

Oklahoma CareerTech Guidance regarding Students receiving Federal Student Aid whose Program Delivery and/or Attendance has been disrupted due to COVID-19

Office of Postsecondary Education (OPE) Electronic Announcement referenced in guidance:
<https://ifap.ed.gov/electronic-announcements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>

As we worked to provide greater assurances to you regarding clock hour attendance during this temporary period of DE/online delivery, Randy Feagan, ODCTE Accreditation manager, has received confirmation from the Region VI Participation Team that our understanding of flexibility is correct.

Programs must document instruction to satisfy reporting the earning of credit (grades) for the program hours.

Programs should have a consistent trail of documented interactions to satisfy that indeed the student is spending time on materials, learning, gaining value from the experience, all to support the earning of credit (grades) for the program hours.

During this abrupt transition, from your usual classroom and shop environment to online/DE delivery we do not expect that schools were prepared or equipped to track minutes of instruction and live interaction time.

Electronic guidance issued by OPE on March 5, 2020 consistently uses the term TEMPORARY. Flexibility is limited to current students, enrolled on 3.5.2020, and extended to those who begin on/or before June 1, 2020. As we do not have an anticipated COVID-19 end date, this guidance may be updated as needed. We do expect continued accommodations and flexibility until the point at which ODCTE receives further notification from OPE and/or another federal regulatory department.

As you make decisions regarding what you can provide to successfully provide instruction to your students, we want you to be assured that we here at ODCTE are ready to work with you. While we do not want to abuse this flexibility, we do trust that our Oklahoma Technology Centers will continue to put forth their best effort to maintain compliance while meeting both the needs of students, instructors, school operations and stakeholders.

We encourage the sharing of best practices among our schools, and will make every effort to obtain and share those with you. We ask that you please do the same.

Sincerely,

Sandra McKnight

Financial Aid Coordinator

career tech | Accreditation
1500 West Seventh Ave
Stillwater, OK 74074-4398
405.743.5519 tel
1.800.522.5810, ext 519

Updated 3.30.2020 s.mcknight

File Documentation Guide for Federal Student Aid funded students affected by COVID-19

Student Name: _____

Program: _____

Dates student's Program was closed due to COVID-19: _____ to _____

Has student's Program re-opened? Yes / No (*circle one*)

- Is Program delivery temporary DE/online or original ground-based (circle one)
- Student notified of program re-opening? Yes / No. If yes, date notified: _____
- Did student agree/accept return to instruction? Yes / No date: _____
 - If student did not accept online/DE delivery, did student choose to stay enrolled and return when instruction returns to original ground-based delivery? Yes / No

IF INSTRUCTION IS TEMPORARILY DELIVERED VIA DISTANCE ED/ONLINE, continue....

Total Program hours: _____

_____ hours completed/earned prior to disruption

_____ remaining hours to be completed

It is assumed student is currently receiving funds from the 2019-2020 Award Year (AWY).

Current payment period (PP) hours _____, dates: _____ to _____

Remaining payment periods of program [due to crossover PP, Award Year (AWY) may change]:

AWY _____ PP _____ hours _____, anticipated dates: _____ to _____

AWY _____ PP _____ hours _____, anticipated dates: _____ to _____

AWY _____ PP _____ hours _____, anticipated dates: _____ to _____

During this unprecedented interruption of your ground-based instruction, ATTENDANCE documentation may take a variety of forms and vary by program.

Examples of what you might use:

- Live stream instruction during typical program times, facial, voice, message, etc...student verification
- Moodle type delivery platform requiring student log in
- email interaction between instructor and students
- text, Remind msg, instructor documentation of phone interaction
- whatever you can save either electronically or in hardcopy to show that student interacted, is participating

CONTINUE to maintain all typical Financial Aid file contents normally: enrollment status, payment period adjustment, student account statement, SAP reports, etc...