION FORM.

