

**VA Regulations and Student Responsibilities**

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**THIS FORM MUST BE SIGNED AND RETURNED TO THE OFFICE OF ENROLLMENT SERVICES**

All students receiving Veterans Administration educational benefits are required to comply with all applicable Federal Regulations as well as all applicable College of Marin Policies and Procedures.

**IMPORTANT:** Students who have previously attended other Colleges, Universities or vocational Schools **MUST** submit OFFICIAL TRANSCRIPTS from these schools to the College of Marin Counseling Department. Transcripts must be on file with the College of Marin Counseling Department and evaluated by the Veteran's Counselor. Certification **will not** be authorized until all official transcripts have been submitted and evaluated.

**PLEASE NOTE:** In order to be certified for Math and/or English courses, ALL students are required to take the College of Marin Math and/or English placement test. Prior to any VA certification of enrollment in Math and/or English courses, test results must be submitted to either the veteran counselor or to the VA Certifying Official in the Office of Admissions and Records. VA will only pay for math and/or English courses that match your test score placement level. Lower level courses (other than placement level) must be approved by the College of Marin Petition Committee prior to VA certification.

**Educational Objective/Program:**

All students receiving veteran benefits must declare an educational objective/program while attending College of Marin. Only programs approved by the California State Approving Agency are eligible to be certified with the Department of Veteran Affairs. Approved degrees/certificates are listed in the College of Marin Catalog. If your objective is to transfer to a four-year school, the College of Marin must have an articulation agreement with the transfer school in the specific major in order for COM to certify your course work with the VA.

**NOTE:** Most program requirements do not leave room for many elective units.

A Student Education Plan (SEP) must be on file with the VA Certifying Official in the Office of Enrollment Services. Courses **will ONLY** be certified if they appear on the approved SEP signed by the veteran's counselor.

**Payments for Certification of full Semester Courses and Short Term Classes:**

The College of Marin must report to VA full semester courses and short term classes separately. VA will only pay for the actual time the class is in-session. Example: Student registers for a total of 12 units. 9 units are full semester courses. VA would only pay for  $\frac{3}{4}$  time of in-session course work. Once the short-term class(es) begin, VA would adjust, upward or downward depending on the total units which are in-session.

**Change in Educational Program:**

A new "Student Education Plan" form must be developed by the student and the veteran's counselor **each time** an educational **goal is changed** (includes both change of major and/or change in school where you will be transferring) **AND** a "Statement of Affirmation" form available from the College of Marin veteran's counselor. **Both completed forms must be submitted to the VA Certifying Official in the Office of Enrollment Services.**

**Academic Standing:**

PA of 2.0 is required to meet the COM graduation requirements. **A veteran or dependent veteran who has less than a 2.0 cumulative GPA in three consecutive semesters will have his or her veterans' benefits terminated.**

**Attendance:**

Regular attendance is necessary for satisfactory progress in college. VA will not pay benefits for the period after a student has ceased attending a class and it is possible that if you receive a grade of F, NP or FW as a result of an unofficial withdrawal (stopped attending a class without officially submitting a Drop Card to the Office of Enrollment Services), the College of Marin is required to report the grade to the Department of Veteran Affairs and you may be subject to an overpayment.

**Student's Responsibility—Adding and/or Dropping classes:**

All students collecting veteran benefits must immediately report any changes (Adds/Drops) to their class schedule to the VA Certifying Official in the Office of Enrollment Services. Students must be maintaining satisfactory progress in all course work and taking only courses applicable toward the degree goal/objective. If a student drops a course, unless he or she can show DVA that there are mitigating circumstances, he or she may be asked to return ALL the money paid to him or her for that course from the start of the term, not merely from the date he or she dropped the course.

**Remedial Courses:**

The VA will not pay for remedial course work unless College of Marin test results show that the course work is required. Verification of remedial test scores must be on file with the VA Certifying Official in the Office of Enrollment Services.

**Repeating Courses:**

Courses that are failed or for which the final grade does not meet minimum requirements for the current objective, may be certified a second time for VA purposes (check COM catalog for course repetition regulation). Courses that are successfully completed may not be certified for VA purposes if they are repeated.

**Military Credit:**

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge to the Office of Enrollment Services and receive 5 units of PE credit. These units will appear in the memoranda section of the grade record. Students must have completed 12 units at College of Marin to be eligible.

**Continuing Students:**

Complete a Veterans Benefit/Request for Certification form EACH SEMESTER you wish to be certified with the Department of VA (available at the Office of Enrollment Services). Continuing students are encouraged to take advantage of PRIORITY registration. Priority dates are listed on every student's COM Student Portal prior to the beginning of each semester.

**Retroactive Benefits:**

VA benefits can be paid for enrollments up to one year prior to the date VA receives a student's application.

**Parent School Letter:**

Students wishing to take courses elsewhere to satisfy requirements for the current educational objective at COM need to request from the COM VA Certifying Official in the Office of Enrollment Services a "Parent School Letter." It is the responsibility of the student, at the completion of each term, to have transcripts from the secondary school sent to the College of Marin Counseling Department for Evaluation.

**Priority Registration:**

In recognition of the men and women that serve us and our country SB 272 grants priority registration to current members of the armed forces and former members of the armed forces for any enrollment period that begins within two years of their date of separation from active duty. This means veterans will have the highest priority in registering for classes.

I have read and agree to follow the regulations as listed above.

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Student Signature

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Date

A copy of this signed form will be mailed to you for your records.