

GUIDELINES FOR CHAPTER 30 & CHAPTER 1606

IMPORTANT NOTICE: Be prepared to pay for tuition, fees, books, and supplies up front, as VA benefits do not begin until the month after you start classes each semester.

CERTIFICATIONS

Central Piedmont VA files should be completed before VA education benefits can be certified. Benefits are provided on a semester-by-semester basis, and students are only paid for the exact dates of enrollment. Students enrolled in less than six credit hours in a full term will need to have their attendance confirmed prior to certification. Please access your “MyCollege” online service and run your “Progress” to confirm all courses are part of your program of study when you register. Only courses in your program of study are certifiable.

VA ANNUAL CERTIFICATION WORKSHOP

All students will need to attend a mandatory Annual VA Certification Workshop each academic year to be eligible for certification. The workshop schedule is located at www.cpcc.edu/veterans and is updated monthly.

VA LOCK/RESTRICTION

When the student submits a Certification Request Form each semester, a VA Hold/Lock is placed on the student’s registration. The student will be unable to make any adjustments (add/drop). Students should submit a Certification Request Form when all course adjustments are completed and ready to be certified.

COURSE CERTIFICATION ELIGIBILITY

It is extremely important that students follow the college catalog under which he/she was admitted to his/her program. Failure to do so may result in courses not being applicable for benefits. To ensure courses are in the student’s program, he/she should run their “Progress” through the “MyCollege” online service for students, check with their program advisor, or request a graduation check to be completed by the Graduation Office. If a course will not count toward graduation credits at Central Piedmont, it cannot be certified. If the student is enrolled in their last semester and will be graduating, they may be over-certified by taking an extra class(es) to bring their hours up to full-time. Check with the VA Education Benefits Office for more information if you are enrolling in your last confirmed semester to graduate.

Note: Courses that are required by other colleges or universities, and are not applicable to a program at Central Piedmont, are not allowable for certification/benefits.

DEVELOPMENTAL COURSES

Developmental/remedial courses (examples: DMA 020, DRE 096) are those that are not credited toward the student’s program but are needed for the student to reach college level in certain areas. These courses can be certified for payment with the following documentation: placement test scores or documentation of rationale for the course is to be provided by the student’s program counselor or academic advisor. Developmental courses can only be certified if taken in the classroom and do not include an online lab component. If the developmental course is hybrid (includes both classroom and online), we are unable to certify per federal law.

REPEATING COURSES

Only courses in which students received a grade of "F" may be repeated and certified. Courses completed with a grade of "D" cannot be re-certified unless the Graduation Office confirms that the student must pass the course with at least a "C" for graduation purposes at Central Piedmont. Written documentation is required before another certification can be transmitted for the repeated course.

COURSE SUBSTITUTIONS

Students can substitute a course outside of their approved program for one required within their approved program if approved by the curriculum administrator. The administrator for the course in question must enter an official course substitution in the "Graduation Substitution Waiver Display" screen. **The course for which substitution is sought cannot be certified until the student's "Progress" in their MyCollege account has been updated with the new course that is being substituted.**

ACADEMIC STANDARDS OF PROGRESS

At the end of each semester, the VA Education Benefits Office will check grades for each student. If the student does not complete the semester with passing grades, their academic status has to be evaluated and any failing (F), incomplete (I) and non-punitive grades (W) will be reported to the VA Regional Processing Office within a strict timeframe. For any "F", "I" or "W" grades, last date of attendance will be confirmed by the instructor. The first semester the student falls below a 2.0 GPA, the student is on VA Probation. If the student falls below a 2.0 GPA for the following semester, the student is on VA Suspension. Once on Suspension, the student is not eligible to receive VA benefits until the minimum standards of progress are met.

VA PROBATION ON TRACK MEETING

Students on VA Probation will need to schedule an On Track meeting with a VA Advisor/Counselor in the Center for Military Families and Veterans before requesting certification. This meeting is to establish a support system and build strong connections to ensure academic success for each student whose education benefits are in jeopardy.

ATTENDANCE

Absences seriously disrupt a student's orderly progress in a course and a close correlation often exists between the number of absences and the final grade. Although an occasional absence might be unavoidable, the absence does not excuse a student from meeting the requirements of the missed class. The student is responsible for preparing all assignments for the next class and for completing all missing work.

DROPS, WITHDRAWALS, OR STOPPED ATTENDING

It is the responsibility of the student who is receiving VA education benefits to immediately notify the Veteran Affairs Education Benefits Office of any adjustments to his/her schedule (withdrawals, credits by examination, audits, not attending, etc.). Failure to do so will result in overpayment of VA education benefits to the student. A VA Education Benefits Office Schedule Adjustment Form needs to be completed by the student as soon as their enrollment changes. If there are mitigating circumstances the student would like to submit, the student will need to provide a signed letter with documentation along with the VA Schedule Adjustment Form within five (5) business days of the change in enrollment.

The **last date of attendance** (LDA) has to be verified for all withdrawals or if the student has stopped attending. If the student has attended classes throughout the semester and receives a “W” as a grade, this has to be reported to the Department of Veteran Affairs. The Department of Veteran Affairs does not pay for courses where students receive a non-punitive grade (W). Non-punitive grades usually result in an overpayment of VA benefits.

PROGRAM CHANGES

Any and all program changes need to be initiated through the VA Education Benefits Office. After the student notifies the Veterans Affairs Certifying Official, the student should contact Counseling/Advising to update their program. The student needs to complete a "Request for Change of Program or Place of Training," VA Form 22-1995 at www.vets.gov. After transmitting the information, print, sign, and date the form to submit to the VA Education Benefits Office. The form is accepted only after your program code has been officially updated by your Academic Counselor.

PAYMENT TIME-FRAME

If you have questions about the status of benefits once the Veterans Affairs Education Benefits Office (VAEBO) has completed the certification, please call the VA Regional Office at 1-888-442-4551. Please wait at least three (3) business days after your enrollment has been transmitted to call.

TRAINING RATES

Training rates are based on the number of credit hours in which the student is enrolled for a given semester along with dates the courses start and end. These are broken down as follows: During a full 16-week term:

- Full Time is 12 + credit hours
- ½ time is 6 to 8 credit hours
- ¾ time is 9 to 11 credit hours
- Less than half time is 1 to 5 credit hours.

Some courses are offered through short sessions. These courses are certified according to dates of attendance. They are separated from full semester courses. Central Piedmont’s VAEBO certifies the dates of class sessions to the VA Regional Processing Office, and the VA determines overlapping dates and the rate of pay.

During the summer term, classes are accelerated. Students who attend for the full 8-week summer term may receive benefits as follows (check with the VAEBO each year for updated hours).

Summer hours required:

- 6+ credit hours is full-time
- 3 to 4 credit hours are ½ time
- 5 credit hours is ¾ time
- Less than half time is 1 to 2 credit hours

Central Piedmont’s VA Education Benefits Office does not determine the rate of accelerated pay. Accelerated pay is determined by the VA Regional Processing Office. Pay rates can be accessed at www.benefits.va.gov. For trainees on active duty, payment is limited to reimbursement of tuition and fees only.

WAVE

After the Veterans Affairs Education Benefits Office has certified your semester hours to the VA Regional Processing Office, students will need to verify that their hours have not changed.

Verification of hours is completed on the last calendar day of each month by calling 1(877) 823-2778 or by using Web Automated Verification of Enrollment (WAVE) through www.benefits.va.gov and then click on “Verify School Attendance”.

VISITING STUDENTS

Students attending two schools during the same semester cannot be certified at both schools unless they are a “Visiting Student or Guest Student.” The Home School’s VA Certifying Official sends an email to Central Piedmont’s VA Education Benefits Office to give our college permission to certify the student listing the specific courses that he/she is registered for at Central Piedmont. The student cannot be certified for benefits until the Veterans Affairs Education Benefits Office receives the documentation.

FINANCIAL AID/SCHOLARSHIPS

We encourage all students to apply for financial aid and scholarships to assist with education expenses. Individuals can apply for financial aid by completing the Free Application for Federal Student Aid online at www.fafsa.ed.gov. The Title IV code for Central Piedmont is #002915 and must be included on the FAFSA.

Scholarships are provided through Central Piedmont Community College’s Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals. Apply for scholarships at <https://www.cpcc.edu/financial-aid/types-financial-aid/scholarships>.

REINSTATING BENEFITS

Students who have not been certified at Central Piedmont for more than two semesters will need to complete and submit a VA Student Packet to update their VA file. Students should be in good academic standing and have remaining months of entitlement. If a student has attended other colleges since leaving Central Piedmont, the student will need to submit official college transcripts to Student Records for evaluation.

ACTIVATE YOUR CENTRAL PIEMONT STUDENT EMAIL ACCOUNT

The college’s official means of communication is via Central Piedmont student email accounts. All communication from the VA Education Benefits Office will be emailed to that address.

CHANGE IN ADDRESS

Call the toll free VA Call Center **(888) 442-4551** and have your address changed over the telephone. If you have a WAVE account (Chapter 30 or 1606), you can update your address at that website. Please notify Central Piedmont Student Records Office and the VA Education Benefits Office of any address, phone or email changes.

STUDENT CODE OF CONDUCT

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of the Student Code of Conduct (policies and procedures are located at www.cpcc.edu) is not to restrict student rights but to protect the rights of individuals in their academic pursuit. Central Piedmont’s Counseling Department offers free personal counseling through their PCAP Program. Call 704.330.6433 for more detailed information.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Central Piedmont Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC). As a SOC member, Central Piedmont is committed to easing the transfer of relevant course credits and crediting education from appropriate military training. SOC developed jointly by education representatives of each of the armed services, the Office of the Secretary of Defense, and a consortium of leading national higher education associations is sponsored by the American Association of State Colleges and Universities and the American Association of Community Colleges.