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We hope that you and your families continue to remain safe and healthy. We also express our sincere appreciation for all that you continue to do to serve your students despite the many current, extraordinary challenges.

On April 6, 2020, TSAC provided guidance regarding changes in enrollment (COE) and leaves of absence (LOA) taken during the spring and summer terms of the 2019-20 academic year. Due to COVID-19's potential ongoing impact on student enrollment, TSAC is extending the guidance from the April 6 memo to include the fall term of the 2020-21 academic year, by encouraging schools to continue to consider COVID-19 an extenuating circumstance as it relates to a student's LOA or COE.

However, unlike students granted a COE or LOA in the spring or summer term of the 2019-20 academic year, students who request a COE or LOA in the fall term of 2020 due to circumstances related to COVID-19, will be required to submit an appeal request describing those circumstances in order to continue eligibility in the spring term of 2021. Institutions will continue to have authority to determine the level of documentation required and approval of each appeal based on their institutional appeals policy.

Exceptions to the required appeal include Tennessee Promise and Tennessee Reconnect students whose enrollment in the beginning of the fall term is less than full time or less than part time, respectively. These students may receive payment even though enrollment is less than the required minimum number of credit hours. This exception, however, does not apply in situations where these students change enrollment status to less than full time or less than part time, respectively, during the semester.

Please contact Darolyn Porter at [Darolyn.porter@tn.gov](mailto:Darolyn.porter@tn.gov) if you have questions regarding this guidance.