



Policies & Procedures

Experiment:

Policies & Procedures for the **Competency-Based Education (CBE)—Disbursement to Students Who Are Enrolled in Competency-Based Education Programs** must address the following:

Policy Topic	Required policy & procedure	School Policy
Institutional Eligibility	<ul style="list-style-type: none"> The institution must include procedures to ensure that any CBE program offered under the experiment is approved or recognized as such by its accrediting agency, and that the institution’s general offering of CBE has been reviewed as a substantive change by its accrediting agency under 34 CFR 602.22 (unless the institution’s CBE methodology was otherwise approved as part of an institution’s initial accreditation or reaccreditation) and that the program has been approved for title IV eligibility by the Department, if necessary. The institution must include procedures to ensure and document that the CBE program measures students’ progress in credit or clock hours or, if approved by the Department, measures student progression using direct assessment of the student’s mastery of a defined set of competencies that have clock or credit hour equivalencies that have been approved by the accrediting agency and the Department. 	
Academic Year	<p>The institution must ensure that the defined academic year for a semester-based or trimester-based CBE program under the experiment includes a minimum of 24 semester hours and a quarter-based program’s academic year must include a minimum of 36 quarter hours. The institution must ensure that the academic year in a direct assessment program using credit hour equivalencies includes competencies equivalent to an amount of learning associated with a minimum of 24 semester hours or 36 quarter hours and at least 30 weeks of instructional time. The institution must ensure that the academic year in a direct assessment program using clock hour equivalencies includes competencies equivalent to an amount of learning associated with a minimum of 900 clock hours and at least 26 weeks of instructional time. The institution’s policy must establish clock or credit hour equivalencies for each of the CBE program’s required competencies.</p>	

Policies & Procedures (continued)

Policy Topic	Required policy & procedure	School Policy
Disbursement for Direct and Indirect Costs	The institution's procedures must separate the components of the student's title IV COA into two categories, one for "direct costs" (i.e., tuition and fees and books and supplies) and the other for "indirect costs" (such as room and board, transportation, miscellaneous expenses).	
Payment Periods	The institution's procedures must ensure that title IV aid be disbursed to students under the "non-term" provisions of the regulations, except that institutions must shorten the length of the CBE program's payment period from 50 percent of the program's defined "academic year" to no more than 25 percent of the academic year. Since aid for direct and indirect costs will be decoupled, there must be two separate title IV payment periods. The institution's procedures must ensure that a direct cost payment period is based on the student's completion of no more than 25 percent of the competencies in the program's title IV academic year. Further, the institution's procedures must ensure that an indirect cost payment period is based on the student's completion of no more than 25 percent of the number of weeks of instructional time in the program's title IV academic year.	
Weeks of Instruction, Educational Activities and Substantive Interaction	<p>The institution's policy must ensure that a week of instruction time is any seven-day period in which the institution makes available to the students enrolled in the CBE program, instructional materials and faculty support to enable the student to engage in an educational activity. The policy must also ensure that an educational activity includes, but is not limited to, regularly scheduled learning sessions, faculty-guided independent study or consultations with a faculty mentor, development of academic action plans covering the competencies identified by the institution or, in combination with any of the foregoing, assessments.</p> <p>The institution must include a process that ensures regular and substantive interaction between students and instructors.</p> <p>Further, the institution must include a process that may not allow title IV aid to be paid for academic credits resulting from successful assessments of prior learning where the learning was not based on instruction provided during the payment period.</p>	

Policies & Procedures (continued)

Policy Topic	Required policy & procedure	School Policy
Withdrawals and the Return of Title IV (R2T4)	<p>The institution is not required to perform a calculation when a student withdraws during a payment period. However, the institution must include procedures to cancel or return all aid for a student who does not begin attendance in a payment period, and to withdraw a student who ceases to be academically engaged, or fails to enroll in any competencies for 45 days. These procedures must ensure that no further title IV aid is disbursed to such students. Further, the institution must include procedures to comply with regulations for late disbursements under 34 CFR 668.164(g), except insofar as post-withdrawal disbursements will not be calculated in accordance with 34 CFR 668.22(e). The institution must include procedures to ensure that within 45 days of determining that a student has withdrawn, it notifies the student of any loan funds for which the student might be eligible and maintains a process for issuing those funds to the student or the student’s account upon request. Likewise, the institution must include procedures to pay to a student any grant funds that the student was eligible to receive at the time of the withdrawal, and comply with the requirements in 34 CFR 668.21 to return funds for a payment period in which a student did not begin attendance.</p>	
Satisfactory Academic Progress (SAP)	<p>The institution’s SAP policy for CBE programs under the experiment must evaluate a student’s SAP upon the student’s completion of each of the program’s academic years, as measured in weeks of instructional time (i.e., at least 30 weeks for a program with credit hour equivalencies and at least 26 weeks for a program with clock hour equivalencies). The institution must include procedures to determine whether a student has completed sufficient competencies to complete the program within the maximum time frame, for an undergraduate program, that is no more than 150% of the program’s published length, as provided in the definition of “maximum timeframe” in the regulations at 34 CFR 668.34 (b). If the institution accepts any transfer credit to meet requirements of a student’s program under the experiment, the institution’s procedures should include whether it will prorate a student’s maximum timeframe based on the number of transfer credits a student has received.</p>	