

The Wonderfully Complex World of Modular Programs!

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What is a modular program?

A program that has a course or courses in the program that do not span the entire length of the payment period or period of enrollment.

Standard Term

- Characteristics:
 - Semester, trimester or quarter
 - Courses all begin and end within a set time frame
 - Progress is measured in credit hours

Examples – Standard Term

- Combining concurrent terms
 - Combining two 8 week terms with a 15 week term to make it a 16 week semester
- Combining consecutive terms
 - Mini-sessions (J-term, May term) – linking the session to fall or spring semesters
- Grouping modules together
 - Three 5 week modules combined to make up one 15 week semester

Examples – Standard Term

- Unstructured, short courses that begin and end within a term (Standard Term)
 - In some cases the courses may overlap within the semester, but all start on or after the first day of the semester and end on or before the last day of the semester
 - This includes mini-sessions within a summer term

Non-Standard Terms

- All coursework is expected to begin and end within a set period of time but are not semester, trimester or quarter terms
- Unequal length
- Equal length, but longer than the length of a semester
 - Three 6 weeks modules combined

Non-Term Characteristics

- Courses do not begin and end within a set period of time
- Courses overlap terms
- Self-paced and independent study courses that overlap terms
- Sequential courses that do not begin and end within a term
- Measured in clock hours – always non-term

Examples – Non-Term

- Courses that are offered consecutively in a non-term program
 - Example: Program is comprised of 40 semester hours and 50 weeks of instruction time
 - 1st academic year – 24 credits and 30 weeks
 - 2nd academic year – 16 credits and 20 weeks

Case Study:

Mount Mercy University

- Adult Accelerated Program
 - Nine 5 week modules
 - Some courses run 10 weeks
 - Modules 1-3 = Fall Semester
 - Module 4 = Winter Term (intercession)
 - Modules 5-7 = Spring Term
 - Modules 8-9 = Summer Term

...Continued

- Students could start in any given module
- Students typically only take one module per semester
- Students could earn up to 27 credits over the 9 modules

Program Review Findings

- Non-term Program
- Students were not making progress according to Dept of Ed guidelines –
 - 24 credit hours within 30 weeks of instruction time
 - It was taking our students 40 weeks to earn 24 credit hours

Program Review Findings

- Self-paced because students could start at any module during the year
- Start/end dates of semester not clearly reported
 - Reported the same start/end dates for all students
 - Accelerated students ended later than traditional students

Changes...

- Allow students to enroll in two courses each module
- Students can take two 5 week modules while taking one 10 week module
- Addition of online courses

Changes

- Start dates are limited to the first module in each semester/session
- Run two separate academic calendars
- Link Module 4 (also our J-term) with spring and report enrollment period as such

Consequences

- Review and recalculate aid eligibility for 3 consecutive academic years
- Learn non-term packaging procedures and withdrawal procedures
- Fix the problem immediately
 - Software Updates – 29 periods of enrollment
- Repackage over 1200 students for the 11/12 academic year

Rules for Standard and Nonstandard Term Programs that are SE9W

- Packaging Aid
 - Determine Cost of Attendance (COA) and EFC
 - Adjust COA and EFC for periods of non-attendance
 - Enrollment period will be the term
- Disbursements
 - Cannot disburse aid more than 10 days prior to the start of courses within that semester
 - Can receive 2nd disbursement of aid regardless if student is full time or passes all courses

Packaging Example

Three 5 week modules in the Fall semester

- Student is enrolled in modules 2 and 3
- Adjust COA based on enrollment
- Adjust EFC (3 month EFC)
- Loan Period: Fall Semester
- Disbursement date will not be at the beginning of the semester – 10 days prior to the start of module 2

Packaging Example

Fall – 3 modules

COA: \$15000

EFC: \$2424

Need: \$12576

Grants: \$3000

FWS: \$2000

Sub: \$2750

Unsub: \$3500

Remaining Need: \$3750

Fall – 2 modules

COA: \$10000

EFC: \$1818

Need: \$8182

Grants: \$2000

FWS: \$2000

Sub: \$2750

Unsub: \$3250

\$0

Non-Term Rules

Packaging Aid

- Determine Cost of Attendance (COA) and EFC
- Adjust COA and EFC for periods of non-attendance
- Enrollment period will be however long it takes the student to earn 12 credits and complete 15 weeks of instruction time

Non-term Rules

Disbursements

- Cannot disburse aid more than 10 days prior to the start of the enrollment period
- Cannot receive 2nd disbursement until the student successfully completes 12 credits and 15 weeks of instruction time
 - In some cases the student's payment period could span up to two full academic years

Non-Term Enrollment Period

- Student enrolls in modules 1, 2, 4 and 5 for 12 credits
 - Enrollment period Aug 23, 2010 – Mar 12, 2011
- Student enrolls in modules 6, 7, 9, and 1 for 12 credits
 - Enrollment period Mar 14, 2011 – Oct 1, 2011

**First academic year is over 13 months long

Packaging Aid

Let's assume COA is \$30,000 for the year and EFC is 0...

COA PP1: \$15000

Pell: \$2775

SEOG: \$300

Perkins: \$500

Sub: \$2750

Unsub: \$3500

COA PP2: \$15000

Pell: \$2775

SEOG: \$300

Perkins: \$500

Sub: \$2750

Unsub \$3500

Adjusting Aid

- Student drops one course
 - Standard Term - can still disburse second disbursement as scheduled
 - Non-Term – must adjust enrollment period because the student needs to complete 12 credit hour before they are eligible for 2nd disbursement
 - Must also adjust COA and EFC

Loan Periods

- Standard/Non-Standard SEW9
 - Minimum loan period is the semester, trimester or quarter
- Non-term
 - Minimum loan period is the time it takes a student to complete 12 credits and 15 weeks of instruction time or
 - The program, if shorter than a Title IV academic year
 - Final period of study that is less than a Title IV academic year

Withdrawals

Standard Term –

A student should be considered withdrawn if they fail to complete all of the days they were scheduled to complete, regardless if they completed at least one course in one module during the term

Withdrawals

Non-Term or Nonstandard Term -

A student is considered withdrawn if the student is not scheduled to begin another course that begins no more than 45 calendar days after the ending date of the module they last attended (unless they are on an approved LOA)

Withdrawals

- All Modular Programs –
 - A student is considered withdrawn if they did not receive a passing grade in at least one course that they were scheduled to attend UNLESS the school can determine the student completed the course

Withdrawal Example:

- A student enrolls in modules 1, 2 and 3 for the Fall Semester
- Student passes modules 1
- Student withdraws completely during module 2
- R2T4 Calc needed
- Percentage Completed – # of days completed divided by # of days scheduled to attend

Withdrawal Example:

- Student enrolls in modules 1, 2 and 3 for the fall semester
- Student notifies the institution they intend to withdraw AFTER completing module 2
- Now their days scheduled in the semester is only modules 1 and 2
- Completing both courses, so no R2T4 calc needed

Withdrawal Example:

- Student enrolls in modules 1, 2 and 3
- Student completes modules 1 and 2
- Student does not show up for module 3
- Student is considered a withdrawal and R2T4 calc is required
 - Considered a withdrawal because they did not complete the days they were scheduled to complete

Intent to Resume Attendance

- Standard Term –
 - Student enrolls in modules 1, 2 and 3 for fall
 - Student completes module 1, but drops module 2
 - If the student notifies the institution in writing of their intent to attend module 3, they are not a withdrawal

Note: the student **MUST** provide written notification, registration in module 3 is not sufficient

Intent to Resume Attendance

- Non-term and Nonstandard term
 - The institution must receive written confirmation from the student of their intent to attend a later module that begins within 45 calendar days after the end of the module in which the student dropped

Intent to Resume Attendance

- What if the student fails to begin attendance in a later module as they promised?
 - They are considered withdrawn
 - Withdrawal date will be the date they originally stopped attending
 - Date of determination – the date the school learns the student did not begin attendance in the later module
 - This applies to standard/non-term/nonstandard

Resuming Attendance

- Standard Term Example
 - Student completes module 1 but decides to withdraw and does not attend module 2
 - Student decides to reenroll for module 3
 - Payment period is the same as original payment period
 - Student is eligible to receive FSA funds for which they were eligible for prior to withdrawal

Resuming Attendance

- Non-Term Program
 - If the student reenrolls into the same program within 180 days
 - They are in the same payment period as when they withdrew
 - Eligible for FSA funds for which they were eligible for prior to their withdrawal

Sources

- FSA Handbook – Volume 3, Chapter's 1 and 6
- FSA Handbook – Volume 5, Chapter 2
- Department of Education – Institutional Review Team - Kansas City