

VETERANS STATEMENT OF RESPONSIBILITY

Name:		ID#		
Ad	ldress:	City	Zip	
Da	tte of Birth: College Majo	or:	Previous Degree	
Lis	st ALL colleges previously attended, whether or not	you have received be	enefits (year and dates)	
1.		2		
3		4		
WI	L PREVIOUS COLLEGE TRANSCRIPTS MUST A TLL BE APPROVED FOR EDUCATIONAL BENEFI UNDERSTAND THAT I HAVE THE FOLLO DIMMUNITY COLLEGE AND RECEIVING VA EI	<i>its.</i> Dwing obligati	ONS WHILE ATTENDING GLENDALE	
1.	I must turn in OFFICIAL SEALED COPIES of Office, and that the transcripts must be received a benefits. It is my responsibility to see that the transcripts initial)	f all previous college and evaluated before	e transcripts to the Admissions and Records certification will be approved for educational	
2.	I understand that I must turn in an Educational Plamy second term at GCC.	an, obtained from the	e VA counselor (AD 139), prior to the start of	
3.	I must be pursuing a program of study and makin as prescribed by current GCC and VA regulatio towards an approved educational major or goal. I Veterans Coordinator at the Admissions and Reco	ons. I understand that If I decide to change	t the VA will only pay for classes applying my desired major or goal, I must notify the	
4.	I must notify the Veterans Coordinator in the Adm of my complete withdrawal from school on or bef in status, an overpayment will result. I may be a Credit" (NC), (F) grade or a "Withdraw" (W) initial)	fore the date of occur required to pay back	rence. If the VA is not notified of my change to the VA any money received when a "No	

Check with the Veterans Coordinator in the Admissions and Records Office (AD 143)

BEFORE DROPPING ANY COURSES

- 5. I must notify the Veterans Coordinator in the Admissions and Records Office at GCC <u>each term</u> in order to keep my benefits active, by filing an intent-to-register form.
- 6. I cannot repeat a course unless a grade of "D, F or W" was received. Also, I cannot repeat a course in which I received an incomplete I must complete the required course work within the first 6 weeks of the next semester. If I do not complete the required course work, I will receive a grade as agreed to by the instructor in the incomplete contract. This grade may result in unsatisfactory progress.
- 7. If satisfactory progress is not maintained each semester, I will be placed on College Probation. This includes low grades as well as withdrawals from more classes than completed. If unsatisfactory progress is repeated the following semester, I may be terminated from the college until I have received counseling from the VA counselor and have been re-admitted by the office of Admissions and Records.
- 8. I should be familiar with the GCC catalog, particularly as it pertains to matriculation, academic probation, and satisfactory/unsatisfactory progress.

- 9. If I am enrolled in a short-term course that is less than 16 weeks, I must notify the Veterans Coordinator in the Admissions and Records Office at GCC. I understand that I will be paid for that course only from the time that the course begins until the time that the course ends. This may result in a change in enrollment status and award amount received during the term.
- 10. I must have a Program Approval Form completed by the GCC VA counselor prior to any semester in which I will earn over 60 units. The VA expects that when I have earned 60 units. I am eligible for an Associates Degree. If I am not eligible at 60 units, I must see the VA counselor to have a Program Approval Form completed for further units to finish my degree.
- 11. If I am enrolled in a transfer program and I plan to carry over 70 units, I must receive a Program Approval Form from the 4-year institution that I am planning to transfer to. I understand that I may only complete 70 transferable units at a community college.
- 12. Except for eligible reservists receiving benefits under the CHP 1606 program, any enrollment for less than half-time will receive one lump-sum payment for the total of tuition and fees. A monthly award will not be received.

DECLARATION OF MAJOR:

Veterans must be enrolled in a program of study for the purpose of obtaining a degree or completing a transfer program. Veterans must declare a major (program of study). The course in which veterans enroll must be related to their major (program of study). If a change of major is necessary, or if your current major is not shown listed on file, make an appointment with the VA counselor. A current Educational Plan must be on file in the Admissions and Records office.

EDUCATIONAL PLAN:

All veterans must have an Educational Plan on file in the Admissions and Records Office (AD 143) prior to the start of the second term. If you are undecided about your career goal, there is a VA counselor available to help you. If you have attended other colleges, your Educational Plan is due once you are notified by this office that your transcripts have been received and evaluated. To complete your SEP, see the VA counselor in AD139 prior to beginning your second term.

WITHDRAWAL FROM SCHOOL OR DROPPING CLASS:

When a student drops a class during the semester and this places the student in a lower benefit payment category, the VA will take one of the following actions concerning the pay level of the student:

- 1. The VA will adjust the student's enrollment to the lower level **retroactively** to the first day of the semester when the student offers no mitigating circumstances or if the VA does not accept the student's mitigating circumstances.
- 2. If there are circumstances that mandated the drop of the class(es) which the **VA considers mitigating circumstances**, the reduction of benefits will be effective at the end of the month in which the drop occurs.

MITIGATING CIRCUMSTANCES is a term used quite often in referring to your VA Benefits. The VA considers mitigating circumstances those situations that were beyond your control; serious enough to warrant your changing your class schedule; and totally unexpected at the beginning of the semester. The VA will require you to submit corroborative evidence to substantiate your claim of mitigating circumstances by providing employer or physician statements before granting your request.

I HAVE READ THE ABOVE INFORMATION AND AGREE TO FOLLOW THESE GUIDELINES. IN ADDITION, I UNDERSTAND THAT:

- 1. I MUST SUBMIT OFFICIAL TRANSCRIPTS FROM ALL PREVIOUS COLLEGES ATTENDED.
- 2. I MUST SEE THE VA COUNSELOR AND OBTAIN A *STUDENT EDUCATIONAL PLAN* PRIOR TO THE START OF MY SECOND TERM AT GCC.
- 3. I MUST NOTIFY THE VETERANS AFFAIRS OFFICE OF ANY WITHDRAWALS OR REDUCTIONS IN MY ACADEMIC LOAD.

PRINT NAME	SIGNATURE	DATE