

POLICY & PROCEDURES MEMORANDUM

TITLE:	VETERANS AFFAIRS
EFFECTIVE DATE:	November 6, 2001* <i>(*Title Updates 6/7/12; 2/24/05)</i>
CANCELLATION:	DCI-1467.1 (3/22/88)
CATEGORY:	Student (SA)

POLICY STATEMENT

Veterans Administration Educational Assistance Program eligibility/enrollment requirements and the admission and academic requirements of the college must be met in order for a veteran to be eligible to attend Delgado Community College and receive Veterans Administration benefits and services through the Delgado Veterans Affairs offices.

The Veterans Affairs office on each campus serves as the point of contact with the Regional Veterans Administration on matters relating to the Veterans Administration Educational Assistance Program. Procedures for implementing the Veterans Educational Assistance program at the College are followed in accordance with this memorandum.

1. **Purpose**

To provide procedures for implementing the Veterans Administration's Educational Assistance program at Delgado Community College.

2. **Scope and Applicability**

This memorandum applies to Veterans Affairs offices on all campuses and sites and to operating units and faculty/staff members providing educational or other services to veterans attending Delgado Community College.

3. **"Veteran" Defined**

"Veteran," as used in this memorandum, refers to any person eligible to participate in the Veterans Administration Educational Assistance program: i.e., service personnel; spouses and orphans of service men and women who died on active duty or who died of a service-connected disability. It also includes the spouses and children of veterans listed for more than 90 days as: missing in action, captured in the line of duty by a hostile force or forcibly detained or interned in the line of duty, and reservists of all branches of the service eligible for veteran educational assistance programs.

4. **Background**

- A. Chapter 30, 31, 32, 34, 35 Title 38, U. S. Code; Section 903, Public Law 96-342; and Chapter 106, Title 10, U. S. Code govern the administration of Veterans Administration Educational Assistance Program. This program provides for granting financial assistance for education and training to eligible veterans. To be eligible for veterans benefits at Delgado, the college must certify the student's enrollment each enrollment period and the student must be enrolled in an approved associate degree program. Any student, who believes he/she is eligible for veteran's benefits, should contact the Delgado Veterans Affairs office for assistance in applying for these benefits. Final determination of eligibility is made by the Adjudication Division of the Veterans Administration.
- B. Public law 92-540 (Vietnam Era Veterans Readjustment Act of 1972) provides for advance payment of subsistence allowance to veterans and service men and women enrolling for half-time or more. To receive the advance award, veterans must submit a request to the Veterans Administration one month prior to the start of classes. Checks, addressed to the veteran, will be sent to the college for delivery when the veteran registers for courses. Checks will not be delivered prior to 30 days before the start of classes. Subsequent checks will be mailed directly to the veteran.

5. **Veterans Administration Academic Requirements**

- A. A veteran who makes a grade point average (G.P.A.) below 2.0 in any semester or term will be placed on scholastic probation for Veterans Administration purposes. If he/she fails to achieve at least a 2.0 G.P.A. in any subsequent semester or term, it will be reported to the Veterans Administration as "unsatisfactory progress" unless his/her cumulative average continues to meet or exceed a 2.0 G.P.A.

- B. To receive Veterans Administration benefits at Delgado, a student must maintain a good academic standing and must earn a semester GPA (grade point average) of at least 2.0. If the veteran makes a GPA below 2.0 for two semesters, he/she has made unsatisfactory progress. Counselors may, if circumstances warrant, recommend that the veteran be considered as having a good academic standing to enable him/her to continue receiving veteran benefits.
- C. If, during a subsequent semester, the veteran's GPA remains below 2.0, counselors will consult with the Delgado Community College Veterans Affairs office before again approving a good academic standing for the following semester. The veteran will not be certified for the forthcoming semester until after the semester and only if he/she has attained a semester GPA of at least 2.0. The veteran will be paid for each subsequent semester as long as the student maintains a 2.0 GPA. Any time the student falls below a 2.0 GPA for two semesters, he/she will reenter the unsatisfactory progress cycle.
- D. If a student is suspended by Delgado Community College for lack of academic progress, he/she will not be certified for Veterans Administration benefits during the first semester of attendance after the suspension until after the semester and only if the student achieves a 2.0 GPA for that semester.

6. **Procedures and Responsibilities**

- A. The Veteran's Affairs Officers on each campus must:
 - (1) Adhere to all Veterans Administration Regulations under Chapter 30, 31, 32, 34, 35 Title 38, U. S. C.; Section 903, Public Law 96-342; or Chapter 106, Title 10, U. S. C.
 - (2) Assist veterans in applying for educational assistance benefits by preparing necessary enrollment certifications and submitting required forms and documentation to the Veterans Administration Regional Office of any discrepancies.
 - (3) Work closely with veterans, counselors, and faculty to ensure that veterans are meeting Veterans Administration attendance and academic standards and notify the Veterans Administration Regional Office of any discrepancies.
 - (4) Maintain documentation on all veteran inquiries, problems, etc., as well as any action taken by the Delgado Veterans Affairs office.
 - (5) Maintain case folders on veterans currently enrolled or who have interrupted or terminated enrollment at Delgado. Case folders include:

- Copies of Enrollment Certificates forwarded to the Delgado Veterans Affairs office.
 - Copies of all correspondence to and from the veteran involving the Delgado Veterans Affairs office.
 - Copies of Application and Enrollment Certifications of tutorial assistance.
 - Delgado Veterans Affairs office correspondence relevant to the individual veteran.
- (6) Serve as a resource to students, faculty, and administrators on matters relating to the Veterans Administration Educational Assistance Program.
- B. Delgado Admission and Registrar's offices must:
- (1) Assign top priority to the evaluation of veteran's transcripts for prior credit, both transfer college credit and military educational experience.
 - (2) Furnish transcript evaluations to the Veterans Affairs office as soon as possible.
- C. Delgado counselors must work closely with the Veterans Affairs office to ensure courses and programs pursued at Delgado as well as the veteran's academic standing meet Veterans Administration requirements.

7. **Cancellation**

This policy and procedures memorandum cancels DCI 1467.1, *Veterans Services*, dated March 22, 1988.

Review Process:

Student Affairs Council 9/18/01
Executive Council 11/6/01

Distribution:

Distributed Electronically Via College's Intranet