



VETERANS STATEMENT OF RESPONSIBILITY

Name: _____ ID# _____

Address: _____ City _____ Zip _____

Date of Birth: _____ College Major: _____ Previous Degree _____

List **ALL** colleges previously attended, whether or not you have received benefits (year and dates)

1. _____ 2. _____

3. _____ 4. _____

ALL PREVIOUS COLLEGE TRANSCRIPTS MUST BE RECEIVED AND EVALUATED BEFORE CERTIFICATION WILL BE APPROVED FOR EDUCATIONAL BENEFITS.

I UNDERSTAND THAT I HAVE THE FOLLOWING OBLIGATIONS WHILE ATTENDING GLENDALE COMMUNITY COLLEGE AND RECEIVING VA EDUCATIONAL BENEFITS:

1. I must turn in **ALL OFFICIAL SEALED COPIES** of all previous college transcripts to the Admissions and Records Office, and that the transcripts must be received and evaluated before certification will be approved for educational benefits. **It is my responsibility to see that the transcripts are received by the Admissions and Records Office.** (please initial) _____
2. I must be pursuing a program of study and making satisfactory progress towards completion of an educational goal as prescribed by current GCC and VA regulations. I understand that the VA will only pay for classes applying towards an approved educational major or goal. If I decide to change my desired major or goal, I must notify the Veterans Coordinator at the Veterans Resource Center at GCC and fill out the necessary change of major form.
3. I must notify the Veterans Coordinator in the Veterans Resource Center of any increase or decrease in units, or of my complete withdrawal from school on or before the date of occurrence. If the VA is not notified of my change in status, an overpayment will result. I may be required to pay back to the VA any money received when a “No Pass” (NP), (F) grade or a “Withdraw” (W) is received **unless there are mitigating circumstances.** (please initial) _____

Check with the Veterans Coordinator in the Veterans Resource Center (TV-A)

BEFORE DROPPING ANY COURSES

4. I must notify the Veterans Coordinator in the Veterans Resource Center at GCC **each term** by filling out the VA semester worksheet.
5. 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 by the end of the following year to complete the work as noted in the student contract. 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.
6. 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.
7. I should be familiar with the GCC catalog, particularly as it pertains to matriculation, academic probation, and satisfactory/unsatisfactory progress.

8. If I am enrolled in a short-term course that is less than 16 weeks, I must notify the Veterans Coordinator in the Veteran Resource Center 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.
9. 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.
10. 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.

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 Veterans Resource Center (TV-A) 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 Veterans Resource Center (TV-A).

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 (SEP)*.
3. I MUST NOTIFY THE VETERANS COORDINATOR OF ANY WITHDRAWALS OR REDUCTIONS IN MY ACADEMIC LOAD.

PRINT NAME

SIGNATURE

DATE