2022-23 Academic Year and 2023 Summer Term

Pennsylvania State Grant Program Workshops
June-July 2022

Rolling with Enrollment: Part 1 of 2
**Housekeeping**

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

**Presentation**

Attendees receive an overview of the program policy as set forth by the 2022-23 PA State Grant Program Handbook.

**Wrap-Up**

PHEAA staff will issue reminders, provide additional resources, and share responses to questions posed during the session by attendees.

*This content has been abridged and does not supersede current program policy. For complete guidance on program administration, please refer to the appropriate year PA State Grant Handbook.*
During Part 1 of this two-part session, presenters will provide detailed information regarding:

- Approved Programs of Study
  - Academic Credential and Admission Status
  - Program Structure
- Approved Enrollment
  - Enrollment Status
  - Repeat and Remedial Credits
  - Incomplete Courses
- Term Length and Modular Enrollment
Approved Program of Study

Minimum Length

• At least two academic years; **and**
• At least 15 months; **and**
• At least 60 weeks of instruction; **and**
• At least 60 semester credits (or 90 quarter credits)

Program Structure

• Act 5 of 2018 allowed for most distance education programs to be eligible
  - Headquartered and Domiciled (HQD) schools can offer any percentage of online instruction if other program/term length requirements are met
  - Non-HQD schools must have more than 50% of the minimum program length earned through in-class instruction

An HQD school’s principal physical location is in PA, and it must be either incorporated/chartered and headquartered in PA. Parent companies of subsidiaries must also be located in PA to be considered HQD.
## Program & Course Structure

<table>
<thead>
<tr>
<th>Synchronous</th>
<th>Asynchronous</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Face-to-face classroom instruction for entire term</td>
<td>• Asynchronous online instruction delivered to groups or individually</td>
</tr>
<tr>
<td>• Synchronous online instruction delivered to groups or individually</td>
<td>• Podcasts, recorded webinars, discussion boards</td>
</tr>
<tr>
<td>• Hybrid or blended classes that meet for at least 50% of the total instructional time through classroom instruction</td>
<td>• Hybrid or blended classes that meet for less than 50% of the total instructional time through classroom instruction</td>
</tr>
<tr>
<td>• In-person experiences such as student teaching, study abroad, independent study, laboratories, externships, internships, practicums, etc.</td>
<td>• Interaction between the faculty member and the student does not occur in real time</td>
</tr>
</tbody>
</table>

When there is no clear way to verify the percentage of classroom vs. distance education for a hybrid course, then the course is considered online.
Term Length & Term Start Dates

- Terms must comply with start date and duration requirements
  - Start dates must be reported to and verified annually by PHEAA
  - The term starts on the first day of classes and spans until the last day of the term
    - Orientation, vacation, counseling, etc. cannot be included
    - Breaks of 1 week or longer cannot be included
    - Intersessions cannot be used to meet term length

- Schools should follow the established academic calendar and verify annually with PHEAA

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Term Length</th>
<th>Term</th>
<th>Term Start Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>15-18 weeks</td>
<td>Fall</td>
<td>July 16 – November 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring</td>
<td>November 16 – March 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer</td>
<td>March 16 – July 15</td>
</tr>
<tr>
<td>Quarter</td>
<td>10-12 weeks</td>
<td>Fall</td>
<td>August 2 – November 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter</td>
<td>November 2 – February 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring</td>
<td>February 2 – May 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer</td>
<td>May 2 – August 1</td>
</tr>
</tbody>
</table>
• Students must be:
  – Admitted unconditionally, not provisionally
    • Consider Pell eligibility, admission requirements, limits on allowable credits, etc.
  – Considered matriculating and degree-seeking at the institution
    • Students auditing classes or enrolled for personal enrichment are not eligible
    • Students who are lacking admission requirements are not eligible
• Students attending BTT schools must be enrolled in a PHEAA-approved Associate in Specialized Business (ASB), Associate in Specialized Technology (AST), certificate, or diploma program
• Definitions and requirements established by Regulation 22 Pa. Code §121.1 and §121.5
• Students must be enrolled in courses applicable towards degree/program objectives
  – Exception when remedial exception is used
  – Business, Trade, and Technical (BTT) students must be enrolled in courses specific to the declared major or minor
• Four enrollment statuses recognized
  – Full-time, half-time, less than half-time, and not enrolled
    • Some displays and documents reference “part-time” enrollment
    • Partial credits must be rounded down

<table>
<thead>
<tr>
<th>Academic Period</th>
<th>Semester Schedule</th>
<th>Quarter Schedule Using Semester Credits</th>
<th>Quarter Schedule Using Quarter Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Term</td>
<td>12 credits</td>
<td>8 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>Full-Time Year</td>
<td>24 credits</td>
<td>24 credits</td>
<td>36 credits</td>
</tr>
<tr>
<td>Half-Time Term</td>
<td>6 credits</td>
<td>4 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Half-Time Year</td>
<td>12 credits</td>
<td>12 credits</td>
<td>18 credits</td>
</tr>
</tbody>
</table>
Counters & Enrollment Status

• All students are allotted a lifetime maximum of 4.0 award counters
• Students enrolled in four-year programs are initially granted a total of 4.0 award counters
  – Four years of full-time aid, assigned by term
  – Exceptions granted for bona-fide 5-year programs
• Students enrolled in two-year programs are limited to 2.0 award counters
  – Two-year transferrable programs
    • Usually more general education/liberal arts credits
    • Designed to lead into the possibility of a 4-year degree
  – Two-year terminal programs
    • More hands-on and skills based
    • Designed to lead to a specific career field or occupation
• Counter limits are based on student responses on the FAFSA
• Schools are responsible for verifying accuracy of programs of study and allowed award counters

PHEAA systems will not limit counters to 2.0 for students enrolled in two-year transferrable programs at four-year institutions. Four-year institutions offering two-year programs should carefully monitor students’ enrollment counters.
Two-School Enrollment & Visiting Students

- A student may not be paid a PA State Grant by two different institutions for the same academic period
  - PA State Grant records should reflect the home school's enrollment
    - Degree credits for the same academic period from each institution can be combined to determine enrollment status

If the student is degree-seeking at another institution, your school may only accept the grant if:

- Documentation from the home school verifies compliance with all PA State Grant eligibility requirements
- Credits taken will be accepted toward the degree or credential at the home school

If the student is degree-seeking at your institution, your school may only accept the grant if:

- All auditable documentation and changes are obtained from the other school
- Your school complies with all PA State Grant eligibility requirements
- Credits taken at your school are accepted toward the degree at the home school
Enrollment Considerations

• Students studying abroad may have PA State Grant eligibility
  – Students enrolled in programs sponsored by the “home school” and who are required to pay college costs to that school are:
    – Processed as if they were enrolled on campus at the home school
    – Eligible for PA State Grant awards regardless of who is billing the student if school has contractual agreement in place
  – Students who are visiting your school may be eligible for a PA State Grant award if:
    – The student is classified as degree-seeking and enrolled at least half-time
    – Costs are paid to your school
    – Costs reported by your school are not more than 25% of the student’s actual tuition and fees

**Bona fide 5-year Programs**
• Must apply to all students in the program and be listed as such in course materials
• Must be reported to and approved by PHEAA via the annual *Educational Cost Form*

**Undergraduate/Graduate Dual Degree Programs**
• Undergraduate and graduate degrees must be awarded simultaneously
• “3/2” programs are not eligible
**Enrollment Considerations**

- Schools are encouraged to explain the PA State Grant enrollment requirements to students, as the school may consider the student full-time for purposes other than a PA State Grant.

- Repeated courses must be counted each time they are taken:
  - Repeated courses may impact the PA State Grant Satisfactory Academic Progress review.
  - *Example: Ty enrolls in 12 credits for the Fall 2022 term and is credited a full-time PA State Grant award. At the end of the term, Ty earns 12 credits but earns a very low but passing grade in one course. In the Spring 2023 term, Ty enrolls in four 3-credit courses, which includes a repeat of the lower-scored class from the fall. Even though one course is a repeat, Ty should be credited a full-time PA State Grant award for the Spring 2023 term based on an enrollment of 12 credits.*

- Graduate credits being considered for an undergraduate degree may be included in enrollment counts:
  - If graduate courses are being considered for a graduate degree earned following the baccalaureate, they must be excluded from undergraduate enrollment counts.
Enrollment Considerations

• Final Year Exception
  – Allows students enrolled in a degree program to receive full time awarding for a 9-credit term once during their final year
  – Cost overrides may need to be submitted

• Evening/Weekend Schedules
  – All enrollment minimums and reporting requirements apply
  – May be reporting different educational costs

• Credits considered as advanced standing (e.g., military credits, credits for life experience, exam credits, etc.) cannot be included in enrollment counts
Modular Enrollment

• Any class or program, regardless of subject or delivery method, that begins after the term start date or ends before the last day of the term is considered a modular class
  – Modules differ from intersessions
  – Can be combined to meet term length requirements during the academic year or summer term
    • Must be consecutive or overlapping during the academic year
      – Start dates of modules must be within term start date ranges
      – If student enrolls in consecutive or overlapping modules spanning the entire term, the student meets the term length requirement
    • When combining modules, breaks longer than 7 days between the modules must be reviewed by PHEAA
  – If students are enrolled in programs that are not year-round, all summer modules must be included when determining eligibility
• **Insufficient Term Length**
  – The student enrolls for 4 credits in Module D, 2 credits in Module P, and 4 credits in Module F. Even though the student has 10 credits, the student is not eligible for a half-time award due to only being enrolled for 12 weeks. Report “00-Other” in the Program of study field. This will cause the student to be ineligible due to the program’s term length (reject “G”)

• **Regular Term and Module Overlap**
  – The student was enrolled for 12 credits in Term A and 3 credits in Module C at the time the school reviewed student eligibility in September. Due to this modular enrollment, the PA State Grant award cannot be credited until after Module C had begun and the student’s enrollment and eligibility was confirmed

• **Delayed Crediting**
  – The student enrolls in 2 credits during Modules G, H, I, and J, as well as 3 credits in both Modules R and S. The student may be eligible for a full time PA State Grant award, but eligibility cannot be certified until the final module begins in Module S. The school may choose to use preliminary crediting
**Remedial Credits**

- Remedial credits are defined by institutional guidelines, and may be classified as courses where:
  - Credits are earned but do not apply toward the degree; **OR**
  - Reduced credits are earned toward the degree
- Exceptions allow remedial credits to count toward enrollment minimums
  - Must be considered during Academic Progress review
  - No more than ½ enrolled credits may be remedial

<table>
<thead>
<tr>
<th>Student’s Term Enrollment</th>
<th>Remedial Counter for the Term</th>
<th>Credits Counting Towards Term Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 regular; 6 remedial</td>
<td>Full-Time: .50</td>
<td>12 Credits</td>
</tr>
<tr>
<td>12 regular; 3 remedial</td>
<td>No Remedial Counter Needed</td>
<td>12 Credits</td>
</tr>
<tr>
<td>3 regular; 9 remedial</td>
<td>Half-Time: .25</td>
<td>6 credits</td>
</tr>
<tr>
<td>2 regular; 3 remedial</td>
<td>No Remedial Counter Needed</td>
<td>None – student is Less than Half-Time</td>
</tr>
</tbody>
</table>

Half-time students who are not granted a remedial exception but have enough remedial credits to be considered full-time students may be processed for different educational costs if they are incurring full-time tuition and fees.
• Lifetime maximum of 1.00 grants
• Do not report exceptions for students who either:
  – Meet the minimum enrollment requirements with regular credits; OR
  – Are not PA State Grant eligible
• Report remedial course exceptions by the last date of attendance
• Remedial credits can only be included when evaluating enrollment status if a remedial exception is reported
• Only report remedial exceptions when truly needed to preserve the counter
  – If ineligibility is determined after exception is reported, remove the exception
Incomplete Courses

• Incomplete grades may not be considered as “credits earned”
  – Assumption is that student did not withdraw but is missing a component of coursework required to have a grade assigned

• Institutions may re-evaluate incomplete coursework once the course is completed
  – Do not credit awards for students when incomplete courses are preventing the completion of Academic Progress review
    • May instead cancel and reinstate once grade is received and progress test confirms the student’s eligibility
  – Re-evaluation must occur prior to the reconsideration deadline and once the course is complete

<table>
<thead>
<tr>
<th>Actual Student Enrollment</th>
<th>Reported Student Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned “F” Grades</td>
<td>Completed Term</td>
</tr>
<tr>
<td>“No Show” – did not initiate term</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>Date of last attendance or activity prior to term end</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>
Scenario: Enrollment

• Jaslyn is enrolled for the fall semester at PHEAA College of Design, a 15-week semester school headquartered and domiciled in Pennsylvania.

• Jaslyn schedules four classes for the fall including one 2-credit class held exclusively online and three 3-credit classes held on campus.

• The 2-credit online class begins four weeks before the end of the semester.

• One of Jaslyn’s 3-credit classes is a repeated course from a prior term in which a low, but passing, grade was earned.

Questions:

• What is Jaslyn’s PA State Grant enrollment status at the start of the term?
• The FAA at PHEAA College of Design credits Jaslyn’s award after the beginning of the 2-credit class. Is that acceptable?
• Will the repeated course affect her enrollment status?
• What if Jaslyn’s classes began two weeks after the published term start date?
Scenario: Enrollment

Answers:

• When the term roster is sent at the beginning of the fall term, Jaslyn is enrolled as a half time status

• Yes! The PA State Grant award cannot be credited until after the start of the final module. Since Jaslyn’s 2-credit class begins after the term starts, it is considered a modular class, and all modular crediting policies apply

• No. The repeat course will not affect Jaslyn’s enrollment status. Repeat courses must be counted each time they are taken. In some cases, however, repeat courses may affect the Satisfactory Academic Progress evaluation

• If all of Jaslyn’s courses began two weeks after the term start date, the student would not be eligible for a PA State Grant due to inadequate term length. The school would update the program of study to 00-Other and the record would reflect a Reject G
Reporting Enrollment Changes

Compare actual enrollment based on enrollment definitions to PHEAA-recorded enrollment and report changes if necessary

- Correct and change records when discrepancies are found before crediting any award
  - Cancel awards for students that did not enroll or do not plan to enroll

- Enrollment status should be considered before enrollment mode reporting
  - Students who are not enrolled at least half-time are not eligible

- Submit Primary School Changes through Partner Interface
  - If prior to registration, a separate signed statement from the student must be on file

- Cancel award as “Student Graduated” once student has completed a baccalaureate degree
  - Mark students as not enrolled if graduating with other degrees or eligible certificates
• Transmissions and Partner Interface are the approved methods to update enrollment information
  – Partner Interface allows mass updates as well as single student updates for special circumstances
• Student enrollment changes and updates should be made as soon as possible following the change
• Changes to program of study, term start dates, or other institutional qualities should be reported to PHEAA as soon as possible
  – Refer to the PA State Grant handbook for specific institutional requirements regarding information and timelines for reporting changes to PHEAA
• Appendices in the 2022-23 PA State Grant Handbook illustrate examples of student situations and certification steps
• Questions regarding unique enrollment situations not covered in the PA State Grant Handbook should be sent to sghelp@pheaa.org
Additional Reminders

• 2021-22 Academic Year and Summer Term awarding, disbursement, and reconciliation are underway
  – Complete reconciliation by the announced deadlines to avoid disbursement holds and program review findings

• 2022-23 PA State Grant awards finalized with the passage of the Commonwealth budget
  – Maximum award projected to be $5,750

• Order the 2022-23 PA State Grant Handbook via PHEAA.org/Order-Online
  – Post-workshop Q&A released in the fall

• Keep institutional contacts up-to-date via Partner Interface
Join Us Next Time!
Visit PHEAA.org/SGSPTraining to sign up for our enhanced learning modules!

July 7, 2022
Rolling with Enrollment – Part 2

July 14, 2022
Your Students & The Progress They Make

July 21, 2022
The 3 R’s: Rosters, Reconciliation & Reviews

July 28, 2022
Getting Technical with PA State Grants
Resources

sghelp@pheaa.org

1.800.443.0646, Option 3, Option 1

PHEAA Sponsored Events & Other Financial Aid Events

PHEAA.org
Thank you!