ACADEMIC ADVISORS ROLE IN ASSISTING VA STUDENTS
An Academic Advisor evaluates each student’s course work according to the following:

1. The student’s enrollment is enrolled in an approved major program found in the current BYU-H catalog. Minor degrees which lead toward future career goals may be included. Certificates are not approved, but courses may be taken as electives if needed to meet the 120 credit graduation requirement.

2. Only those courses necessary to complete the graduation requirements for the BYU-H degree maybe certified for VA educational benefits.

3. If the student is repeating course work for which he/she has already been granted transfer credit, those courses cannot be certified for VA educational benefits.

4. Students can be certified for VA benefits when repeating courses in legitimate circumstances. There is no limit for the number of times an eligible person may repeat a course for which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the need of the term is punitive (“C”, “D”, or “F”).

5. A new Course Enrollment Form, MAP, and program evaluation sheet must be submitted to the VA School Certifying Official at the Registrar’s Office each time the student makes any changes to his enrollment or program. Section numbers are necessary to separate ‘residence and distant learning (300)’ credits.

6. If a veteran student has served for a minimum of one year, he/she will receive military credit for 6 EXS credits. One credit will substitute for the EXS 100 elective, but not for EXS 177.

RESPONSIBILITIES OF VA STUDENT RECIPIENTS
In order to receive VA educational benefits at BYU-H, each student must:

1. Be classified – accepted by BYU-H for a major program leading to a degree.

2. Maintain satisfactory academic progress (2.0 GPA) as explained in detail in the BYU-H catalog.

3. Submit to the VA School Certifying Official (Registrar’s Office) his/her DD 214 showing military training. An official copy is required to be evaluated with completion of 24 credits or 2 semesters, or certification will be discontinued.

4. Submit a signed Course Enrollment Form to the VA SCO at the beginning of the semester/term.

5. Submit a new Course Enrollment Form, MAP and program evaluation sheet whenever courses are added/dropped to his/her schedule after the initial form has been submitted or a program changed. BYU-H is required to report all changes in enrollment to the VA.

6. Contact VA directly to confirm their enrollment status every 30 days. (12/30/2013)