



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

OFFICE OF HIGHER EDUCATION

Office of Postsecondary Support and Success
Room 960 Education Building Annex
Albany, New York 12234

Tel: (518) 474-3719
Fax: (518) 474-7468
Email: kiap@nysed.gov

Memorandum

To: NYS P-TECH Programs
From: Christopher Fernando, Ph.D., Supervisor for Higher Education Programs *CF*
Date: September 1, 2020
Subject: NYS P-TECH Repeat Course Guidance & COVID-19

This memorandum serves as guidance regarding use of NYS P-TECH funds to retake a college level course(s) due to issues related to the COVID-19 pandemic. For students needing to retake course(s) at their respective colleges due to the COVID-19 pandemic, the NYS P-TECH project must maintain evidence-based documentation showing the project provided the contractual supports outlined in their RFP and be able to provide that documentation to SED upon request. That documentation must also show how the student actively participated (wherever possible) in the contractual supports and academic intervention services provided.

The following guidance is a result of the COVID-19 pandemic and covers the time frame between January 1, 2020 to September 1, 2020. SED is allowing NYS P-TECH funds to be used for students to retake more than one college course contingent upon the following conditions:

1. The school district liaison and the college liaison have reviewed all grades of the students and ensure that if the grade of "F" is on the student transcript, and the unsatisfactory grade is COVID-19 related, the appropriate grade of "Withdrawal/W" or "Incomplete/I" is granted (in accordance with the colleges grading procedures and policies). In the case of an Incomplete/I, the student is advised on the steps they need to take to prevent the Incomplete/I from reverting to an F.
2. The P-TECH 6-year scope and sequence timeline will be updated (and possibly extended) for students who, as a result of the COVID-19 pandemic, need to repeat specific classes.
3. P-TECH projects are authorized to use grant funds to support the flexibilities in the above-mentioned undertakings so long as those expenditures are within their allocated budgets as NYSED cannot and will not offer additional funding for these endeavors.

Should you have further questions about this matter, please email us at NYSPTech@nysed.gov.

cc: William Murphy, Ph.D., Deputy Commissioner
Arael Alston, Ed.D., Assistant Commissioner
Program Office - NYSED