

# Change in Enrollment Process

The 41st Annual Florida Veteran Affairs/FAVES State Conference  
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# Change in Enrollment Process

## **TOPICS COVERED:**

Amend, Adjust, and Terminate

Reductions and Withdrawals

Non-Punitive Grades – End of Term

Incomplete Grades

Academic Probation

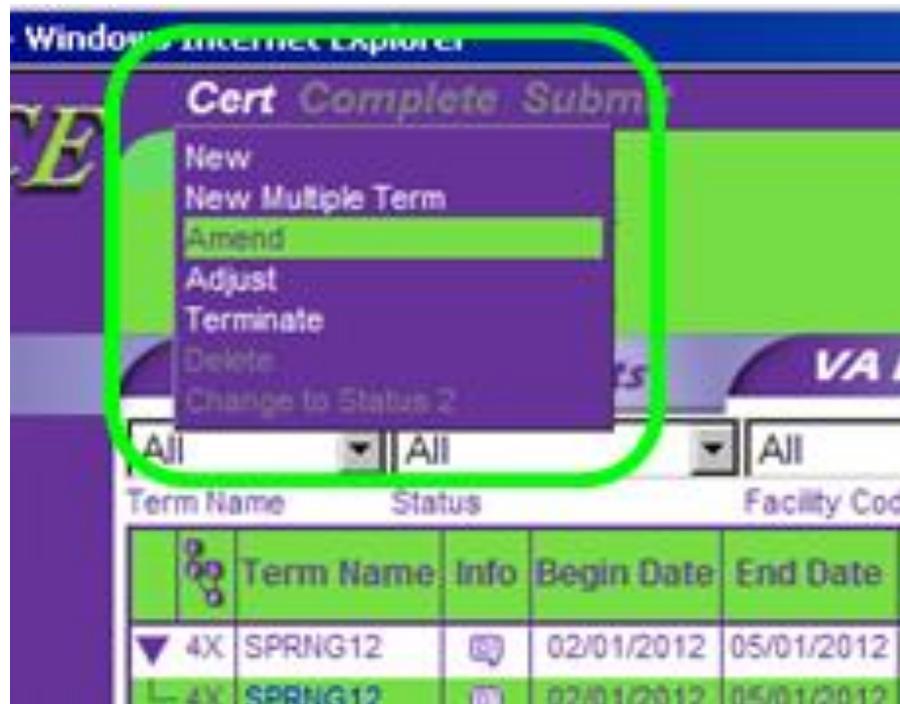
Unsatisfactory Progress, Conduct, and Attendance

Graduation

# Amend, Adjust, and Terminate

A Notice of Change in Student Status reports one of three distinct actions:

- Amend
- Adjust
- Terminate



# Adjustments

**Remember !!** When reporting a reduction for Ch33, VA needs the tuition and fees for the reduced number of credits

ENROLL DATES	RES	DISC	R/D	CLOCK	T&F	YELLOW RIBBON PROGRAM	FT/
Begin	End	Hrs	Hrs	Hrs	Amt	Amount	Out St Chg FT=
01/08/12	03/24/12	4	8		\$3,595.00	\$0.00	
Adjustment Change-In-Student-Status Certification							
01/08/12	03/24/12	0	4		\$3,595.00	\$0.00	
*** <u>Reduction</u> after drop period - non-punitive grades *** Effective 02/01/2012							

VA is not concerned with what the student may or may not still owe the school. **You must report the amount of T&F the student would have been charged had they initially started the term with the reduced number of credits.** So in the example above, the T&F for a student starting the term with 4 credits should have been reported on the adjustment.

# Reductions and Withdrawals

## Reduction and Withdrawals (Chapter 33)

Whenever credit hours change, prepare and submit an [adjustment](#). Adjust credit hours, and tuition and fees (if necessary). If a student certified for 12 credit hours drops to 9 credit hours:

Enroll Dates		Res	Dist	R/D	Clock	T&F
Begin	End	Hrs	Hrs	Hrs	Hrs	Amt
08/17/2015	12/11/2015	12	0	0	0	\$1,200.00
Adjustment Change-In-Student-Status Certification						
08/17/2015	12/11/2015	9	0	0	0	\$900.00
*** Reduction after drop period – non-punitive grades *** Effective 10/13/15						

# Adjustment On or Before the First Day of Term (CH 33)

## Adjustments

Enroll Dates	Revised End Date	Res Hrs	Dist Hrs	R/D Hrs	Clock Hrs	T&F Program Amt	Yellow Ribbon Amount	Out St Chg	TT/FT=
08/24/2015	12/10/2015	14.0	0.0	0.0	0.0	\$0.00			
Adjustment Change-In-Student-Status Certification									
08/24/2015	12/10/2015	11.0	0.0	0.0	0.0	\$1,206.47			
*** Reduction on first day of term *** Effective 08/24/2015 ***									

# Terminations

## On or Before the First Day of Term (CH 33)

### Terminations

Termination Information: Withdraw before beginning of term  
 Date of Termination: 06/29/2015  
 Period Beginning: 06/30/2015  
 Period Ending: 08/14/2015

Enroll	Dates	Revised	Res	Dist	R/D	Clock	T&F	Yellow Ribbon	TT/FT=
Begin	End	End Date	Hrs	Hrs	Hrs	Hrs	Program	Amount	Out St
							Amt	Amount	Chg
06/30/2015	08/14/2015		3.0	0.0	0.0	0.0	\$0.00		
Adjustment Change-In-Student-Status Certification									
06/30/2015	08/14/2015		0.0	0.0	0.0	0.0	\$0.00		
*** Withdraw before beginning of term *** Effective 06/29/2015 ***									

# Terminations

## On or Before the First Day of Term (CH 33)

### Terminations

Termination Information: Preregistered but never attended

Date of Termination: 05/10/2015

Period Beginning: 05/11/2015

Period Ending: 06/19/2015

Enroll	Dates	Revised	Res	Dist	R/D	Clock	T&F	Yellow Ribbon	TT/FT=
Begin	End	End Date	Hrs	Hrs	Hrs	Hrs	Program	Amount	Out St
							Amt	Amount	Chg
05/11/2015	06/19/2015		4.0	3.0			\$0.00	\$0.00	
06/22/2015	07/31/2015		4.0	3.0			\$0.00	\$0.00	
Adjustment Change-In-Student-Status Certification									
05/11/2015	06/19/2015		0.0	0.0			\$0.00	\$0.00	
*** Preregistered but never attended *** Effective 05/10/2015 ***									

# Terminations

## After the First Day of Term (CH 33)

### Terminations

Termination Information: Withdrawal after drop period - non-punitive grades assigned

Date of Termination: 07/28/2015

Period Beginning: 06/30/2015

Period Ending: 08/14/2015

Enroll	Dates	Revised	Res	Dist	R/D	Clock	T&F	Yellow Ribbon	TT/FT=
Begin	End	End Date	Hrs	Hrs	Hrs	Hrs	Program	Amount	Out St
							Amt	Amount	Chg
06/30/2015	08/14/2015		3.0	3.0	0.0	0.0	\$0.00		
Adjustment Change-In-Student-Status Certification									
06/30/2015	08/14/2015		0.0	0.0	0.0	0.0	\$334.82		
*** Withdrawal after drop period - non-punitive grades assigned *** Effective 07/28/2015 ***									

# Adjustments During Drop Period & After Drop Period

## Adjustments During Drop Period

If a student withdraws during the school's drop period, identify the adjustment or termination as "During Drop Period". The drop period is the designated period at the beginning of a term when students can add and drop classes without a grade being recorded on their transcript.

## Adjustments After Drop Period

If a student withdraws after the drop period, report the adjustment or termination as "After Drop Period – Non-punitive Grades Assigned" or "After Drop Period – Punitive Grades Assigned" as appropriate. Accurately identify whether the grade assigned is non-punitive or punitive. The action VA takes differs for non-punitive and punitive grades. If the grade is non-punitive **Mitigating Circumstances** are an issue.

# Non-punitive Grades vs. Punitive Grades

## Non-punitive Grades

A non-punitive grade is a grade that doesn't count as earned credit and isn't considered in progress standards for graduation. A withdrawal after the drop period is non-punitive if it isn't calculated into the student's GPA or it isn't considered in academic progress criteria like probation and suspension. Non-punitive grades have the same effect as an audit. They don't apply to the degree and they don't affect academic progress.

## Punitive Grades

A punitive grade is a grade assigned for pursuit of a course which is used in determining the student's overall progress toward completion of the school's requirements for graduation, e.g., a failing grade.

Unlike the non-punitive grade, the punitive grade does affect the criteria to be met by the student for graduation, i.e., it is a factor in computing the student's grade average or grade point average.

# Policy Advisory on F Grades

## *SCHOOLS WITH NO ATTENDANCE POLICY*

- If the student completes a period of enrollment with a failing punitive grade (i.e., an F) assigned, does the school need to report the last date of attendance during that enrollment period?
- No. The last date of attendance during a period of enrollment does not need to be reported if a student completes the enrollment period with a punitive grade and does not violate the school's standards of conduct, progress, or attendance during that term.

## *SCHOOLS WITH AN ATTENDANCE POLICY MUST ENFORCE THAT POLICY*

# Attendance Policy

## Florida SAA

The **State Approving Agency** may set any **Additional Reasonable Criteria (ARC)** for approval of programs for veterans and other persons eligible for VA education benefits.



# Mitigating Circumstances

## Mitigating Circumstances

UNAVOIDABLE

Unanticipated

Death

Beyond the Control

Illness

ILLNESS

# Mitigating Circumstances

The screenshot displays the VA-ONCE system interface. On the left is a navigation sidebar with icons for 'Select', 'Admin', 'Reports', and 'Logout'. The main window has tabs for 'Bio', 'Certs', 'VA Data', 'Log', and 'History'. Below the tabs are filter dropdowns for 'All', 'All', 'All', and a 'Filter' button. A table lists various terms with columns for Term Name, Info, Begin Date, End Date, Credit, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. The 'Edit Termination' dialog box is open, showing details for 'SPRING 10' at facility '22222222'. It includes fields for Begin Date, End Date, Credit, Dist, R/D, Clock, Tuition, and Fees. The 'Reason for Termination' dropdown is set to 'An Unavoidable Change In The Student's Conditions Of', and the 'Mitigating Circumstances' dropdown is set to 'Withdrawal After Drop Period - Non-Punitive Grades As'. A 'Windows Internet Explorer' pop-up window is also visible, providing instructions on how to handle subsequent terms.

Term Name	Info	Begin Date	End Date	Credit	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRNG B 10		03/15/2010	05/10/2010	2	0				22222222	8138883
4X SPRING 10		01/10/2010	05/10/2010	0	0				22222222	8138883
-2 SPRING 10		01/10/2010	05/10/2010	0	0			02/15/2010	22222222	
4X SPRING 10		01/10/2010	05/10/2010	6	2				22222222	8138883
4X SPRING A 10		01/10/2010	03/10/2010	2	0				22222222	8138883

**Edit Termination** (Save Cancel)

Facility: 22222222 Trng Type: HL\_UNDERGRAD Prgrm: AA Prior Credit: 2

SPRING 10 | 01/10/2010 | 05/10/2010 | 0 | 0 | | | 1600.00 | 250.00

Term Name Begin Date\* End Date\* Credit Dist\* R/D Clock Tuition\* Fees\*

Advance Pay  Accelerated Pay (high-tech courses only)

Reason for Termination: Withdrawal After Drop Period - Non-Punitive Grades As

LDA/EFF Date: 02/15/2010 Mitigating Circumstances: An Unavoidable Change In The Student's Conditions Of

Windows Internet Explorer

? If the following terms remain as previously certified, click 'OK'. To automatically terminate the terms that begin on or after the termination date, click 'Cancel'. VA-ONCE recognizes subsequent terms to be those terms which start on or after the effective date of the termination being submitted. NOTE: Please read the help text concerning subsequent terms to ensure proper processing.

OK Cancel

# 6-Credit Hour Exclusion

VA automatically grants mitigating circumstances for up to 6 credits the first time a student reduces or terminates and mitigating circumstances must be considered.



# Non-Punitive Grades – End of Term

## Non-Punitive Grades – End of Term

Increase

Increase On First Day Of Term

Preregistered But Reduced Prior To First Day Of Term

Reduction (Non College)

Reduction After Drop Period - Non-Punitive Grades Assigned

Reduction After Drop Period - Punitive Grades Assigned

Reduction During Drop Period

Reduction On First Day Of Term

**Student Completed Term But Non-Punitive Grades Assigned For One Or More Courses**

Other (Explain In Remarks)

# Academic Probation

## Education and Career Counseling

VA's Education and Career Counseling program is a great opportunity for Servicemembers and Veterans to get personalized counseling and support to help guide their career paths, ensure most effective use of their VA benefits, and achieve their goals.

Services Include Assisting the Servicemember/Veteran with:

- **Career Choice** - understand the best career options for you based on your interests and capabilities
- **Benefits Coaching** - guidance on the effective use of your VA benefits and/or other resources to achieve your education and career goals
- **Personalized Support** - Academic or adjustment counseling and personalized support to help you remove any barriers to your success

# Academic Probation

<b>School Official Completes</b>							
<b>Benefit Chapter</b>	<b>SSN/File Number</b>	<b>Payee Number</b>	<b>Last Name</b>	<b>First Name</b>	<b>Facility Code</b>	<b>Beginning Date Academic Probation</b>	<b>Zip Code Current Address</b>

All notifications must include “Academic Probation” in the subject line

# Unsatisfactory Progress, Conduct, and Attendance

## Standards of Progress:

- The school's grading system
- The minimum satisfactory grade level
- Conditions for interruption of training due to unsatisfactory grades or progress
- A description of any probationary period
- Conditions for a student's reentrance/ readmission following dismissal/suspension for unsatisfactory progress
- Conditions for dismissal due to unsatisfactory conduct
- The school's attendance policy

# Unsatisfactory Progress, Conduct, and Attendance

## Progress Records

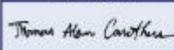
**Your School Name Here**  
 Your School Address \_\_\_\_\_ Name: Your Name \_\_\_\_\_ ID# : Your Student ID \_\_\_\_\_  
 DOB: Your Date of Birth \_\_\_\_\_

Dept	Course No.	Title	Units Accepted	Units Earned	GRADE	GRADE POINTS
<b>*** ACADEMIC TRANSCRIPT ***</b>						
PALL	1968					
COM	101	Introduction to Speech Communication	3.0	3.0	A-	12.0
CIS	101	Introduction to Business Computers	3.0	3.0	B	9.0
ENG	121	English Composition	3.0	3.0	A	12.0
FRN	101	Beginning French I	3.0	3.0	B	9.0
MTH	111	Analytical Geometry & Calculus I	3.0	3.0	B-	9.0
PHY	113	Classical Physics	3.0	3.0	A	12.0
<b>SEMESTER TOTALS</b>			<b>18.0</b>	<b>18.0</b>	<b>3.50</b>	<b>63.0</b>
SPRING 1969						
ENG	122	Critical Writing and Reading	3.0	3.0	A	12.0
FRN	102	Beginning French II	3.0	3.0	B	9.0
MTH	112	Analytical Geometry & Calculus II	3.0	3.0	A	12.0
PHY	114	Classical Physics II	3.0	3.0	B-	9.0
PSY	101	Introduction to Psychology	3.0	3.0	A-	12.0
<b>SEMESTER TOTALS</b>			<b>15.0</b>	<b>15.0</b>	<b>3.60</b>	<b>54.0</b>
<b>CUMULATIVE TOTALS</b>			<b>33.0</b>	<b>33.0</b>	<b>3.55</b>	<b>117.0</b>
FALL 1969						
ART	123	Art Appreciation	3.0	3.0	B-	9.0
BIO	121	General Biology I	3.0	3.0	B	9.0
ECO	201	Intro to Microeconomics	3.0	3.0	A-	12.0
FIN	101	Personal Finance Decision	3.0	3.0	A	12.0
HIS	122	World History 1877 to Present	3.0	3.0	A	12.0
<b>SEMESTER TOTALS</b>			<b>15.0</b>	<b>15.0</b>	<b>3.60</b>	<b>54.0</b>
SPRING 1970						
ACC	201	Moniers Accounting I	3.0	3.0	A	12.0
ART	131	Intro to Music Appreciation	3.0	3.0	B	9.0
BIO	127	General Biology II	3.0	3.0	A	12.0
ECO	202	Intro to Macroeconomics	3.0	3.0	A-	12.0
FIN	266	Principles of Finance	3.0	3.0	A	12.0
ENG	206	Written Business Communications	3.0	3.0	A-	12.0
<b>SEMESTER TOTALS</b>			<b>18.0</b>	<b>18.0</b>	<b>3.83</b>	<b>69.0</b>
<b>CUMULATIVE TOTALS</b>			<b>66.0</b>	<b>66.0</b>	<b>3.64</b>	<b>240.0</b>

<b>Memoranda &amp; Footnotes</b> CG Change of grade IR Incomplete removed IC Incomplete changed RC Repeat class S Substitution BP By petition TC Transfer credit AO Audit only, no credit received Student is in good standing unless otherwise indicated.	<b>Transcripts Issued</b> 06/09/1991	<b>Degree or Credential Certification</b> BBA 06/09/1991
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**TRANSCRIPT IS ONLY VALID WITH THIS SIGNATURE**

  
 OFFICE OF THE REGISTRAR




# Probation & Suspension

## PROBATION

- You must report to VA when a student is placed on probation
- Notify VA through **Right Now Web** (ie the Q&A section of the GI Bill website)
- Include:
  - Student's name
  - VA file number
  - in the subject line the statement "Student placed on academic probation"
- If multiple students are being reported you may submit a single notification by using the spread sheet on page 77 of the SCO handbook
- VA has counseling services available to these students (Ch 36)
  - Students complete VA Form 28-8832

## SUSPENSION

- Schools that have a period of probation may not continue to certify a student (who remains in a probationary status) for an indefinite period
    - Generally this means 2 terms
  - You must report to VA when a student is no longer meeting the standards of progress *for your school*
    - You will terminate the last term for which the student is entitled to payment
    - If the student is not returning you must still terminate
  - If the student returns to the same school/program VA will resume benefits
  - If the student makes a change, VA may have to determine if the new program is suitable before benefits can be resumed
- Appeals:** If a student is academically suspended but the suspension is appealed and overturned, you do not terminate the certification

**If the termination was already submitted you should recertify the student.**

# Unsatisfactory Progress, Conduct, and Attendance

## Recertification of VA Claimant

Resumption of VA benefits following a termination due to unsatisfactory progress or conduct:

If at the same school - the school established a reasonable likelihood that the student will be able to maintain satisfactory progress and conduct in the future

If the beneficiary changes schools - the beneficiary must request for resumption of VA benefits (22-1995 or 22-5495)

# Graduation

Termination Information: Graduation

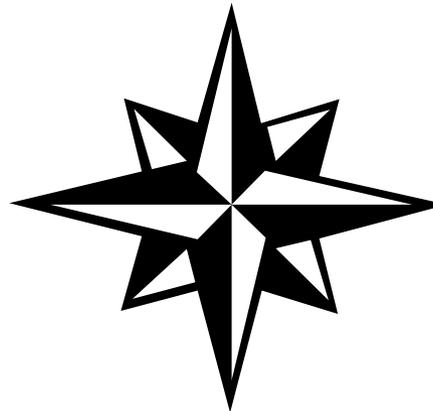
Date of Termination: 12/16/2014

Period Beginning: 08/25/2014

Period Ending: 12/16/2014

Enroll	Dates	Revised	Res	Dist	R/D	Clock	T&F	Yellow Ribbon	TT/FT=
Begin	End	End Date	Hrs	Hrs	Hrs	Hrs	Program	Amount	Out St
							Amt	Amount	Chg
08/25/2014	12/16/2014		14.0	0.0				\$1,615.51	
Adjustment Change-In-Student-Status Certification									
08/25/2014	12/16/2014		14.0	0.0				\$1,615.51	
*** Graduation *** Effective 12/16/2014 ***									

# QUESTIONS?



This PowerPoint presentation was created by Cynthia Kujawski, Supervisory ELR, May 2015. Last revised December 2015.