**Slide 1:** Welcome to the VR&E Graduate Term Award Calculation Microlearning. My name is Mandy Showalter. In this training, we are going to discuss how to correctly calculate the rate of pursuit for graduate terms. We are also going to complete a few graduate term award calculations together.

**Slide 2:** In this training, we are going to develop an understanding of the new guidance released regarding how to calculate graduate terms, learn how to calculate a graduate term, and complete graduate term award calculations together.

**Slide 3:** New guidance was released on August 11, 2020, regarding how graduate term awards should be calculated. School Certifying Officials are now required to provide additional information in the Enrollment Manager certification to assist with the rate of pursuit calculation. The Certifying Official must now document on the Enrollment Manager certification how many credit hours the claimant must take for the certified term to be considered full-time in addition to the number of credit hours the claimant is taking for the certified term.

The number of credits required for full-time enrollment for the certified term is referred to as the “Full-Time Modifier”. The School Certifying Official is required to document the number of credits the claimant is taking in the credit hours box and the Full-Time Modifier in the “Training Time” box on the certification screen. If a Full-Time Modifier is not documented on an Enrollment Manager certification received by a School Certifying Official for any given graduate term, case managers must contact them and request an amended Enrollment Manager Certification with the Full-Time Modifier is documented. Please refer to the manual, M28C.V.B.7.08.f for reference on graduate term award calculation.

**Slide 4:** Again, a Full Time Modifier is the number of credit hours required to be full-time for the certified term. So how do you calculate the rate of a pursuit for a graduate term? To calculate the rate of pursuit for a graduate term, you divide the number of credits certified for the term by the Full Time Modifier. If the result of the calculation is:

1. Equal to .25 but less than .50, the rate of pursuit is considered ¼ time.
2. Equal to .50 but less than .75, the rate of pursuit is considered ½ time.
3. Equal to .75 but less than 1, the rate of pursuit is considered ¾ time.
4. Equal to OR greater than 1, the rate of pursuit is full-time.

**Slide 5:** Now let’s complete the graduate term award calculation together. In this first example, notice the claimant is certified from 06/06/22-07/30/22 at 7 credit hours. If you look at the Training Time Box, you see the number 6. In this certification, 6 is our FT Modifier. We are now ready to calculate this graduate term award. We take the number of credits certified or 7 and divide it by the FT Modifier or 6. 7 divided by 6 is 1.2. 1.2 would be considered FT. Therefore, this award should be authorized in SAM from 06/06/22-07/30/22 at the full-time rate.

**Slide 6:** Now we are going to calculate graduate term award example number 2. Notice in this second example, the claimant is certified from 08/19/22-10/15/22 at 3 credits. If you look at the Training Time box in this example, you see the number 4. Four is our FT Modifier for this certification. Now we take the number of credits certified for this term or 3 and divide it by the full-time modifier or 4. 3 divided by 4= .75. .75 is considered ¾ time. Therefore, this award should be authorized in SAM from 08/19/22-10/15/22 at the ¾ time rate.

**Slide 7:** Example number 3. In this example, the claimant was certified from 08/19/22-12/05/22 at 3 credits. The full-time Modifier for this certified term was documented as 7. Now we take the number of credits certified for this term or 3 and divide it by the full-time modifier or 7. 3 divided by 7 equals .4 or less than half-time.

**Closing:** This concludes our VR&E Graduate Term Award Calculation Microlearning. Thank you for your participation.