Welcome to ARIZONA STATE UNIVERSITY Veteran Benefits and Certifications Office. This Standards Letter is provided to assist you in applying for and receiving your Veterans Educational Benefits, by making you aware of some of the applicable standards involved in benefits processing.

You, the Veteran Benefits & Certifications section in the University Registrar's Office (VBCO) and the Department of Veterans Affairs (DVA) - Veteran Benefits & Certifications functions as an intermediary between you and the DVA. We exist for two primary reasons:
1) To certify to the DVA that you are registered at ASU and
2) To verify for the DVA that the courses you are taking apply to the degree program that you have identified as seeking.

Veterans Education and Training Approval Agency

The VA will provide counseling free of charge to veterans who qualify. If interested, you can request VA Form 28-8832 from VBCO and submit it to the AZ Veterans Education and Training Approving Agency so counseling arrangements can be made.

Transfer Students – Credit for Prior Training – Veteran students are required to request and have evaluated all prior college and university credit received prior to, during and after military service. This is to ensure that the VA does not pay for coursework twice and that students receive the most from their benefits. Transfer students will be required to have a prior credit evaluation completed by an ASU academic advisor and submit it to the VBCO before the initial enrollment certification will be processed for VA benefits.

Processing your Paperwork – Your paperwork will take approximately 6 to 8 weeks to process through the DVA once it leaves our office. Therefore, please allow a minimum of 8 weeks after certifying with us before checking back regarding your monies. Nothing is automatic; you must submit a new activity sheet to the VBCO to certify every semester after you have enrolled in classes. Remember to certify early to expedite the process.

Changes – As required by law, all changes to your information, including name, address, telephone number, degree, major, programs of study, and class schedule, must be reported to our office immediately.

Course and Grades – Acceptable grades are A, B, C, D, E, Y, and P. Failed courses and courses requiring a C or better grade may be repeated for pay. Courses in which a grade of Incomplete is received cannot be retaken for payment. All incomplete grades not completed within a year become E (failing) grades. Withdrawing from classes during or after a semester can create an overpayment. Audited courses are not authorized for pay.
Probation and Disqualification – ASU and your college/department have a minimum GPA requirement. Failure to maintain the required GPA will result in academic probation or disqualification. You are still eligible for educational benefits while on academic probation, although your benefits may be affected with a continuing probation status. If your probation results in academic disqualification, you are no longer eligible for educational benefits.

(initials)

E-mail Communications – To expedite processing of my benefits, I understand that ASU utilizes e-mail communications with the VA Phoenix or Muskogee Offices. These communications may include discussions of information concerning my school affairs and educational benefits.

(initials)

Consent for Access To Educational Records - Student records are protected by the federal Family Educational Rights and Privacy Act (also known as FERPA, and/or the Buckley Amendment) which affords students certain rights with respect to their education records. If for any reason someone other than you will be contacting Veteran Benefits & Certifications regarding your VA enrollment certification, consent for access and/or a proxy must be filed with the Records and Enrollment section of the University Registrar’s Office.

(initials)

UNDERGRADUATE STUDENTS ONLY:

Degree Audit Reporting System – The VA will only pay benefits for courses necessary to fulfill a degree requirement. Once you have been accepted into your major program, the major map must be followed to receive benefits. If a course does not meet a requirement on the DARS report, it is the student’s responsibility to have a DARS Approval form completed by a program advisor and submit it to VBCO for certification. Only those courses the advisor has authorized can be certified for benefits.

(initials)

GRADUATE STUDENTS ONLY:

Admissions – You must apply for admissions through the Graduate College. You may be paid for courses applicable to your degree while on conditional admission status. You must supply the VBCO with a signed IPOS or a semester course listing approved by your advisor. The DVA may pay you less for undergraduate courses which are required for admission to a graduate program or are prerequisites for graduate courses.

(initials)

Standards Compliance – You are expected to comply with these standards. Repeated violations can result in the VBCO refusing to process your file. If this occurs, you would be required to work directly with the Veterans Administration Regional Office, Phoenix, AZ or the Veterans Administration Regional Processing Center, Muskogee, OK to certify and receive your benefits.

(initials)

________________________________________  ____________ _________
Signature       Date