

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 4.12	Standards of Progress for Veteran Certification at Polk State College	FS 1001.60-65			12/2/19

I. Purpose

The objective of this rule is to maintain compliance with *Title 38, Code of Federal Regulations* (CFR) Section 21.4253(d) (1), (2), (3), and (4); Title 38, CFR Section 21.4277; and *Department of Veterans Benefits Circular 20-75-84* in establishing record requirements and minimum standards of progress that are required of each student certified for assistance under the Veterans Administration (VA).

II. Records Requirements

- A. A student veteran's record of progress is included on the student's college transcript. This transcript includes the following:
 - 1. Each course for which the student has enrolled
 - 2. The final grade in each course with notation of any withdrawals
 - 3. A record of re-enrollment for any course(s) from which a withdrawal has been processed
 - 4. Credit earned at any prior institution(s) that has been accepted at Polk State College

- B. A student veteran's permanent record includes the following:
 - 1. A record of any formal student course withdrawal(s) with the effective date(s)
 - 2. A record of any instructor course withdrawal(s) for absences and the effective date(s)
 - 3. A plan for graduation that has been agreed upon by both the student and the student's counselor

- C. Information regarding changes to a student veteran's status is transmitted to the Polk State Veterans Affairs Office from the Financial Aid Office within 30 days after receipt, so that prompt action may be taken.

III. Standards of Progress

- A. Any eligible veteran (or dependent student) who has earned less than 30 credit hours is able to be certified to the VA as long as the individual maintains sufficient academic standing to avoid the category "Academic Warning" as described in Polk State College Procedure 5017: *Standards of Academic Progress*.

- B. An eligible veteran (or dependent student) who has earned 30 credit hours (or more) must have a minimum cumulative grade point average of 2.0 in order to be certified to the VA.
- C. The College monitors the veteran's (or dependent student's) progress toward a degree by requiring each eligible person to have an approved program plan on file during every term for which certification is requested. This plan of approved courses constitutes an agreement between the College and the eligible person regarding the requirements for graduation and the approved courses for VA certification. The eligible person is unable to be certified for courses that are not on the list or those that unrelated to an approved VA program of study. The student's plan is kept in the Office of Veterans Services.
- D. Any matter in which the certifying officer or the veteran questions the application of this policy is referred to the Petitions Committee, a subcommittee of the Student Services Quality Council. The decision of this committee is final.

History:

Adopted: July 4, 1976

Revised: June 30, 1983; April 27, 1992; January 24, 1994; April 23, 2007; January 27, 2014; and December 2, 1019