



**Glendale Community College
Veterans Standards Letter
Chapter 35**



Welcome to Glendale Community College Veterans Enrollment Services Office (VESO)! This Standards letter is provided to assist you in using your Veterans Educational Assistance.

The following are *not* Glendale Community College "rules": It's Veterans' Administration (VA) **LAW!**

You, GCC Veteran Services Center (VSC), and the Department of Veterans Affairs (DVA)

The VESO functions as an intermediary between you and the DVA. We exist for three primary reasons:

1. To serve you in obtaining your educational goal
2. To certify your educational program in which you are enrolled at GCC to the DVA
3. To verify for the DVA that the courses you are taking apply to the program of study (degree or certificate) that you have indicated you are seeking

Processing Your Paperwork - If you are an *initial applicant* for educational benefits, your paperwork may experience a processing time of approximately 12 weeks. Processing *returning students* enrollment certification OR notification of any change of enrollment status may be *30 days* from the time Muskogee Regional Processing Center receives your notification. *Please*, allow for these minimum time constraints before checking with Muskogee or the VESO regarding payment of your benefits. (Briefer Initials)_____

Courses and Grades** - Acceptable grades for payment by the VA are **A, B, C, D, F, Y** and **P**. Failed courses and courses requiring "C" or better may be repeated for payment. **HOWEVER:** D, F or Y grades must remain as punitive grades! If an "F" or "D" are changed to a nonpunitive grade (i.e. removed from calculation of your Grade Point Average) the VA will require repayment of funds rewarded in a prior semester. Courses in which a grade of Incomplete ("I") is received cannot be retaken for payment. *** All classes withdrawn from during the semester in progress or after a semester is completed are subject to overpayment. Audited courses are not authorized for payment. **WARNING***** If there is an option to take a letter grade in place of a pass/fail completion of the course, a letter grade **MUST** be taken. The VA does not allow payment for pass/fail grades unless there is no option for a grade. If you receive a "Z" for the completion of course work in the pass/fail course, the VA will not pay, and this situation may create an overpayment with the Veterans Administration. Check with your course instructor to learn more about grading policy. (Briefer Initials)*_____

Probation and Disqualification - Glendale Community College and the Department of Veterans Affairs require a satisfactory Grade Point Average (GPA.) Failure to maintain the required GPA will result in academic probation. While on academic probation are still eligible for educational benefits. However, academic disqualification follows probation. At that point you are no longer eligible for VA educational benefits. (Briefer Initials)_____

Transcripts and Evaluation of Prior Credit - Transcripts of all prior college work must be sent to the parent school for evaluation. The VA requires that all prior college/training credits, whether VA benefits were used or not, be evaluated for application to your current degree plan. Transcripts must be received, evaluated, and reported to the DVA prior to the completion of your second semester or benefit payments will stop until this requirement is satisfied. (Briefer Initials)_____

Program of Study - The VA will only pay for courses listed on an *approved* Program of Study. It is in your best interest to maintain a personal up to date POS in your file with an updated course of study check sheet. These documents are inspected by the VA and maintained in your personal school folder at GCC. (Briefer Initials)_____

Changing Your Program of Study - The VA will allow program changes (i.e. AGS TO AS) as long as the student demonstrates "positive progress" in seeking a degree. A "Change of Program" is a loss of 12 or more credit hours when changing from one program of study to another. If you are unsure how changes will affect you, please discuss them with your academic advisor. (Briefer Initials)_____

Course of Study - A course of study check sheet is an academic departmental form showing the complete curriculum outline of courses required to attain a specific award of degree. This is accompanied by a "Prior Credit Evaluation" form, indicating what your total previous credit awarded in relation to the total credits required for your degree. It may also list any prerequisite, remedial or leveling courses needed to complete your degree program. (Briefer Initials)_____

Drop Add Process - I understand the Glendale Community College drop add policy and deadline requirements as published in the semester/term schedule. Further, I understand that a violation of that policy may result in financial liability to the school as well as Veterans Administration. (Briefer Initials)_____

Payment of VA Benefits - Except in the case of *ADVANCED PAY*, all payments will be sent to the address you provided for the VA. - **IMPORTANT** - the payments you receive from the Veterans Administration for your educational benefit are sent to **YOU**. It is **YOUR** responsibility to pay all debts incurred for tuition, fees, books, and supplies. (Briefer Initials)_____

***Changes In Enrollment and Attendance** - As required by law, any and all changes must be reported to our office immediately. Changes include name, address, telephone number, degree major and/or program of study, class schedule changes and reporting to this office if you are unable to attend class. (Briefer Initials)*_____

It is your education - Ultimately it is your responsibility to ensure that the classes you take are applicable to your career/educational goal and that benefit funds are dispersed effectively. (Briefer Initials)_____

I have received a copy of the "VA Educational Benefits Information" letter and understand the information provided therein.

Student's Signature: _____

Date: _____