



Academic Calendars, Programs, Coursework & Title IV Eligibility

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Federal Student Aid
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Eligible Title IV Academic Programs

- *Public or private nonprofit institution of higher education, eligible TIV programs:*
 - program that leads to an associate, bachelor's, professional, or graduate degree
 - program of at least 2 academic years in duration that is acceptable for full credit toward a bachelor's degree
 - program of at least one academic year in duration that leads to a certificate or other nondegree recognized credential and prepares students for gainful employment in a recognized occupation

Eligible Title IV Programs

- Three types of eligible programs at a proprietary institution or a *postsecondary vocational institution*
- Schools can fall under multiple institution definitions
 1. **Provides at least 600 clock hours, 16 semester or 24 quarter hours over at least 15 weeks of instruction**
 2. Provides at least 300 clock hours, 8 semester, or 12 quarter hours over at least 10 weeks of instruction
 - Must be a graduate or professional program or must admit as regular students only persons who have completed the equivalent of an associate degree

Eligible Title IV Programs

- Three types of eligible programs at a proprietary institution or a *postsecondary vocational institution*
 3. Short-term program - provides at least 300-599 clock hours over at least 10 weeks of instruction
 - qualifies for only Direct Loans
 - completion and placement rates of at least 70% (annual)
 - not be more than 50% longer than any minimum training period required by the state/federal agency
 - been in existence for at least one year

All 3 program types must lead to gainful employment in a recognized occupation

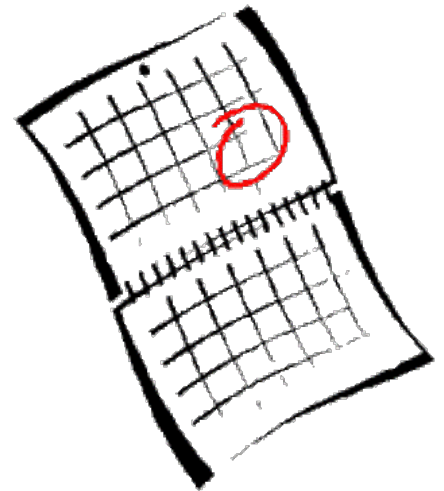
Eligible Title IV Academic Programs



- The school ultimately decides what academic programs will participate in Title IV
- Even if a program meets all of ED's requirements, the school does not have to have the program participate in TIV

Eligible Title IV Programs

- Academic programs may be taught in semester credit hours, quarter credit hours or clock hours
- Programs may be taught in different academic calendars
 - Standard terms
 - Nonstandard terms
 - Substantially equal or not
 - Nonterm (credit and ALL clock hours)

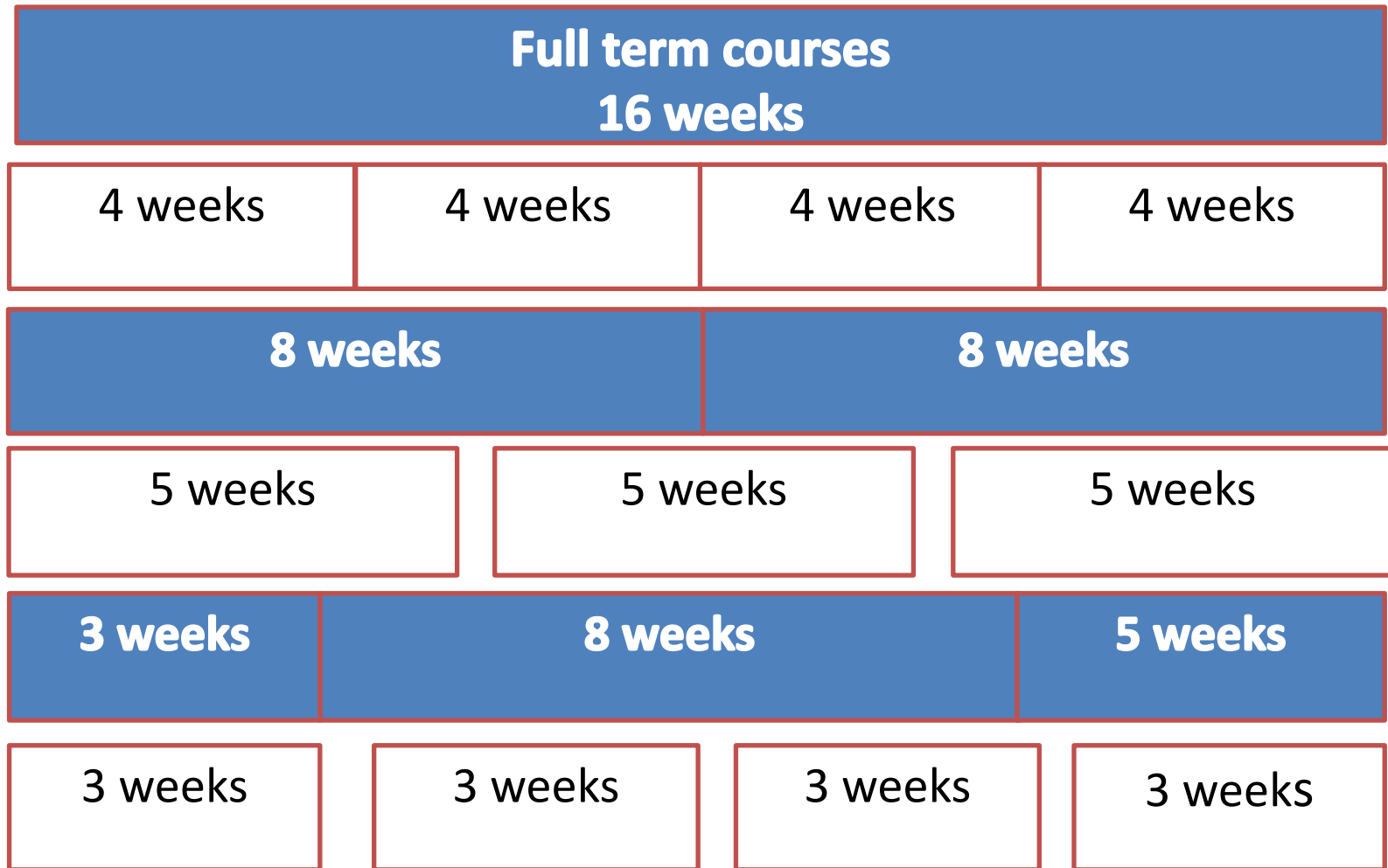


Standard Term

- Semesters
 - 15-17 weeks
- Trimesters
 - 15-17 weeks
- Quarters
 - 10-12 weeks
- Terms are the payment period for all Title IV programs
 - Summer may be an exception

**Full-Time must be 12 hours
for undergraduate programs**

Different Modules in a 16-week Term



Modules and Standard Terms

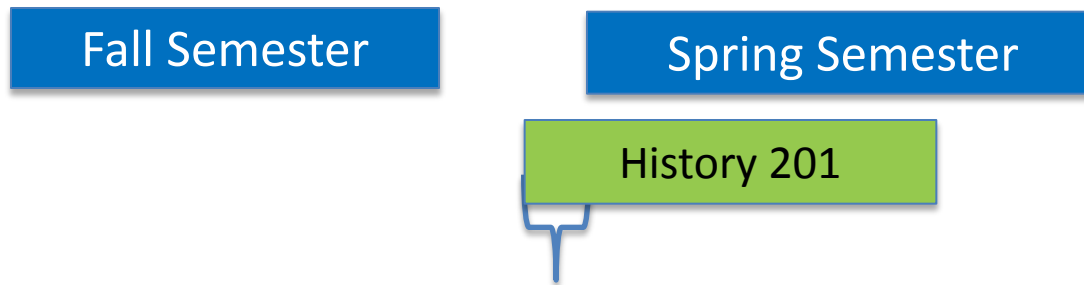
- Two week tolerance for standard terms
 - Normally, classes offered in a standard term calendar are expected to take place within the confines of a standard term
 - Those classes may be modules
- *If the class or classes, within an academic program, exceed the confines of the standard term by two weeks or less, the term remains standard*
- **If the class or classes, within an academic program, exceed the confines of the standard term by more than two weeks or overlap another term, the program will be non-standard or nonterm**

Two Week Tolerance

- A TOTAL of two weeks for all courses in a program
 - Not two weeks per class
- If History 201 extends the semester by 1 week at the end and Geology 201 starts 10 days before the semester AND these are part of the same academic program, the two week tolerance has been exceeded since we are looking at 17 days
- The two weeks must be contiguous to the term
 - No unreasonable breaks between the class extension and the term itself

Two Week Tolerance

- The two weeks must not overlap another term



Two week extension of Hist 201

- History 201, a Spring Semester class is not exceeding the two week tolerance and it is not overlapping another term

Intersessions

- Schools with traditional calendars sometimes develop short terms (intersessions) offered between standard terms
 - Standard term but with a short session between standard terms that the school chooses to treat as a free-standing payment period
 - Result is that the intersession is a non-standard term due to its brevity
 - Result is that the entire program of study is treated as non-standard
- OR
- Intersession can be attached to either Fall or Spring creating a payment period with modules
 - Even though the combined payment period comprised of the intersession and the standard term appears to create a non-standard term, this payment period is allowed to be treated as a standard term

Fall Semester

Intersession

Spring Semester

School must fund the intersession regardless of how treated

Non-standard Term

- Non-standard term programs have terms
- Non-standard terms are terms that do not fit the definition of standard terms
- Non-standard terms may be shorter or longer than standard terms
- Non-standard terms may be substantially equal to each other or may not be substantially equal to each other
 - Substantially equal means no more than 2 weeks difference in length

Non-standard Term

- For most Title IV programs, the non-standard term is the payment period
- An exception occurs in the Direct Loan Program when the non-standard terms are not substantially equal
 - Payment periods work exactly like non-term programs, but only for DL

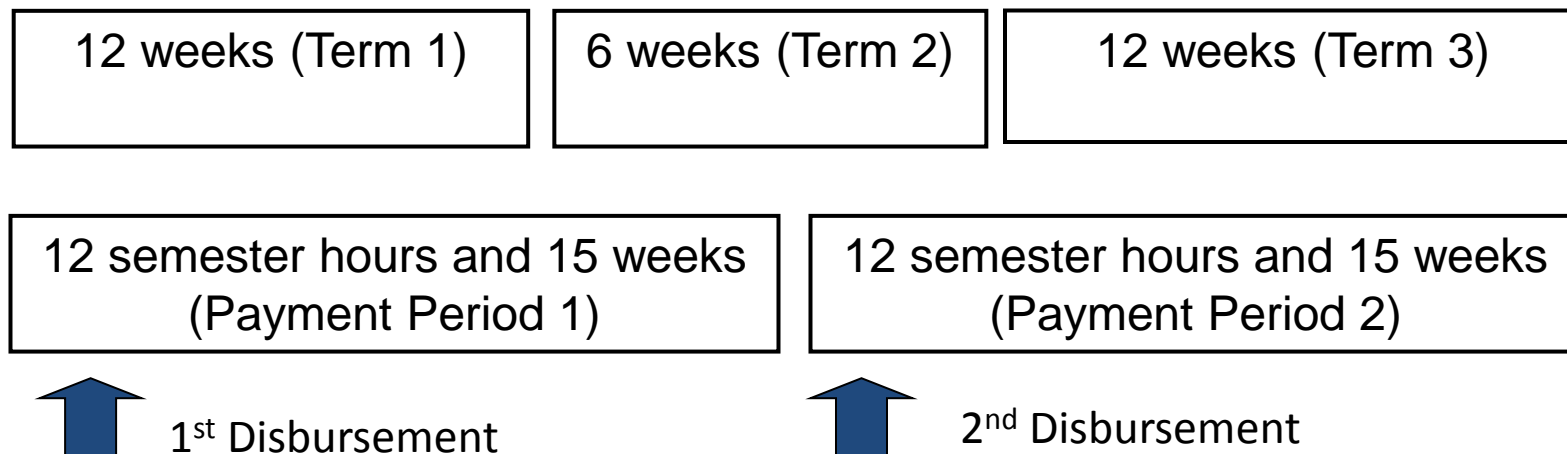


Payment Periods - Nonstandard

Nonstandard Terms Not Substantially Equal in Length

Academic year defined as 24 semester hours
and 30 weeks of instructional time

Program Structure



Non-Term

- All clock-hour programs are non-term for Title IV
- Non-Term programs may be credit-hour
- There are no terms to use as payment periods
- Payment periods are determined by student completing $\frac{1}{2}$ of the hours AND $\frac{1}{2}$ of the weeks of instruction in the payment periods
- If a program has terms that overlap each other, the program is non-term for Title IV

Clock Hour

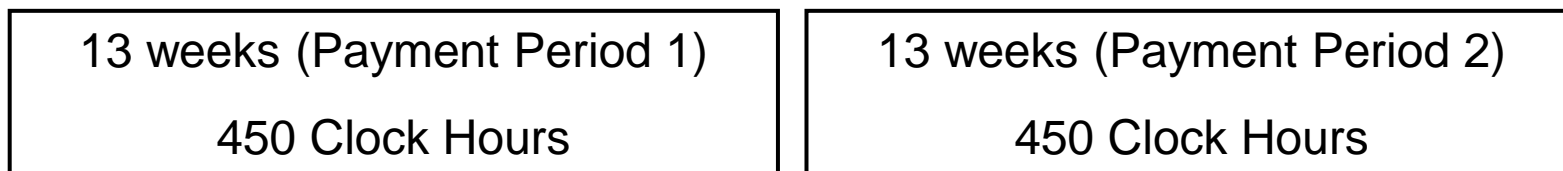
- For clock-hour programs, the payment period is defined not only in clock-hours but also in weeks of instructional time
- A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period

Payment Periods – Clock Hour


Clock Hour programs are always non-term

Academic year defined as 900 clock hours and
26 weeks of instructional time

Program Structure



 1st Disbursement

 2nd Disbursement

*This example assumes student successfully completed all
hours and weeks in PP #1*

Payment Periods – Clock Hour

Question

What if clock hour student finishes the 450 hours in 11 weeks? Can I make next FSA disbursement?

Answer

No. Student cannot start next payment period until current payment period is completed. This requires successful completion of clock hours and weeks.

Payment Periods – Clock Hour

Question

What if clock hour student finishes the 425 hours in 13 weeks? Can I make next FSA disbursement?

Answer

No. Student cannot start next payment period until current payment period is completed. This requires successful completion of clock hours and weeks.

Regulations for Different Calendars

- Regulations are not set up, nor has extensive guidance been developed, for a program that drifts from one calendar to the next during the program
- Generally, a program is offered using ONE calendar not a combination
- The Department has issued guidance stating that *one non-standard term in a program generally makes the program non-standard*

Explanatory Guidance – Clinical Work and Standard Terms

- Some programs follow a strictly standard term calendar until the student progresses to a part of the program that involves work outside of the classroom but still part of their academic program
 - ED refers to this as clinical work but may be called something different at your school
- Guidance is applicable to medical related fields and in programs preparing educators
 - ED is unaware of programs outside of these areas that would meet the three requirements on the next slide
- This clinical work may not coincide with the institution's standard terms
 - Usually due to the clinical work having a different calendar

Explanatory Guidance – Clinical Work and Standard Terms

- Institutions may allow, for Title IV purposes, the clinical work to be treated as if it were being offered on the schools standard term calendar, if ALL of the following apply:
 - All students in the program must participate in the practicum or clinical experience and its completion is a requirement for graduates to apply for licensure or the authorization to practice the occupation those students intend to pursue
 - The institution has little or no control over the length or start/end dates of the practicum or clinical experience. This may be the result of constraints imposed by outside licensing bodies, or the need to accommodate the schedules of entities with which students are being placed (e.g., school districts and hospitals)
 - Credit-hours associated with the practicum or clinical experience must be associated with the term in which most of the training occurs, even if the starting and ending dates do not exactly align with the term dates and/or overlap with another term exists

Explanatory Guidance – Clinical Work and Standard Terms

- If the clinical work meets all of the requirements on the previous slide
 - The clinical work will not create nonstandard terms
 - The clinical work will not create a nonterm calendar even if the clinical work is overlapping another term





Explanatory Guidance – Clinical Work and Standard Terms

- Some rules to remember for clinical work in this category
 - Policies and Procedures must explain how this aspect of Title IV administration is being handled by the school
 - The academic year and loan period for Direct Loans should be determined using the actual training dates and the loan should reflect the cost of attendance and estimated family contribution for the actual training period
 - Return of Title IV funds (R2T4) calculations are based on a payment period or period of enrollment that reflects the actual training dates



ELIGIBLE COURSEWORK



Program Coursework

- A student is eligible to receive Title IV, HEA program assistance if the student (34 CFR 668.32):
 - Is a *regular student* enrolled, or accepted for enrollment, in an eligible program at an eligible institution;
- Regular student (34 CFR 600.2):
 - A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized educational credential offered by that institution

If a student is enrolled in courses that do NOT count toward his degree or certificate, they CANNOT be used to determine enrollment status unless they are eligible remedial courses

- *Cannot award the student aid for classes that do NOT count toward his degree, certificate, or other recognized credential*

Program Coursework

- Federal student aid can be awarded **ONLY** for learning that results from instruction provided or overseen by the school
- Title IV aid cannot be awarded for:
 - Any portion of a program based on study or life experience prior to enrollment in the program, or
 - Based on tests of learning that are not associated with educational activities overseen by the school (“testing out”)

Conditional/Provisional Students

- Some schools admit students provisionally/conditionally:
 - Need documentation, such as academic transcripts or test scores, or demonstrate an ability to succeed in a program by receiving acceptable grades in program courses
- Students admitted as conditional/provisional are *regular students* only if the school officially accepts them into an eligible degree or certificate program
 - Department does not define official acceptance or admission
 - Schools often limit these students' enrollment in courses or enrollment status until they meet certain conditions
- A student merely allowed to take some courses before being officially admitted in a program is not considered a regular student and not eligible for TIV aid until officially admitted

Remedial (Developmental) Courses

- If admitted into an eligible program and take remedial coursework within that program, student can be considered a regular student, and receive TIV aid for remedial courses
 - May count up to *one academic year's worth* of remedial courses in enrollment status for federal aid
 - 30 semester/trimester, 45 quarter, or 900 clock hours
 - if remedial classes are non-credit/reduced-credit, must determine how many credit hours they are worth
 - remedial courses must be at least at the high school level
 - cannot be below the educational level needed for a student to successfully pursue her program after one year in that course
 - cannot pay TIV for remedial courses that are part of a program that leads to a high school diploma or equivalent

ESL Courses

- Similar to other remedial coursework, a student may receive FSA funds for English as a second language (ESL) courses that are part of a larger eligible program
 - Differences: ESL courses don't count against the one-year limitation on remedial coursework, and they need not be at the secondary school level
 - Can have a stand-alone ESL program (if approved by ED) but only eligible for Pell Grants
 - May only admit students who need English for existing skill or knowledge

Preparatory Coursework

- Preparatory coursework
 - Coursework required for enrollment in an eligible program (not yet admitted into a program of study)
 - If enrolled at least half time in these preparatory courses, the student is eligible for limited Direct Subsidized/Unsubsidized Loans (and a parent may receive Direct PLUS Loans)
 - Student is eligible for one consecutive 12-month period (not per program) beginning on the first day of the loan period
- A student may take the preparatory courses at School A (as long as they are part of an eligible program there) to prepare for enrollment at School B
 - Course requirements should be documented

Prerequisite Courses

- If a student is already admitted into a program of study but needs to take a prerequisite course that is not part of the program but is necessary in order to take a course in their current program of study, the prerequisite course in this scenario is considered “remedial” and falls under all of our remedial coursework regulations – 34 CFR 668.20
 - It is counted against the remedial course limits (30 semester or 45 quarter hours) and must be at least qualitatively evaluated within SAP
 - If within remedial limits, can be factored into the students enrollment status and COA

Repeat Coursework

§668.2, Full-time student

Retaking coursework, *term-based programs*

- Allows for Title IV aid to pay for one repetition of a passed class
 - A course is considered passed if it meets the school's general definition of passing (not program specific requirements)
 - If receive a W or unearned F (absences) for the repeat class, not counted as the one repeat attempt
- Applies to all undergraduate, graduate, and professional students

Enrollment Status

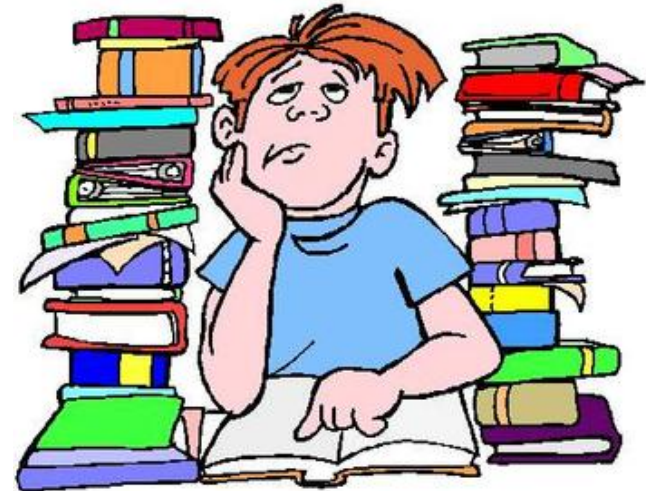
- A school's definition of a full-time workload for a program must be used for all students in that program and must be the same for all FSA-related purposes
 - Cannot accommodate a student with a learning disability or other handicap by allowing her a full-time enrollment status lower than the minimum standard (for TIV aid purposes)
- Your school's *undergraduate* full-time workload, must meet the minimum ED standards
 - Definition of full time for FSA purposes can differ from that used for other purposes at your school, such as the registrar definition
- To be enrolled half time, a student must be taking at least half of the course load of a full-time student

Enrollment Status

- Undergraduate students - full-time status must be at least:
 - 12 semester hours or 12 quarter hours per term in a program using a semester, trimester, or quarter system
 - 24 semester hours or 36 quarter hours per academic year for a program using credit hours but not using a semester, trimester, or quarter system, or the prorated equivalent for a program of less than one academic year
 - For a program that measures credit hours and uses nonstandard terms, the number of weeks of instruction in the term divided by the number of weeks of instruction in the academic year, multiplied by the number of credit hours in the academic year
 - 24 clock hours per week for a clock hour program

Enrollment Status

- Graduate students
 - School determines number of hours for full-time course load
 - For standard term programs, must *use the same full-time definition in each regular term in the academic year but can have a different full-time definition for a summer term*
 - To be enrolled half time, a student must be taking at least half of the course load of a full-time student in that term



Trial Periods

- Trial Periods of Enrollment
 - May establish a “trial period” (short limited timeframe) where a student can “test” a program
 - NOT a regular student, NOT eligible for TIV aid and does NOT incur program charges during the trial period (only a nominal fee, if any)
 - Trial period must be part of the eligible program
 - If admitted after trial period, charges include trial period costs and, if eligible, could receive TIV funds for the trial period
 - Consumer information must outline trial period criteria
 - *Orientation programs are NOT considered trial periods*

GEN-11-12

Contacts

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Training Feedback

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- Go to <https://s.zoomerang.com/s/TrevorSummers>
- Evaluation form is specific to Trevor Summers
- This evaluation tool will provide a means to educate and inform areas for improvement and support an effective process for “listening” to our customers
- Additional feedback about training can be directed to joann.borel@ed.gov

Questions about session?



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