

NWOSU Veteran's Affairs

Student Handbook

NWOSU VA Coordinator

Mrs. Tiffany Misak

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Phone: (580) 213-3101 or (580) 213-3102

Fax: (580) 213-3150

<http://www.nwosu.edu/student-services>

Documentation may be taken to these locations:

Alva Campus: Fine Arts 126

Enid Campus: Business Office

Woodward Campus: Dean's Office

Veterans Administration Regional Office

PO Box 8888

Muskogee, OK 74402-8888

Office Hours:

7:30 AM-4 PM (Mon-Fri)

Toll Free Education Line:

1-888-442-4551

From: 8 AM-6 PM

VA Educational Benefits are paid in a reimbursement method based on: method of delivery and length of courses. Although we work to ensure that VA regulations are complied with, we have no authority to determine whether you are eligible for a particular chapter of VA Educational Benefits. Only the VA can determine eligibility.

How to Apply for VA Education Benefits for the GI Bill®:

Applying for your VA education benefits can be done in just a few steps:

- **Apply online** (<http://benefits.va.gov/gibill/apply.asp>) today if you know which benefit you want to use.
- Visit your nearest VA **regional office** to apply in person.
- Consult with the VA Certifying Official at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

After you apply, use **VA's interactive map** to find out how quickly your regional office is processing education claims. Your education benefits are processed at one of three specialized regional claims processing centers in Buffalo, NY; Muskogee, OK; and St. Louis, MO.

Required documents needed for NWOSU VA Student Verification process

- **The VA Coordinator would like these documents before processing:**
 - We would like a copy or screenshot of your Certificate of Eligibility (CoE), obtained directly from the VA by the student and sent to the VA Coordinator.

- Vocational Rehabilitation (CH31) student **must** submit a signed approval (VA Form 28-1905) form from their current Vocational Rehabilitation Counselor.
- **Student MUST submit a VA Approval Form each semester they wish to use benefits:**
 - This form acts as your written request to use VA Benefits.
 - This form can be found by contacting the VA Coordinator or at these locations:
 - Alva Campus: Fine Arts 126
 - Enid Campus: Business Office
 - Woodward Campus: Dean's Office
- **If you change degree programs/majors:**
 - A change of place or program form (VA Form 22-1995) must be completed and submitted to the VA Coordinator
 - This form can be found by contacting the VA Coordinator or at these locations:
 - Alva Campus: Fine Arts 126
 - Enid Campus: Business Office
 - Woodward Campus: Dean's Office

If you have previously used your benefits at another school:

- You must submit a Change of Place or Program Form (VA Form 22-1995) to the VA Coordinator to transfer your benefits to NWOSU.

NWOSU Degree Audits

- The VA requires NWOSU to maintain a degree audit for each student's educational objective.
- You are responsible for making sure the classes you enrolled in are **required** and directly count towards your degree. The VA does not pay for repeat courses you have successfully completed, unless there is a minimum grade required for a specific degree program.
- You must notify the VA Coordinator of all changes in degree plan pursuit. Adds, drops, or changes made to your schedule for course(s) previously certified.
- **Students utilizing VA Education benefits may be in debt to the VA for withdrawing or being terminated early from school.**
- Courses that DO NOT count towards your degree program cannot be certified to the VA.

"I" or "F" Grades

All certified courses to the VA with grades of "I" or "F" are reported to the VA at the end of the term.

If you make a grade of "I" in a class, you have one year to complete the course before the VA will charge you an overpayment. You are responsible to notify the VA Coordinator when the course grade is changed from an "I" to a letter grade on your transcript.

Students who receive a grade of "F" for non-attendance/pursuit will be charged with an overpayment.

*****YOU MUST NOTIFY THE VA COORDINATOR OF ALL CHANGES IN DEGREE PLAN PURSUIT. ADDS, DROPS, OR CHANGES MADE TO YOUR SCHEDULE FOR COURSE(S) PREVIOUSLY CERTIFIED*****

Monthly Verification Procedures

Montgomery GI Bill® Active Duty, MGIB-Select Reserve GI Bill® or REAP Benefits ONLY: You must verify enrollment monthly in order to receive your benefits. Courses may be verified through the WAVE Website at <http://www.gibill.va.gov> or by calling 1-877-823-2378.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Financial Assistance

For information regarding Financial Aid such as grants, loans, and scholarships, contact the Financial Aid office directly at 580-327-8542.

Tuition Assistance

If you are planning to use tuition assistance, please have the forms sent to the following:

Fawn Kingcade
Bursar, NWOSU-Alva
Herod Hall 105
Phone: (580) 327-8533
fmkingcade@nwosu.edu

How to Apply for Federal Tuition Assistance:

- Applying for Federal Tuition Assistance can be done by going online to <http://www.goarmyed.com>
- Go to the Menu
- Under Create Account, Select Student

National Guard Tuition Waivers

The National Guard Tuition Waiver only covers the cost of tuition. Each student will be responsible for the assessed fees. More information can be obtained through your National Guard unit. Once completed, the form should be sent to the following:

Anne Haight
Financial Aid, NWOSU-Alva
Herod Hall 113
Phone: (580) 327-8541
jahaight@nwosu.edu

VA students utilizing Title IV Financial Aid must meet the following guidelines as outlined in the Student Handbook:

Satisfactory Academic Progress Policy (S.A.P.P.)

Policy revised as of 2017-2018 academic year

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet THREE requirements to maintain their financial aid eligibility at NWOSU:

First, students are required to maintain a minimum cumulative grade point average.

Second, students are required to complete (pass) a certain percentage of hours they attempt.

Third, students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on financial aid warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester once grades have been posted.

1. Grade Point Average Requirement - Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid.

	Undergraduate Classes		Graduate Classes
Total Hours Attempted from All Institutions	1-30	31-up	All
Minimum Cumulative GPA	1.7	2.0	3.0

2. Satisfactory Completion of Semester Hours Requirement - Students must also successfully complete and pass 70% of all courses they attempt. Grades of A, B, C, D, F, P, S, W, I, N, NP, CR, U and AU are all considered attempted hours. All transfer hours are included in this calculation.

	Undergraduate Classes	Graduate Classes
Minimum % of Total Hours Successfully Completed	70%	70%

3. Maximum Time Frame for Degree Completion - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. Student Financial Services recommends that students who have attempted 150 hours toward their first Bachelor's degree obtain a degree audit to ensure they are taking the courses necessary to complete their degrees. For financial aid purposes grades of A, B, C, D, F, P, S, W, I, N, NP, CR, U, and AU are all considered attempted hours. Once students reach their maximum time frame for their specified degree, they are no longer eligible for federal student aid.

	Undergraduate Classes	Graduate Classes
Maximum Allowed Total Hours Attempted for Earning a Degree Students must be unconditionally accepted into a graduate program to receive aid for graduate hours	186 hrs - First Bachelor's Degree (150% of minimum hour required for any NWOSU bachelor's degree) 231 hrs- Additional Bachelor's Work	48 hrs -First Master's 66 hrs -Additional Master's Work 67 hrs –Master of Counseling/Psychology 90 –Master of Counseling/Psychology with Licensure

Financial Aid will NOT pay for:

- Courses taken for audit
- Courses previously passed unless the course grade failed the minimum grade requirement for the program of study. The student's degree plan must specify the minimum course grade required. Only two attempts will be approved. A third attempt will not be paid by financial aid.
- Credit hours earned by placement tests.
- Credit hours in excess of the 150% maximum program limit.
- Courses taken without being an eligible degree seeking student (enrolled as non-degree seeking)

Satisfactory Academic Progress Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester including the summer semester, if applicable, after grades have been posted. All attempted and transfer hours are counted during this evaluation.

- **Financial Aid Warning** is given to students for one semester who do not meet either one or both requirements I. and II. shown above. This is a warning status and students can continue to receive financial aid during their next semester of attendance. Note: A warning is not given to students regarding maximum time frame, it is the student's responsibility to know how many hours they have attempted and where they stand. If full compliance is not earned, the student will be placed on Financial Aid Suspension.
- **Financial Aid Suspension** will be required for any students who fail to meet either one or all requirements I. and II. shown above at the conclusion of their warning semester. Students cannot receive funds from the aid programs listed above while suspended. See Appeals: Eligibility is reestablished after the student improves his/her scholastic record to meet the minimum standards.
- **Financial Aid Suspension** will be required of any student exceeding the maximum allowed total hours attempted for earning a degree. Students cannot receive funds from the aid programs listed above while suspended. (see Appeals)
- **Financial Aid Probation** will be required for any student who has successfully appealed the Suspension with approval to receive aid for only one semester following the appeal.
- **Financial Aid Academic Plan** will be required for any student who has successfully appealed the Suspension with approval to receive aid while on a plan to ensure progress to meet S.A.P.
- Rules are applied uniformly to all students whether or not aid has been received previously.
- One semester=one payment period.
- Transfer Students Financial Aid Warning will be required for transfer students who do not meet the satisfactory academic progress conditions explained above except those students exceeding the maximum allowed total hours attempted for a degree.

Grades

- For financial aid purposes, all grades are hours attempted. (This includes but is not limited to A, B, C, D, S, P, W, F, I, U, AU, N, NP, CR)
- Only grades of A, B, D, D, S, P and CR are counted as hours successfully completed.
- For graduate classes, grades of D are also unsatisfactory.
- All classes attempted at all institutions are used in S.A.P. quantitative calculations.
- Grades of "I" (Incomplete) do not adversely affect the CGPA; however they are considered unsuccessful and are counted in the total hours attempted. Completion of the course may result in both a change to hours completed as well as the CGPA. These changes are automatically recalculated at least once each year for financial aid recipients and can be reviewed and recalculated upon request.
- Grades received for remedial work (zero level classes) are counted as hours attempted and if successful, as hours completed for financial aid purposes. These courses have no effect on the CGPA; however unsuccessful remedial classes will count as unsuccessful hours attempted.
- Repeated courses are counted in hours attempted each time the course is taken; however the effect on the CGPA is based on the registrar's policy and determination of the Retention/Graduation CGPA.

Appeal of Suspension

A student with extenuating circumstances may appeal a financial aid suspension by submitting a typed appeal to the Chairman of the Appeals Committee. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved. Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances.

A student's typed appeal should include:

- The reason(s) why the student failed to meet Satisfactory Academic Progress.
- What extenuating circumstances caused the failure
- Supporting documentation that may be pertinent to the student's appeal.
- How the situation has improved

The signed typed appeal must contain the following statement: "I authorize the University Registrar to release my academic transcript, my academic check sheet(s), my ACT test scores and my current

and/or next semester's enrollment schedule to the Financial Aid Office for presentation to the committee that will evaluate my appeal." (Appeals must be signed.)

You will be notified of the time and place that our appeal consideration committee will meet to determine your aid eligibility status. Your attendance at the meeting is strongly encouraged but is not required. You will be advised of the outcome of the appeals hearing immediately following the hearing. All decisions of the appeal committee are final.

If denied, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

If approved, the student will either be:

- Placed on probation for one semester only, or Placed on a continued probation based on the academic plan for success that they submitted with their appeal.

The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

A student who fails to complete a single course or has a complete withdrawal from the university after receiving financial aid may be automatically placed on suspension.

Caution: You are advised that the enrollment costs for the hours in which you are enrolled pending the outcome of an appeal must be paid according to NWOSU payment policy regardless of the outcome of the appeals procedure.

Student Responsibility

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Office of Student Financial Services at (580) 327-8542. It is the suspended student's responsibility to notify the financial aid office upon regaining compliance and to process the proper paperwork to receive financial aid.

***Please note: Financial aid warning, probation, and suspension are separate from academic probation and suspension.**

VA students must meet the university's Retention and Academic Probation Policy as outlined in the Student Handbook:

RETENTION AND ACADEMIC PROBATION POLICY

Satisfactory academic progress is measured by retention grade point average and the number of credit hours successfully completed. For continued enrollment, a student must have earned a retention grade-point average as indicated below:

0 through 30 semester hours attempted..... 1.70

Greater than 30 semester hours..... 2.00

(Note: All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes excluding any courses repeated, rerieved, and physical education activity courses as detailed in the State Regent's Grading Policy.)

Freshman students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice.

Any student who has not maintained satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, s/he must have a semester GPA of 2.0 in a minimum of 12 hours of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

The Dean of Student Affairs and will notify students placed on academic probation or suspension in writing following the close of the semester.

Suspension of Students Classified as Seniors

A student with 90 or more hours in a specified degree program who does not meet the retention 2.0 GPA or semester 2.0 GPA may enroll in up to 15 additional hours in an attempt to achieve retention requirements. This extension will be granted one time only.

Academic Suspension Appeals

The academic suspension appeal procedure allows appropriate discretion in deserving cases. Academic suspension appeal procedures require that the student meet with the Student Affairs Committee. Prior to that meeting, the student must submit a written document, which state any extraordinary personal circumstance(s) that contributed to his/her academic deficiencies. The Student Affairs Committee is responsible for the final action taken on academic suspension appeals.

Any student who has been placed on academic suspension, successfully appeal their suspension, and has been reinstated to NWOSU must maintain a 2.0 GPA in a minimum of 12 hours of regularly graded coursework in the next term of attendance. Students must do so until they reach the required 2.0 retention GPA. Students not meeting this criteria will be suspended a second time.

Should a reinstated student be suspended a second time, s/he cannot return to NWOSU until such time as s/he demonstrated the ability to succeed academically. Attending another institution and successfully raising the retention GPA to meet retention standards may do this.

Students utilizing VA Education benefits must turn in all previous training records and transcripts to be evaluated for prior credit, whether or not prior credit is granted, in order to be eligible for VA Education benefits.

- This includes all official transcripts from previous colleges or universities.
- This also includes Official Joint Services Transcripts. You can request your joint services transcript to be sent to Northwestern Oklahoma State University at the following website: <https://jst.doded.mil/official.html>

Students receiving VA benefits must maintain good standing with the University; however, if a student is called to Active Duty:

Students utilizing VA education benefits who are called to active duty may either be refunded their tuition and fees pro-rata or students may have the opportunity to take an "I"; where they will be able to work with the professors and finish out the semester. If necessary, the funding source will be refunded according to the way it was paid.

Students utilizing VA Education Benefits must meet the Attendance Policy outlined in the Student Handbook:

ATTENDANCE

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform makeup work. Such makeup work shall be scheduled at the discretion of the course instructor. Validity of unauthorized absences will be determined by the Dean of Student Affairs and Enrollment Management and the instructor.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75 - 90% for credit in his/her course.

Students enrolled at NWOSU are required to meet the attendance policy set forth by the university and their respective Department/Division of study. Starting in the Fall 2017 semester, NWOSU will be requesting attendance records from instructors for any VA students enrolled in their classes. The attendance records will be tracked by the VA Coordinator, Tiffany Misak, and provided to the VA when requested. An email will be sent to each VA student's instructor at the beginning of the semester informing them of the requirement to submit attendance records to Tiffany upon request. As an additional review of attendance records for VA students, Tiffany will have access to the NWOSU Early Alert System used by instructors to report any student who is at risk of not passing the class due to attendance or poor academic performance.

***For online courses, professors will be contacted and asked if students are accessing blackboard and completing assignments.

Please note: Students who receive a grade of "F" for non-attendance/pursuit will be charged with an overpayment. This information is determined by each instructor and provided to the VA Coordinator.

As an agency of the State of Oklahoma, no employee of Northwestern Oklahoma State University receives compensation or bonuses based on the recruitment of individual students. This definition includes students receiving military benefits.