

# Understanding Academic Calendars for Modules

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# Goals

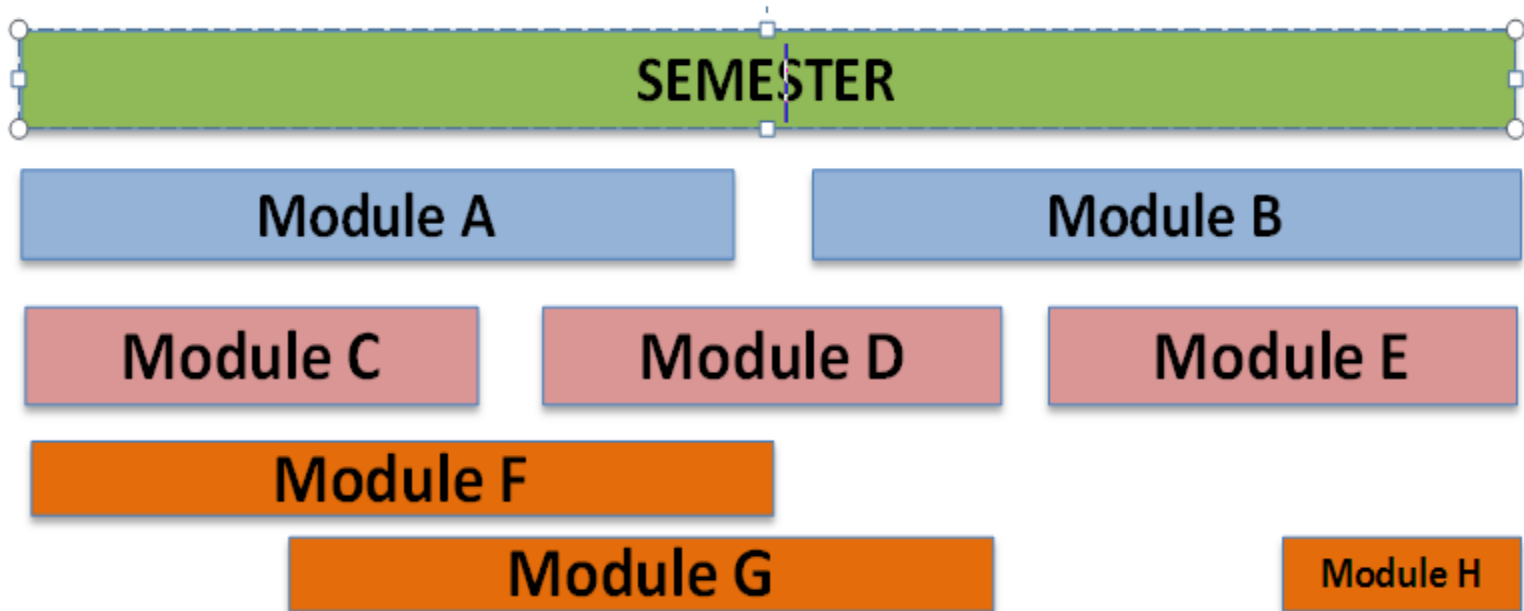
- To provide a basic understanding of academic calendars for programs delivered in modules
- To explain the impact modules have on the administration of Title IV aid
- To provide resources for FAAs who administer Title IV aid for programs delivered in modules.

# What are modules?

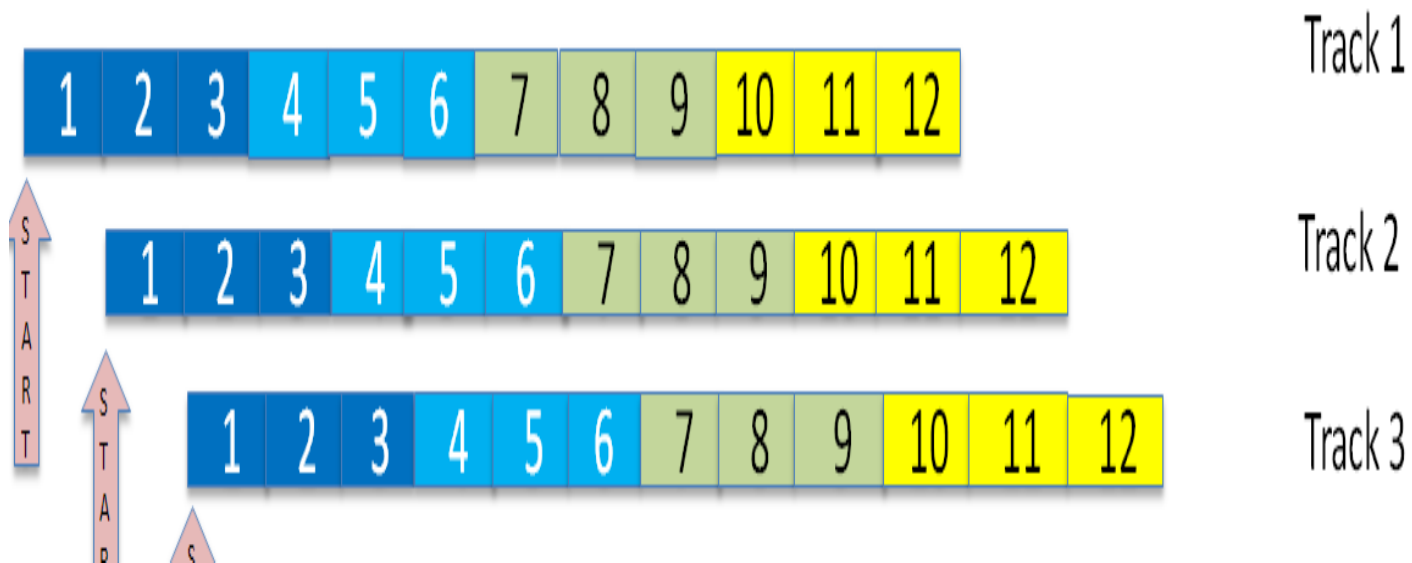
- Modules = courses that do not span the entire payment period or period of enrollment
  - Mini-semesters
  - Monthly rolling starts
  - Compressed courses
  - Etc.

# What do modules look like?

- Modules can look like this:



...or this....





# Academic Year vs Academic Calendar

- Academic calendar not necessarily the same as academic year
- School must define academic year by program
- School's academic calendar *helps* determine academic year
- Academic year definition must meet all federal requirements



# Instructional Time

- At least 30 weeks (credit hour programs)
- At least 26 weeks (clock hour programs)
- Week=a 7-consecutive-day period
  - Beginning with first day of instruction
  - Ending with last day of classes/exams
  - Where there is at least 1 day of regularly scheduled instruction, exams, or (after last day of classes) study for exams



# Credit/Clock Hour Requirements

- Credit hours in an AY (undergraduate)
  - 24 semester hours for semester/trimesters
  - 36 quarter hours for quarters
- Clock hours in an AY:
  - 900





# Standard Term Semesters/Trimesters

- Generally Fall/Spring – semesters
- Generally Fall/Spring/Summer - trimesters
- 15-17 weeks
- Academic progress measured in semester credit hours
- Full-time is at least 12 semester credits



# Standard Term-Quarters

- Generally Fall, Winter, Spring (and often Summer)
- 10-12 weeks
- Academic progress measured in quarter hours
- Full-time is at least 12 quarter credits

# All Standard Terms

- Two week tolerance for exceeding confines of a standard term
- Allowance, with limitations, for clinical work outside the standard term to be treated as if it was being offered within the term.

# Non-standard Terms

- NOT semesters
- NOT trimesters
- NOT quarters
- Any other term is non-standard
- Courses begin and end within a set period of time
- May or may not be substantially equal in length

# Non-term

- No term at all
- All clock hour programs
- Courses that overlap terms
- Sequential courses that do not begin at the same time and end at the same time

# Academic Year Basics

- Different AY for different programs is OK
- Must use same AY
  - for all students in same program and
  - for all other FSA program purposes
  - cannot use 1 AY for DL and a different one for Pell for students in same program

# Advantages of Standard Terms

- May use Pell Formula 1
- May alternate SAY & BBAY; BBAY containing Summer does not need to be 30 weeks
- Annual loan limit progression may be more frequent than non-standard term
- Allowance for treatment of Summer as a standard term



# Other Advantages of Standard Terms

- May originate single-term loans; eligibility is up to the annual loan limit
- Student does not need to be enrolled in all modules of the term
- Loan period is still the term and not the module



# Terms/Modules Overlap

- Modules may be combined to make standard terms
- Although standard terms may not overlap, modules may overlap but...
- Overlap must occur within the term if it is to remain standard



# Enrollment & Cost of Attendance

- Student does not need to attend all modules of the term
- Student must attend 1<sup>st</sup> first module of the term to receive payment at the beginning of the term (withhold payment if not enrolled in 1<sup>st</sup> module of the term)
- COA include costs only for the modules the student is expected to attend.



# Modules & Title IV Implications

- Frequency of annual Title IV limits (may have more than one AY year during a FAFSA year)
- Complexity in defining policies and procedures
- R2T4/COA calculations for students who don't attend all modules
- Pell monitoring and complex recalculations
- Increased enrollment monitoring

# Payment Period & Disbursements

- Payment period for modules is the term for all FSA programs except FWS
  - Unless non-standard, not substantially equal. If so:
    - use the non-term payment rules for DL (for Pell, FSEOG & Perkins the payment period is the term)
- May make multiple disbursements within the payment period
- If program is term-based but student enrolls primarily in non-term coursework, use non-term disbursement rules



# Satisfactory Academic Progress

- SAP evaluation is required to correspond with the end of a payment period, not the end of the module.



# Alternative to Combining Modules into Standard Term

- You may choose not to combine modules to make a standard term
- Result:
  - non-standard term for DL
  - formula 3 program for Pell
- NOTE: You must still provide Title IV if student is otherwise eligible

# Resources

- Handout: Example of CMU-Tepper School Website Communications about Enrollment in Mini Semesters (modules)

[Mini \(module\) Enrollment Impact on Loans](#)

CMU Tepper R2T4 for Modules spreadsheet

# Resources

- <http://fsaconferences.ed.gov/2016sessions.html>
  - How Modules Can Affect Title IV
  - Basics of Determining Academic Calendars
- Handbook
  - <https://ifap.ed.gov/fsahandbook/attachments/1617FSAHbkVol3Chapter1.pdf>





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