

In compliance with the Department of Veterans Affairs, the University has developed the following standards of progress. Each Veteran student **MUST** conform to these standards to be eligible for Veterans Administration Educational Benefit Certification. Each Veteran student must read, sign, and return the original copy of these standards to the Registrar's Veterans Certification Office. (# Room 122, 3750 Cleary Drive, Howell, MI 48843)

### CODES OF CONDUCT

1. **It is the responsibility of the Veteran students to notify the Veterans Certification Official of their registration EACH term.**
2. It is the responsibility of the Veteran/Dependent student to report to the Veterans Certification Official immediately upon adding, withdrawing or dropping of courses; indicating the last date of attendance in class. This information will be reported to the Department of Veterans Affairs. Failure to report this information will result in the Certification Official using the first day of the semester as the last date of attendance, **(which results in a 100% charge that you will have to pay the government).**

A Veteran Student receiving an "FW" on the final grade reports, will be reported to the Department of Veterans Affairs as having registered for the class but did not attend. "W" grades are also reported to the Department of Veterans Affairs. If grades are assigned and no last date of attendance is reported on the part of the certified student, the first date of attendance will be used.

3. Veteran/Dependent students who have attended another institution of higher education must submit an official transcript of the previous training to the registrar's Certification Office for evaluation during their first term of attendance. The Department of Veterans Affairs and the student will be notified, indicating the appropriate credit given by the college for this training. The student's training period will be shortened proportionately.
4. Veteran/Dependent students are required to make satisfactory progress toward their approved programs of study. Cleary University Veteran/Dependent students must have a cumulative grade point average of 2.0 or higher/term (3.0 or higher/term in the graduate program). If a 2.0 (or below), (or 3.0 or below in the graduate program) is earned, as well as an "FW" or "F" the student will be put on Academic probation. Veteran/Dependent students will be certified for benefits while on probation for no more than 2 consecutive semesters. The Department of Veterans Affairs will be notified in writing when students are placed on academic probation.

Veteran/Dependent students will be removed from academic probation when they have attained a cumulative grade point average of 2.0 (3.0 in the graduate program) and/or they do not receive an "F" or "FW" in the subsequent semesters.

5. When a Veteran student has accumulated credits which would result in granting of a degree to the Veteran/Dependent and for which the degree has been certified to the Department of Veterans Affairs during the period of attendance in the institution, the Veteran/Dependent will be considered as having met the degree requirements and further financial benefits will be terminated unless the Veteran/Dependent has not otherwise fulfilled graduation requirements.

### COMPLIANCE STATEMENT

I have read the "Standard of Progress" and understand that it is my responsibility to immediately report withdrawing or dropping of courses, stating the last date of attendance, to the Veterans Certifying Official. I hereby acknowledge that I must follow the codes of conduct in order to remain a recipient of VA benefits.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_