Academic Progress Policies and Procedures for Students Receiving VA Benefits

Students who receive VA Benefits are required to meet certain academic requirements. Students must have an average of a “C” or higher for their cumulative grade at the end of each semester. They must also be in compliance with the institution’s attendance policy. The school’s attendance policy requires students to attend at least 91% of the scheduled hours in the semester.

Grades will be checked at the end of each semester. Attendance will be reviewed at the end of each month to ensure that students have not gone over the attendance policy. If a student does not meet the attendance requirements at the end of the month, then his or her benefits will be canceled for the term. In these cases, the student has the right to appeal the cancellation of his or her benefits to have them reinstated for the remainder of the term; however, the student will still go on probation or suspension for the next term, as outlined below.

At the end of the semester, any student who does not have a “C” or higher or who does not meet the attendance requirements will go on probation for the next term. Students on probation will continue to receive their benefits.

A student who fails to meet these standards for two consecutive semesters will have their VA Benefits suspended for the next semester. Students on suspension may not receive any additional benefits until they can prove that they are once again meeting the standards outlined above. Students have a right to appeal the suspension of their VA Benefits by writing a letter explaining their circumstances. Appeal letters must go to the Financial Aid Office and will be reviewed within two weeks of receipt. The student will be notified of the appeal committee’s decision within one week of reviewing the appeal letter.

Students who transfer to a new program must continue to meet the institution’s attendance policies to remain in good standing. Any coursework that transfers to the new program will factor into the student’s cumulative grade for the new program. If a student withdraws from one program during the middle of a term for which they have had VA benefits, then the student will automatically go on probation for the first term of the new program.

Grading Scale:
90-100: A
80-89: B
70-79: C
60-69: D
0-59: F

The following grades will not count as curriculum completed.
I: Incomplete
F: Failing grade
W: Withdrawn
WP: Withdrawn/Passing
WF: Withdrawn/Failing

Students’ benefits will only be certified for the scheduled number of hours in the program. For example, if a program is scheduled to last 1000 hours, after a student has been scheduled for 1000 hours, the benefits will not be extended even if the student has not completed the program.