

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

5014-PVC

Veterans Services

Reference: Education Code Sections 67100 and 67101
Title 5, Section 55023, 55024
38 U.S. Code Section 3680, 3681

Veterans' services are provided to assist eligible veterans and their dependents in obtaining the VA educational benefits and achieving their educational goals. The Veterans Representative provides information on veterans benefits and services, assists applicants with completing applications and forms necessary for VA benefits, and assists in resolving VA educational problems.

Veterans seeking enrollment certification to receive educational benefits under the G.I. Bill should contact Financial Aid as soon as possible. Veterans who do not file for benefits thirty (30) days before the opening of the semester should plan for an additional 6 to 8 week delay in receiving benefits.

Palo Verde College is approved for the training of Veterans and eligible persons under Title 38 of United States Code..

Veterans Program Course Requirements

1. Students receiving VA benefits must submit transcripts of all previous college work to the Registrar's office.
2. Students receiving VA benefits must declare a major and are responsible for enrolling only in courses required for their major (including prerequisite courses). Failure to take proper classes can lead to reduction or termination of benefits. Academic advisement is recommended each term to help achieve proper course placement.
3. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory academic progress. If a VA student's grade point average (GPA) remains below the graduation requirements for more than three (3) consecutive terms, the student will not be certified for VA educational benefits until his or her academic status is restored to good standing.
4. The Veterans Representative must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes and withdrawals immediately to the Registrar's office.
5. Any student receiving VA educational benefits who has accumulated 30 or more units must have an AA/AS degree evaluation before he or she can be certified for benefits.

6. The unit load requirements for students receiving VA educational benefits are:

Fall or Spring Semester

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|----------------------|------------------|
| Full-time | 12 units or more |
| $\frac{3}{4}$ - time | 9-11 units |
| $\frac{1}{2}$ - time | 6-8 units |

Summer Session

| | |
|----------------------|-----------------|
| Full-time | 6 units or more |
| $\frac{3}{4}$ - time | 5 units |
| $\frac{1}{2}$ - time | 3-4 units |

Veterans taking a course which lasts less than a semester will be paid only for the actual dates of the course and not for the entire semester.

7. Currently enrolled Veterans receive credit for 3.0 units of Health Education and 3.0 units of Physical Education. Official documents indicating that one year of military service has been completed must be submitted by students to the Admission and Records Office. Military courses shall be assigned the units recommended by the American Council of Education (ACE) or the accredited military institution. The academic transcript will be annotated indicating that these units are awarded for military experience and the Veteran will receive a grade of "CR" for each.
8. Military Withdrawal (MW) will be assigned by the Registrar in cases where a student is unable to complete a course due to a military obligation. Students who are members of the military (active or reserve) should present their military orders to the Registrar in order to have the MW assigned. The MW is not considered in issues of progress probation.

See Administrative Procedures 5010
See also BP/AP 4230 - Grading Symbols
See also AP 5013 – Students in the Military

(Formerly a part of PVC Board Policy 5010)

07/26/11 Board Information Item
04/17/18 College Council Review
05/08/18 Board Information Item