

Modular Programs & Courses

**Processing Title IV Aid in
Modular Programs
& Courses**

SASFAA Annual Conference
February 11-13, 2013

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**Awarding
& Disbursing
Aid in Modules**

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Modules: Changing Patterns in Education

- Short term and sequential course enrollment
- Courses are often offered in modules (usually 1-8 weeks in length)
- Programs with modules may -
 - compose an entire program; or
 - be offered in conjunction with other full-term length courses

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Modular Programs & Courses

Modules: Changing Patterns in Education

- Used in Standard and Non-Standard Term and Non-Term Settings
- Sometimes involve overlapping terms
- Courses offered as modules may begin in one term and end in another term
- Enrollment can begin at beginning of any module
- Students may skip one or more modules

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Basics: Term

A term:

- Defined as a discrete period of time during which all courses are scheduled to begin and end
- Within a term: full-length courses, compressed courses or modules, and courses offered sequentially

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Basics: Standard & Non-Standard Terms

- Standard Term: a semester or trimester (generally 14-17 weeks long) or a quarter (generally 10-12 weeks long)
- Non-standard Term: all coursework begins and ends within a set period, but it is not a semester, trimester, or quarter

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Basics: Non-Term

- Courses do not all begin and end within a discrete period of time and may:
 - contain self-paced or independent study courses without fixed timeframes
 - consist of sequential modules or courses that do not begin and end within a term
- Clock-hour programs are always non-term

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Other Title IV Factors

- Definitions:
 - Academic year – 30 weeks or 26 weeks (clock hours) of instructional time, and for undergraduates: 24 semester/trimester hours, 36 quarter credits, or 900 clock hours; for graduates, institutional minimum full-time standard
 - Full-time – greater than statutory minimum or adjusted for summer or intersession?

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Modules - Operating Principles

1. Schools may combine a series of modules into a single term
2. Enrollment can begin at beginning of any module
3. Students may skip one or more modules within the term
4. Loan period includes entire term

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Modules - Operating Principles

- 5. Up-front enrollment (registered courses) should support aid eligibility and award amount
- 6. Cost of attendance excludes periods of non-attendance
- 7. Student must begin attendance in all credits or recalculation required (except Direct Loans)

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Module - Operating Principles

- 8. For loans, student must commence attendance or is ineligible for entire term
- 9. No disbursement can be scheduled during period of non-enrollment
- 10. Earliest attendance dictates first disbursement; payment period begins with module that includes first date of attendance

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Modules - Operating Principles

- 11. Change in enrollment status to less-than-half-time results in cancellation of subsequent loan disbursements.

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Modules - Operating Principles
Standard Term/Substantially Equal Non-Standard Term of at Least Nine Weeks

- Pell Formula 1 applies
- Standard Term loan disbursement and annual loan limit progression applies
- Warning: Structure of modules in terms can change standard term program into non-standard term
 - *module begin/end date must be within 2 weeks of duration of standard term (Ex #2 & #3)*

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Modules
Common Term Configurations

Example #1 - A series of modules within a standard 16-week term

Semester- 16 Weeks/12 credits

Module I	Module II	Module III	Module IV
Four Weeks /3 cr.	Four Weeks/3 cr.	Four Weeks/3 cr.	Four Weeks/ 3Cr.
Module 1 Eight Weeks - 6 cr.		Module 2 Eight Weeks - 6 cr.	

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Example #1 – Standard Term

Student enrolls in I, II, & IV 3-credit hour modules
 OR
 Student enrolls in 2nd 8-credit hour module only

- adjust the COA downward to reflect the costs of the actual period of enrollment
- loan period is entire semester

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Example #1- Standard Term

- Low cohort default rate (single term loan)
- single disbursement for the term scheduled for actual attendance;
- otherwise multiple disbursement with 2nd disb. at calendar midpoint of term
- Pell and campus-based payment period is term; recalculation required if no attendance in all registered classes

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Modules Common Term Configurations

Example #2 - A standard term with several concurrent and overlapping modules

Semester- 16 Weeks/12 credits

Module I 6 Wks/ 5 cr.	Module II 4 Wks/ 3 cr.	Module III 6 Wks/ 4 cr.	Within 2 weeks of standard term
Module IV Beginning at 4Wks/ 3cr.		Module V 4 Wks/3 cr.	

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Modules Common Term Configurations

Example #3

A 16-week standard term with three modules offered concurrently; module begin and/or end dates within two weeks of standard term's duration

Within 2 weeks of term

Semester-16 Weeks/ 12 credits

Within 2 weeks of term

Module I- 6Wks/4cr.	Module II- 6Wks/4cr.	Module III-6Wks/4cr.
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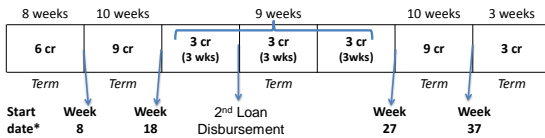
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Examples #2 and #3 – Standard Term

- Module duration within 2 weeks of semester’s duration, therefore standard term treatment maintained
- Pell Formula 1 applies
- Total enrollment in all modules, including overlapping modules used to determine COA if student registered for all modules

Example #4 - Non-Standard Terms
 “Not Substantially Equal”



- Academic Calendar: 36 semester credits over 40 weeks of instructional time
- Title IV academic year: 24 semester credits and 30 weeks of instructional time (minimum)

Example #4 - Non-Standard Terms
 “Not Substantially Equal”

- Pell Grant Formula 3 applies
- Term = Payment Period for Pell and Campus-Based
- Minimum BBAY loan period = 33cr/37wks
- Loan must have two disbursements; 2nd disbursement after completion of 18 credits and 21 instructional weeks
- treated like a non-term program

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Example #5 – Non-term Undergrad Certificate Program

1 st loan period						2 nd loan period		
5 hrs	5 hrs	5 hrs	5 hrs	5 hrs	5 hrs	10 hrs	10 hrs	10 hrs
5 wks	5 wks	5 wks	5 wks	5 wks	5 wks	8wks	8 wks	8 wks

- Academic Program: 60 quarter hours over 54 weeks of instructional time; not self-paced
- Title IV academic year = 36 quarter hours and 30 weeks of instructional time
- Full-time = 36 quarter hours over 30 weeks of instructional time

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Example #5 – Non-term Undergrad Certificate Program

- Minimum BBAY loan period = academic year
- 1st 10-hour module must be included to meet 36 hour requirement
- 1st loan period = 40 quarter hours and 38 weeks of instructional time
- Loan must have two disbursements
- 2nd Disbursement of Loan #1 after completion of 20 quarter hours and half the weeks of instructional time

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Example #5 – Non-term Undergrad Certificate Program

- Second loan period -
 - remaining balance of program - 20hrs/16 weeks
 - prorated loan amount calculated as 20/36 (hrs in loan period over hours in the academic year)
- Pell uses Formula 4
- Pell and Campus-Based observe same payment periods

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Handling Intersessions

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Intersessions

- Generally offered at schools using standard terms
- May be a short session between two standard terms
 - For example, 3 weeks of instructional time between two 15-week semesters
- *Must offer aid to eligible students in these sessions*
- Payment period treatment:
 - May be treated as a separate stand-alone term
 - May be merged with standard terms

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Intersession as Separate Term

- Creates Non-Standard Term Environment
- Pell – Formula 3
- Direct Loans
 - BBAY only; no longer qualifies to use SAY

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Interession as Separate Term - Pell

- Payment period calculations vary under Formula 3
- Use special enrollment status formula based on credit hours in academic year and weeks in term vs. weeks in academic year
- Prorate payments based on weeks in each payment period; for example:
 - Semesters: 15/30 annual award
 - Summer: 12/30 annual award
 - Interession: 3/30 annual award

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Separate Interession Term – Direct Loans

- Loan Period:
 - Minimum is lesser of Title IV acad. year, program length, or remaining balance of acad. year;
 - No one-term loans
- Payment period is non-term (b/c nonstandard terms not substantially equal or less than 9 weeks);
- Disburse at beginning and midpoint after completing 1/2 hours and instructional weeks
- Annual loan limit progression:
 - completion of both weeks and hours in the acad. year

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Interession Merged with Standard Term

- Pell - Formula 1
- Direct Loans:
 - Choice of SAY or BBAY
- Loan periods, payment periods, disbursement, and loan limit progression based on standard term, traditional calendar treatment

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Interession Merged with Standard Term - Pell

- Same payment period calculations for all terms if Formula 1 used
- Payments for payment periods same for all terms in an award year for particular award year
- Payments: (e.g., semester; dependent on enrollment status)
 - Semesters: ½ annual award
 - Summer: ½ annual award
 - Interession: None; part of the term

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Interession Merged with Standard Term – Direct Loans

- Loan Period Options:
 - SAY with summer as header or trailer
 - Standard Term BBAY
 - one term loan
- Loan Limit Progression: after completion of SAY or Standard Term BBAY
- Payment Period: term, which may include addition of interession
- Disbursement Frequency: Next term

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Other Considerations for Interessions

- Must apply same treatment in an eligible program for all Title IV
- If merged, must merge with same term for all students in program for all Title IV
- Whether merged or not, must adjust COA for loans/campus-based for a period of non-attendance


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Other Considerations for Intersessions

- If not merged:
 - under §674.16 and 676.16 for Perkins and FSEOG, if student incurs uneven costs (e.g., short intersession) can reduce payment for that payment period



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Other Considerations for Intersessions

If merged:

- Census date for Pell recalculation may need to be reconsidered
- May support loan eligibility for otherwise ineligible term
- Earliest Spring disbursement date shifts with Spring and non-attendance

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R2T4 Regulations Affecting Modules

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Offered In Modules

- New rules define a program “offered in modules”
 - A course or courses in program do not span entire length of payment period or period of enrollment
- Doesn’t matter what “modules” are called at the institution

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When a Student is Considered a Withdrawal

- In a program measured in credit hours
 - Student does not complete all the days scheduled to complete in the PP or POE
- In a program measured in clock hours
 - Student does not complete all the clock hrs. & wks. of instructional time scheduled to complete in the PP or POE

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When a Student is Considered a Withdrawal

- In a non-term or non-standard term
 - Student is not scheduled to begin another course within a PP or POE for more than 45 calendar days after the end of the module the student ceased attending
 - Unless the student is on an approved LOA

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Written Confirmation

- For courses offered in modules
- A student is not considered to have withdrawn if,
 - For standard term programs, the institution obtains written confirmation that the student will return to complete a later module within the same PP or POE
 - For non-term and non-standard terms – the institution obtains written confirmation that module begins no later than 45 calendar days after the end of the module the student ceased attendance

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Written Confirmation

- Student can revise the date of return to a later module, if
- Student does so in writing, between the time of the withdrawal, but prior to the original return date
- For non-term and non-standard term programs, the later module begins no later than 45 calendar days after the end of the module the student ceased attendance

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After Written Confirmation Of Return

- Student considered to be withdrawal if does not return as scheduled
- Withdrawal dates back to time that confirmation originally provided
 - Determine withdrawal date and days of attendance as if confirmation of future attendance never provided

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Calendar Days - Credit Hour Modules

- Total calendar days include all days in which the student was scheduled to attend
 - Days of completed courses count if course does not span length of term
 - Exclude scheduled breaks of at least 5 consecutive days when student not scheduled to attend a module or other course offered during that period
- For a withdrawn student who has made schedule changes
 - *Do not count days of courses officially dropped prior to complete cessation of attendance*

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**Examples:
R2T4
&
Modules**

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Is Student A Withdrawal?

1. Did the student cease to attend before completing or fail to begin attendance in a course scheduled to attend?
 - If yes, go to question 2.
 - If no, student not a withdrawal
2. When ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses?
 - If yes, student not a withdrawal
 - If no, go to question 3
3. Did the student confirm attendance in a later module in the payment/enrollment period (45 day rule, if applicable)?
 - If no, student is a withdrawal.
 - If not a withdrawal, Pell recalculations may apply

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Business Times University (BTU) Scenario

15-week Full Term 103 days
9/06 – 12/17

Mod 1 33 days	2 days	Mod 2 33 days	2 days	Mod 3 33 days
9/06 – 10/08		10/11 – 11/12		11/15 – 12/17

Standard Semester
Academic year is 30 weeks, 103 days
Also offers courses in 3 Mods of term,
Modules are 5 weeks, 33 days

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BTU Example 1

Full Term = 9/06 – 12/17

- 9/06 attends 6 credits in Full Term; enrolled in Mods 2 & 3
- 9/28 withdraws from 3 credits in Full Term
- 11/12 withdraws from 3 credits in Full Term

Mod 1 9/06 – 10/08 N/E	2 days	Mod 2 10/11 – 11/12 3 credits	2 days	Mod 3 11/15 – 12/17 3 credits
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- 10/11 begins 3 credits in Mod 2
- 11/12 completes 3 credits in Mod 2
- 11/12 withdraws 3 credits in Mod 3

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BTU Example 1

- Enrollment ends 11/12 with completed course and official withdrawal*
- Was to attend until 12/17
- R2T4 required
- Withdrawal date is 11/12, 68 days
- Enrollment period is 09/06 – 12/17, 103 days
- $68/103 = .6602 = 66.0\%$

*complete and withdraw same day = withdrawal

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BTU Example 2

Full Term = 9/06 – 12/17

- 9/06 attends 6 credits in Full Term; enrolled in Mod 1
- 9/14 withdraws 6 credits in Full Term

Mod 1 9/06 –10/08 3 credits	2 days	Mod 2 10/11 – 11/12 N/E	2 days	Mod 3 11/15 – 12/17 N/E
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- 09/06 begins attendance in 3 credits in Mod 1
- 9/24 withdraws 3 credits in Mod 1

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BTU Example 2

- Enrollment ends 09/24 with official withdrawal
- Was to attend until 10/08
- R2T4 required
- Withdrawal date is 09/24, 19 days
- Enrollment period is 09/06 –10/08, 33 days
- $19/33 = .5757 = 57.6\%$

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BTU Example 3

Full Term = 9/06 – 12/17

- Not enrolled in Full Term; enrolled in Mods 1 & 2

Mod 1 9/06 –10/08 6 credits	2 days	Mod 2 10/11 – 11/12 6 credits	2 days	Mod 3 11/15 – 12/17 N/E
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- 9/06 begin attendance in 6 credits in Mod 1
- Greg withdraws on 10/01
- Dave withdraws on 10/11

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BTU Example 3

Greg

- No R2T4 required (dropped before ceasing attendance in Mod 1)
- Pell Recalculation if paid for Mod 2 (never attended)

Dave

- R2T4 required
- Withdrawal date is 10/11, 36 days
- Enrollment period is 9/06 – 11/12, 68 days (Mods 1 & 2)
- Pell Recalculation if paid for Mod 2 (never attended)

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Contacts

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SASFAA Evaluation

Evaluation System APP or Web
<https://answerqwik.com/login.htm>

Enter Poll ID
Session A1: 102666
 • David Bartnicki (Monday 9:45-11:00)
Session G1: 102719
 • Mike Roberts (Tuesday 2:30-3:45)

Enter Password **sasfaa**

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“NEW” - Training Feedback

To ensure quality training we ask all participants to please fill out an online session evaluation

- Go to <http://s.zoomerang.com/s/DavidBartnicki>
 - Evaluation form is specific to David Bartnicki
- Go to <http://s.zoomerang.com/s/MichaelRoberts>
 - Evaluation form is specific to Michael Roberts
- This feedback tool will provide a means to educate and inform areas for improvement and support an effective process for “listening” to our customers
- Additional concerns about training can be directed to joann.borel@ed.gov

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