

Change in Enrollment Process

VA SOUTHERN & EASTERN REGIONS
VETERANS EDUCATION SCO CONFERENCE

March
2018

David Lewis

Education Liaison Representative (LA/MS)
Southern Region

Margaret Shirley-Myers

Education Liaison Representative (AL)
Southern Region

VA



U.S. Department
of Veterans Affairs

Change in Enrollment Process

TOPICS COVERED:

Amend, Adjust, and Terminate

Non-Punitive / Punitive Grades

“F” Grades and attendance policies

Mitigating Circumstances “6X”

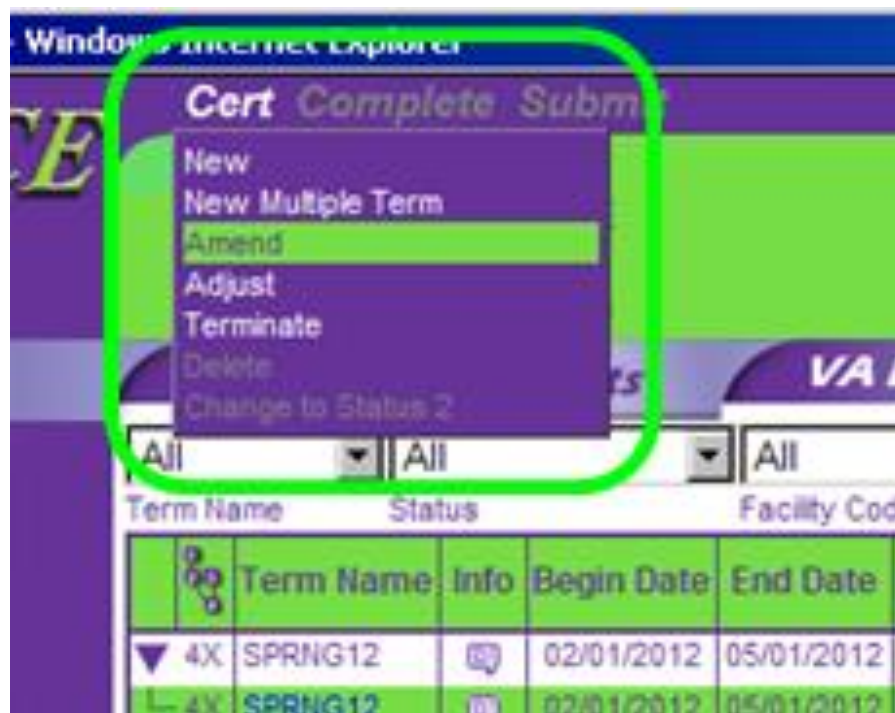
Unsatisfactory Progress, Conduct, and Attendance

Graduation

Amend, Adjust, and Terminate

A Notice of Change in Student Status reports one of three distinct actions:

- Amend
- Adjust
- Terminate



Adjustments

Remember !! When reporting a reduction for Ch33, VA needs the tuition and fees for the reduced number of credits

ENROLL DATES	RES	DISC	R/D	CLOCK	T&F	YELLOW RIBBON PROGRAM	FT/
Begin	End	Hrs	Hrs	Hrs	Amt	Amount	Out St Chg FT=
01/08/12	03/24/12	4	8		\$3,595.00	\$0.00	
Adjustment Change-In-Student-Status Certification							
01/08/12	03/24/12	0	4		\$3,595.00	\$0.00	
*** <u>Reduction</u> after drop period - non-punitive grades *** Effective 02/01/2012							

VA is not concerned with what the student may or may not still owe the school. **You must report the amount of T&F the student would have been charged had they initially started the term with the reduced number of credits.** So in the example above, the T&F for a student starting the term with 4 credits should have been reported on the adjustment.

Reductions and Withdrawals

Reduction and Withdrawals (Chapter 33)

Whenever credit hours change, prepare and submit an adjustment. Adjust credit hours, and tuition and fees (if necessary). If a student certified for 12 credit hours drops to 9 credit hours:

Enroll Dates		Res	Dist	R/D	Clock	T&F
Begin	End	Hrs	Hrs	Hrs	Hrs	Amt
08/17/2015	12/11/2015	12	0	0	0	\$1,200.00
Adjustment Change-In-Student-Status Certification						
08/17/2015	12/11/2015	9	0	0	0	\$900.00
*** Reduction after drop period – non-punitive grades *** Effective 10/13/15						

Adjustment On or Before the First Day of Term (CH 33)

Adjustments

Enroll Dates	Revised End Date	Res Hrs	Dist Hrs	R/D Hrs	Clock Hrs	T&F Program Amt	Yellow Ribbon Amount	Out St Chg	TT/FT=
08/24/2015	12/10/2015	14.0	0.0	0.0	0.0	\$0.00			
Adjustment Change-In-Student-Status Certification									
08/24/2015	12/10/2015	11.0	0.0	0.0	0.0	\$1,206.47			
*** Reduction on first day of term *** Effective 08/24/2015 ***									

Terminations

On or Before the First Day of Term (CH 33)

Terminations

Termination Information: Withdraw before beginning of term

Date of Termination: 06/29/2015

Period Beginning: 06/30/2015

Period Ending: 08/14/2015

Enroll	Dates	Revised	Res	Dist	R/D	Clock	T&F	Yellow Ribbon	TT/FT=
Begin	End	End Date	Hrs	Hrs	Hrs	Hrs	Program	Amount	Out St
							Amt	Amount	Chg
06/30/2015	08/14/2015		3.0	0.0	0.0	0.0	\$0.00		
Adjustment Change-In-Student-Status Certification									
06/30/2015	08/14/2015		0.0	0.0	0.0	0.0	\$0.00		
*** Withdraw before beginning of term *** Effective 06/29/2015 ***									

Terminations

On or Before the First Day of Term (CH 33)

Terminations

Termination Information: Preregistered but never attended

Date of Termination: 05/10/2015

Period Beginning: 05/11/2015

Period Ending: 06/19/2015

Enroll	Dates	Revised	Res	Dist	R/D	Clock	T&F	Yellow Ribbon	TT/FT=
Begin	End	End Date	Hrs	Hrs	Hrs	Hrs	Program	Amount	Out St
							Amt	Amount	Chg
05/11/2015	06/19/2015		4.0	3.0			\$0.00	\$0.00	
06/22/2015	07/31/2015		4.0	3.0			\$0.00	\$0.00	
Adjustment Change-In-Student-Status Certification									
05/11/2015	06/19/2015		0.0	0.0			\$0.00	\$0.00	
*** Preregistered but never attended *** Effective 05/10/2015 ***									

Terminations

After the First Day of Term (CH 33)

Terminations

Termination Information: Withdrawal after drop period - non-punitive grades assigned

Date of Termination: 07/28/2015

Period Beginning: 06/30/2015

Period Ending: 08/14/2015

Enroll	Dates	Revised	Res	Dist	R/D	Clock	T&F	Yellow Ribbon	TT/FT=
Begin	End	End Date	Hrs	Hrs	Hrs	Hrs	Program	Amount	Out St
							Amt	Amount	Chg
06/30/2015	08/14/2015		3.0	3.0	0.0	0.0	\$0.00		
Adjustment Change-In-Student-Status Certification									
06/30/2015	08/14/2015		0.0	0.0	0.0	0.0	\$334.82		
*** Withdrawal after drop period - non-punitive grades assigned *** Effective 07/28/2015 ***									

Adjustments During Drop Period & After Drop Period

Adjustments During Drop Period

If a student withdraws during the school's drop period, identify the adjustment or termination as "During Drop Period". The drop period is the designated period at the beginning of a term when students can add and drop classes without a grade being recorded on their transcript.

Adjustments After Drop Period

If a student withdraws after the drop period, report the adjustment or termination as "After Drop Period – Non-punitive Grades Assigned" or "After Drop Period – Punitive Grades Assigned" as appropriate. Accurately identify whether the grade assigned is non-punitive or punitive. The action VA takes differs for non-punitive and punitive grades. If the grade is non-punitive **Mitigating Circumstances** are an issue.

Non-punitive Grades vs. Punitive Grades

Non-punitive Grades

A non-punitive grade is a grade that doesn't count as earned credit and isn't considered in progress standards for graduation. A withdrawal after the drop period is non-punitive if it isn't calculated into the student's GPA or it isn't considered in academic progress criteria like probation and suspension. Non-punitive grades have the same effect as an audit. They don't apply to the degree and they don't affect academic progress.

Punitive Grades

A punitive grade is a grade assigned for pursuit of a course which is used in determining the student's overall progress toward completion of the school's requirements for graduation, e.g., a failing grade.

Unlike the non-punitive grade, the punitive grade does affect the criteria to be met by the student for graduation, i.e., it is a factor in computing the student's grade average or grade point average.

Policy Advisory on F Grades

SCHOOLS WITH NO ATTENDANCE POLICY

QUESTION:

If the student completes a period of enrollment with a failing punitive grade (i.e., an F) assigned, does the school need to report the last date of attendance during that enrollment period?

- **No.** The last date of attendance during a period of enrollment does not need to be reported if a student completes the enrollment period with a punitive grade and does not violate the school's standards of conduct, progress, or attendance during that term.

SCHOOLS WITH AN ATTENDANCE POLICY MUST ENFORCE THAT POLICY

Attendance Policy

The **State Approving Agency** may set any **Additional Reasonable Criteria (ARC)** for approval of programs for veterans and other persons eligible for VA education benefits.

Mitigating Circumstances

Mitigating Circumstances

UNAVOIDABLE

Unanticipated

Death

Beyond the Control

Event

ILLNESS

Mitigating Circumstances

The screenshot displays the VA-ONCE system interface. On the left is a navigation sidebar with icons for 'Select', 'Admin', 'Reports', and 'Logout'. The main window has tabs for 'Bio', 'Certs', 'VA Data', 'Log', and 'History'. Below the tabs are filter dropdowns for 'All', 'All', 'All', and a 'Filter' button. A table lists terms with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The table contains several rows, with one row for 'SPRING 10' highlighted in green. Below the table is an 'Edit Termination' dialog box. The dialog shows 'Facility: 22222222', 'Trng Type: HL_UNDERGRAD', 'Prgrm: AA', and 'Prior Credit: 2'. It includes input fields for 'Term Name' (SPRING 10), 'Begin Date*' (01/10/2010), 'End Date*' (05/10/2010), 'Credit' (0), 'Dist*' (0), 'R/D', 'Clock', 'Tuition*' (1600.00), and 'Fees*' (250.00). There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. A dropdown menu for 'Reason for Termination' is set to 'Withdrawal After Drop Period - Non-Punitive Grades Ass...', and another dropdown for 'Mitigating Circumstances' is set to 'An Unavoidable Change In The Student's Conditions Of...'. The 'LDA/EFF Date' is 02/15/2010. At the bottom of the dialog is a 'Windows Internet Explorer' window with a help message: 'If the following terms remain as previously certified, click 'OK'. To automatically terminate the terms that begin on or after the termination date, click 'Cancel'. VA-ONCE recognizes subsequent terms to be those terms which start on or after the effective date of the termination being submitted. NOTE: Please read the help text concerning subsequent terms to ensure proper processing.' with 'OK' and 'Cancel' buttons.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
4X SPRNG B 10			03/15/2010	05/10/2010
4X SPRING 10			01/10/2010	05/10/2010
-2 SPRING 10			01/10/2010	05/10/2010
4X SPRING 10			01/10/2010	05/10/2010
4X SPRING A 10			01/10/2010	03/10/2010

6-Credit Hour Exclusion

VA automatically grants mitigating circumstances for up to 6 credits the first time a student reduces or terminates and mitigating circumstances must be considered.



Non-Punitive Grades – End of Term

Non-Punitive Grades – End of Term

Increase

Increase On First Day Of Term

Preregistered But Reduced Prior To First Day Of Term

Reduction (Non College)

Reduction After Drop Period - Non-Punitive Grades Assigned

Reduction After Drop Period - Punitive Grades Assigned

Reduction During Drop Period

Reduction On First Day Of Term

Student Completed Term But Non-Punitive Grades Assigned For One Or More Courses

Other (Explain In Remarks)

Academic Probation

Education and Career Counseling

VA's Education and Career Counseling program is a great opportunity for Servicemembers and Veterans to get personalized counseling and support to help guide their career paths, ensure most effective use of their VA benefits, and achieve their goals.

Services Include Assisting the Service member/Veteran with:

- **Career Choice** - understand the best career options for you based on your interests and capabilities
- **Benefits Coaching** - guidance on the effective use of your VA benefits and/or other resources to achieve your education and career goals
- **Personalized Support** - Academic or adjustment counseling and personalized support to help you remove any barriers to your success

Academic Probation

School Official Completes							
Benefit Chapter	SSN/File Number	Payee Number	Last Name	First Name	Facility Code	Beginning Date Academic Probation	Zip Code Current Address

All notifications must include “Academic Probation” in the subject line

Unsatisfactory Progress, Conduct, and Attendance

Standards of Progress:

- The school's grading system
- The minimum satisfactory grade level
- Conditions for interruption of training due to unsatisfactory grades or progress
- A description of any probationary period
- Conditions for a student's reentrance/ readmission following dismissal/suspension for unsatisfactory progress
- Conditions for dismissal due to unsatisfactory conduct
- The school's attendance policy

Unsatisfactory Progress, Conduct, and Attendance

Progress Records

Your School Name Here
 Your School Address _____ Name: Your Name _____ ID# : Your Student ID _____
 DOB: Your Date of Birth _____



Dept	Course No.	Title	Units Accepted	Units Earned	GRADE	GRADE POINTS
*** ACADEMIC TRANSCRIPT ***						
PALL	1968					
COM	101	Introduction to Speech Communication	3.0	3.0	A-	12.0
CIS	101	Introduction to Business Computers	3.0	3.0	B	9.0
ENG	121	English Composition	3.0	3.0	A	12.0
FRN	101	Beginning French I	3.0	3.0	B	9.0
MTH	111	Analytical Geometry & Calculus I	3.0	3.0	B-	9.0
PHY	113	Classical Physics	3.0	3.0	A	12.0
SEMESTER TOTALS			18.0	18.0	3.50	63.0
SPRING 1969						
ENG	122	Critical Writing and Reading	3.0	3.0	A	12.0
FRN	102	Beginning French II	3.0	3.0	B	9.0
MTH	112	Analytical Geometry & Calculus II	3.0	3.0	A	12.0
PHY	114	Classical Physics II	3.0	3.0	B	9.0
PSY	101	Introduction to Psychology	3.0	3.0	A-	12.0
SEMESTER TOTALS			15.0	15.0	3.60	54.0
CUMULATIVE TOTALS			33.0	33.0	3.55	117.0
FALL 1969						
ART	123	Art Appreciation	3.0	3.0	B-	9.0
BIO	121	General Biology I	3.0	3.0	B	9.0
ECO	201	Intro to Microeconomics	3.0	3.0	A-	12.0
FIN	101	Personal Finance Decision	3.0	3.0	A	12.0
HIS	122	World History 1877 to Present	3.0	3.0	A	12.0
SEMESTER TOTALS			15.0	15.0	3.60	54.0
SPRING 1970						
ACC	201	Moniers Accounting I	3.0	3.0	A	12.0
ART	131	Intro to Music Appreciation	3.0	3.0	B	9.0
BIO	127	General Biology II	3.0	3.0	A	12.0
ECO	202	Intro to Macroeconomics	3.0	3.0	A-	12.0
FIN	206	Principles of Finance	3.0	3.0	A	12.0
ENG	206	Written Business Communications	3.0	3.0	A-	12.0
SEMESTER TOTALS			18.0	18.0	3.83	69.0
CUMULATIVE TOTALS			66.0	66.0	3.64	240.0

Memoranda & Footnotes CG Change of grade IR Incomplete removed IC Incomplete changed RC Repeat class S Substitution BP By petition TC Transfer credit AO Audit only, no credit received Student is in good standing unless otherwise indicated.	Transcripts Issued 06/09/1991	Degree or Credential Certification BBA 06/09/1991
--	---	---

TRANSCRIPT IS ONLY VALID WITH THIS SIGNATURE

Thomas Alan Carother

OFFICE OF THE REGISTRAR

Probation & Suspension

PROBATION

- You must report to VA when a student is placed on probation
- Notify VA through **Right Now Web** (ie the Q&A section of the GI Bill website)
- Include:
 - Student's name
 - VA file number
 - in the subject line the statement "Student placed on academic probation"
- If multiple students are being reported you may submit a single notification by using the spread sheet on page 77 of the SCO handbook
- VA has counseling services available to these students (Ch 36)
 - Students complete VA Form 28-8832

SUSPENSION

- Schools that have a period of probation may not continue to certify a student (who remains in a probationary status) for an indefinite period
 - Generally this means 2 terms
 - You must report to VA when a student is no longer meeting the standards of progress *for your school*
 - You will terminate the last term for which the student is entitled to payment
 - If the student is not returning you must still terminate
 - If the student returns to the same school/program VA will resume benefits
 - If the student makes a change, VA may have to determine if the new program is suitable before benefits can be resumed
- Appeals:** If a student is academically suspended but the suspension is appealed and overturned, you do not terminate the certification

If the termination was already submitted you should recertify the student.

Unsatisfactory Progress, Conduct, and Attendance

Recertification of VA Claimant

Resumption of VA benefits following a termination due to unsatisfactory progress or conduct:

If at the same school - the school established a reasonable likelihood that the student will be able to maintain satisfactory progress and conduct in the future

If the beneficiary changes schools - the beneficiary must request for resumption of VA benefits (22-1995 or 22-5495)

Graduation

Termination Information: Graduation

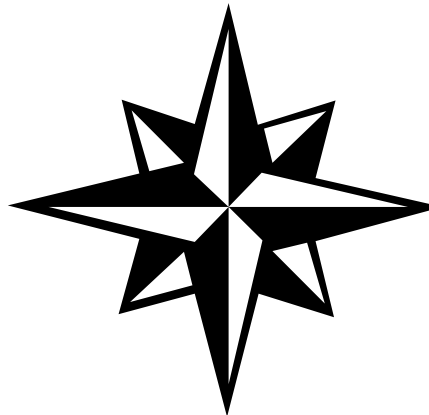
Date of Termination: 12/16/2014

Period Beginning: 08/25/2014

Period Ending: 12/16/2014

Enroll Dates	Revised End Date	Res Hrs	Dist Hrs	R/D Hrs	Clock Hrs	T&F Program Amt	Yellow Ribbon Amount	Out St Chg	TT/FT=
08/25/2014	12/16/2014	14.0	0.0			\$1,615.51			
Adjustment Change-In-Student-Status Certification									
08/25/2014	12/16/2014	14.0	0.0			\$1,615.51			
*** Graduation *** Effective 12/16/2014 ***									

QUESTIONS?



This PowerPoint presentation was created by Cynthia Kujawski, Supervisory ELR, May 2015. Last revised December 2015.

Contact Us



U.S. Department
of Veterans Affairs

WEBSITE: www.benefits.va.gov/gibill

FACEBOOK: www.facebook.com/gibillEducation

TELEPHONE: 1-888-GIBILL-1 (1-888-442-4551)



POST ★ 9/11
GI BILL

It's Your Future