

End of Term Reporting

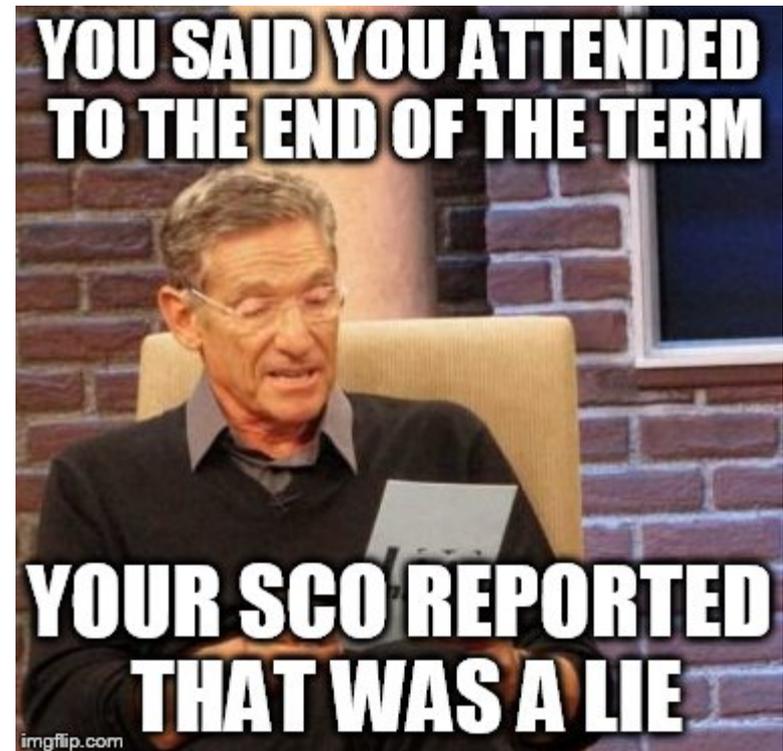
You are here

We are here
to help you
achieve
your goals



Topics

- Graduation and End of Term or Course
- Earned 'F' Grades, to report, or not to report?
- Non-Punitive End of Term
- Incomplete or 'I' Grades
- Enforcing Standards of Academic Progress and VA reporting requirements



Graduation or End of Term or Course Reporting

- Schools are required to report graduation or program completion to VA using the VA-ONCE Terminate option
 - Student graduates from a degree program (AA, BA, MA) “Graduation” should be selected as the termination reason
 - Student completes a Non-College Degree program (technical diploma, certificate program) “End of Term or Course” should be selected as the termination reason
- The LDA/EFF Date will be pre-populated to reflect the last date of the enrollment you selected to report this information
- If a student has multiple enrollment certifications for the same term, the enrollment period with the LATEST end date should be used to report the information
 - Enrollments submitted to VA
 - 01/13/2017-05/15/2017 ← This is the latest course date and should be used to report graduation
 - 01/13/2017-03/10/2017
 - 03/10/2017-05/12/2017

Graduation



Select



Admin



Reports



Logout

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▼ 4X FALL 13			10/05/2013	11/14/2013	4	0				11999999	28192089
└ 2 FALL 13			10/05/2013	11/14/2013	4	0				11999999	
└ 4X FALL 13			10/05/2013	11/14/2013	4	0				11999999	28192089
▶ 5E FALL 2013			09/05/2013	12/16/2013	0	0				11999999	22712239
▶ 5E FALL 2013			09/02/2013	12/06/2013	0	0				11999999	25557951

Edit Termination Save Cancel

Facility: 11999999 Trng Type: IHL_UNDERGRAD Prgm: TD BA Prior Credit: **2**

FALL 13 10/05/2013 11/14/2013 4 0 900.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

End Of Term Or Course

Graduation

Unsatisfactory Attendance, Conduct, Or Progress

Withdraw Before Beginning Of Term

Withdrawal After Drop Period - Non-Punitive Grades Assigned

Withdrawal After Drop Period - Punitive Grades Assigned

Withdrawal During Drop Period

Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)

Preregistered But Never Attended

Other (Explain In Remarks)

VA-ONCE Termination for Graduation and End of Term or Course reporting

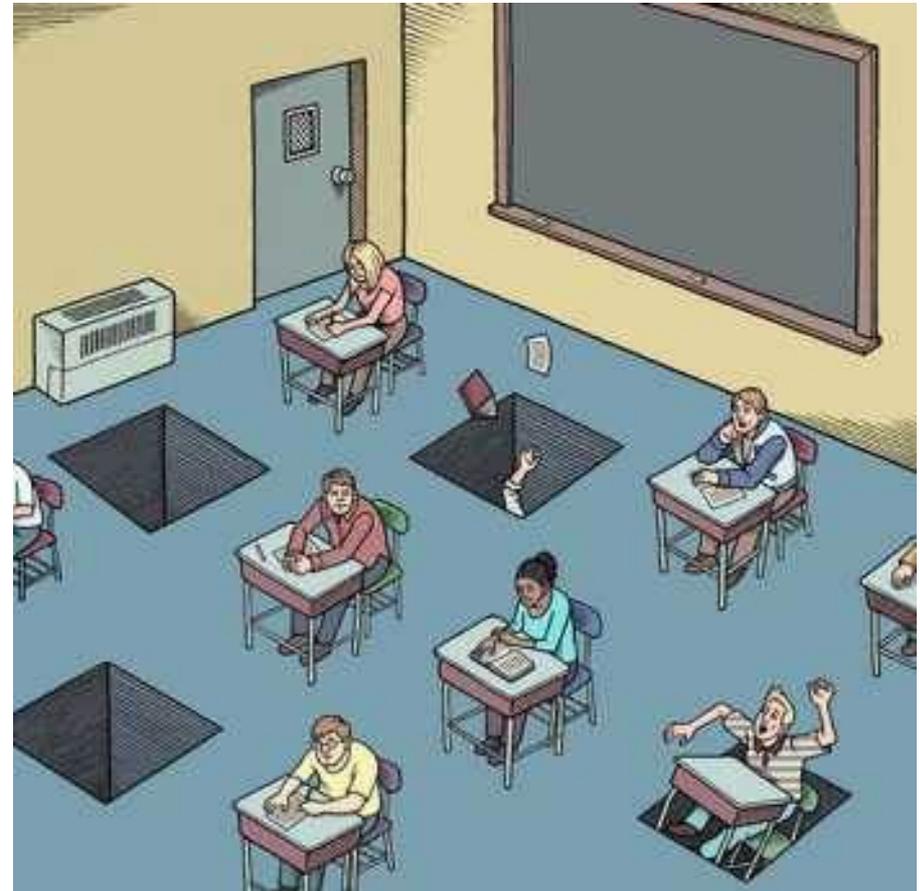
Graduation



- Why does VA want you to report graduation?
 - Executive Order 13607 of April 27, 2012: Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members
 - Implementation of the Principles of Excellence ordered VA, DoD, and DoED to develop outcome measures allowing students to make comparisons across Federal educational programs, across institutions, and types of institutions
 - VA determined using VA-ONCE to gather this information satisfied the Executive Order's request to rely on existing administrative data to minimize the reporting burden on institutions

Earned 'F' Grades: To report, or not to report?

When a veteran or eligible person interrupts or terminates their training, changes their enrollment (voluntary or involuntary reductions or terminations), violates the established policies for attendance, conduct or progress, or for corrections to information previously certified in error, these changes must be reported to VA.



Earned 'F' Grades: To report, or not to report?

Question: Are schools required to report any changes in attendance, or only those that violate the schools attendance policy?

Answer: Schools with an established attendance policy must monitor compliance with that policy, enforce the policy, and report terminations due to violations of the policy to VA without delay. However, absences that do not violate the established attendance policy don't need to be reported. Schools that don't have an established attendance policy are not required to report changes in attendance.

Question: If a student completes a period of enrollment with a failing punitive grade (i.e. an F) assigned, does the school need to report the last date of attendance during that enrollment period?

Answer: No. The last date of attendance during a period of enrollment does not need to be reported if a student completes the enrollment period with a punitive grade and does not violate the school's standards of conduct, progress, or attendance during that term.

Non-Punitive Grades Assigned at the End of Term

A non-punitive grade is a grade that does not count as earned credit. A non-punitive grade is not calculated into the student's GPA, is not considered in progress standards for graduation, and is not considered in academic progress criteria like probation and suspension. Non-punitive grades have the same effect as an audit course. They don't apply to the degree and they don't affect academic progress.

VA does not pay for non-punitive grades.

If a student completes the term and receives non-punitive grades, the non-punitive grades must be reported to VA. Do not report end of term non-punitive grades that students receive for courses that were certified as remedial courses.

Non-Punitive Grades Assigned at the End of Term

- With the appropriate term selected in VA-ONCE, choose “Adjust”.
- The reason “Student Completed Term But Non-Punitive Grades Assigned For One Or More Courses” should be selected, and the credit load adjusted appropriately. The “LDA/EFF Date” for end of term non-punitive grades is the end date of the term.
 - If a student certified 12 credits receives a non-punitive grade for a 3 credit class, report the non-punitive grade as an adjustment from 12 to 9 credits hours.
 - If a change in credit is certified for Chapter 33 the corresponding change in tuition, fees, and Yellow Ribbon for the remaining credit must also be reported.

Edit Adjustment Save Cancel

Facility: 11999999 Trng Type: IHL_UNDERGRAD Prgrm: BS AN SCI Prior Credit: 2

FALL 2012 08/16/2012 12/15/2012 9 0 3068.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

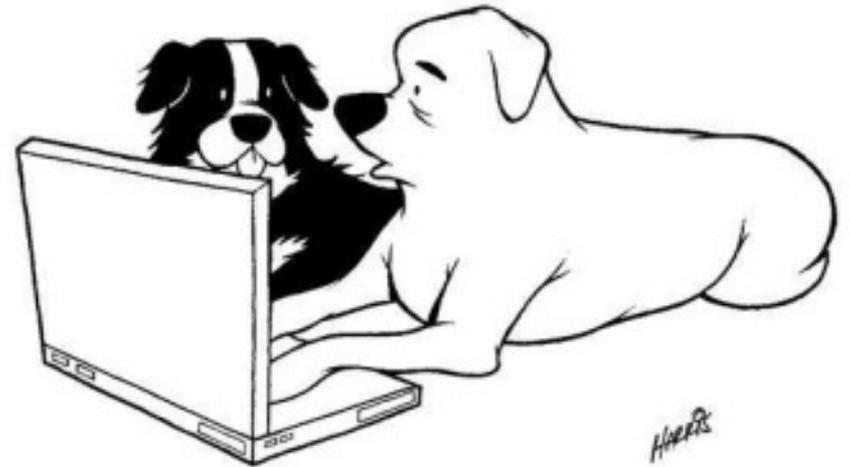
LDA/EFF Date

Remarks

Increase
 Increase On First Day Of Term
 Preregistered But Reduced Prior To First Day Of Term
 Reduction (Non College)
 Reduction After Drop Period - Non-Punitive Grades Assigned
 Reduction After Drop Period - Punitive Grades Assigned
 Reduction During Drop Period
 Reduction On First Day Of Term
Student Completed Term But Non-Punitive Grades Assigned For One Or More Courses
 Other (Explain In Remarks)

Incomplete or 'I' Grades

Some institutions allow the assignment of an "I" (incomplete) grade on a provisional basis only. These institutions require a student to remove the "I" grade within a specified time (e.g., by the end of the term following the term for which the "I" grade was assigned). If the student does not replace the "I" grade within the prescribed time period, a punitive failing grade will be assigned and recorded in the student's academic record. Institutions that have and enforce such a policy, and prescribe a maximum time period for grade replacement of less than one year, are not required to report the assignment of an "I" grade as an NP grade.



"And then I just hit delete. I haven't actually eaten any homework for years."

Incomplete or 'I' Grades

- Many institutions have a grading policy that permits an "I" grade to be replaced with a non-punitive (NP) grade, or which allows a NP "I" grade to remain in a student's record indefinitely. In such cases the school must report the incomplete grade as non-punitive at the time the grades are assigned.
- If it is resolved into a punitive grade (passing or failing) within one year of the date it was originally assigned, the school should report the change to VA. Such reports should clearly indicate that the change in enrollment status being reported is the replacement of an "I" grade previously reported by adding a remark to the certification.
- If at the end of the 1-year control period no report has been received from the institution to indicate that the "I" grade has been replaced, the VA will assume that the "I" grade has not been changed.

Incomplete or 'I' Grades

- **Chapter 33:** All incomplete grades must be reported for Chapter 33 per the rules stated in the previous slides.
- **Chapters 30, 32, 35, 1606, and 1607:** An incomplete grade doesn't need to be reported if training time isn't affected.

Example: A student takes 15 credit hours, completes 12 credit hours, and receives 3 credit hours incomplete. Training time isn't affected because the incomplete doesn't change the student's full-time training time.

I
NEVER
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ANYTH

Standards of Academic Progress (SAP)



- All schools must maintain progress records (academic transcript, for example) that clearly illustrate students' progress towards the completion of their program. School officials are responsible for enforcing their established standards of progress.
- Both accredited and non-accredited schools are required by law to have and to enforce standards of progress and conduct in order for their programs to be approved for VA benefits.
- When a student has failed to maintain prescribed standards of progress, VA must be informed promptly so that benefit payments can be discontinued in accordance with the law.

SAP Failure: Placed on Academic Probation

Schools that have an academic progress policy allowing for a period of academic probation prior to termination for Unsatisfactory Progress (Academic Suspension) should notify VA promptly when a student receiving VA education benefits is placed on academic probation. Notifications should be sent using VA’s “Ask a Question”.

Notifications should include the student’s name and file number in the text. If multiple students are placed on academic probation (e.g., end of term, semester, quarter) schools may submit a single notification to VA by indicating that multiple students were placed on academic probation in the text and attaching an Academic Probation Spreadsheet listing each student.

School Official Completes							
Benefit Chapter	SSN/File Number	Payee Number	Last Name	First Name	Facility Code	Beginning Date Academic Probation	Zip Code Current Address

All notifications must include “Academic Probation” in the subject line.

SAP Failure: Placed on Academic Probation

- Students should be advised of any counseling services available to them at the school in order to resolve academic or other problems and to establish a meaningful plan for successful completion of their education or training.
- Schools and training establishments are asked to remind students of the counseling services (page 78 of the SCO Handbook) and tutorial assistance benefits (page 89 of the SCO Handbook) available through VA.
- Schools that provide a period of academic probation may not continue to certify a Veteran or eligible person (who remains in a probationary status) for an indefinite period of time.



SAP Failure: Placed on Academic Probation

The student will receive a letter from VA when they are reported to be on Academic Probation:

<p style="text-align: center;">Attachment A: Letter Template for Academic Probation</p> <p>DEPARTMENT OF VETERANS AFFAIRS Veterans Benefits Administration Washington DC 20420</p> <p>J. J. Veteran Student Westminster St, NW Washington DC 20001</p> <p style="text-align: right;">In Reply Refer to: CSS</p> <p>Dear Student:</p> <p>Your school notified us that you have been placed on academic probation. Schools are required to contact VA when a student doesn't meet the school's academic standards. Your school certifying official should advise you of counseling services available at your school or training establishment. In addition, VA also offers resources and programs designed to aid you in the successful completion of your educational program.</p> <p>VA Assistance and Resources</p> <p>Career Counseling</p> <p>VA provides a wide range of free educational and vocational counseling services to service members still on active duty, as well as veterans and dependents who are eligible for one of VA's educational benefit programs. These services are designed to help an individual choose a vocational direction and determine the course needed to achieve the chosen goal.</p> <ul style="list-style-type: none">To apply for VA Career Counseling, complete the attached Application for Counseling (VA Form 22-8873) and mail it to the nearest United States Department of Veterans Affairs Regional Office. The locations and addresses of VA Regional Offices can be found online at http://www2.va.gov/directory/guide/division_flash.asp?hFlash=1&dnum=3 <p>Note: This may not be the office that processes your education benefits.</p> <ul style="list-style-type: none">If you have additional questions or need help, you may contact VA by calling the nationwide toll free number, 1-800-827-1000 (For hearing impaired, dial 1-800-829-4833). <p>Tutorial Assistance</p> <p>The Tutorial Assistance program helps students pay for required tutoring and is a supplement to a student's regular education benefit. Tutorial assistance may be paid to students under all education benefit programs except for the Reserve Educational Assistance Program (also known as REAP or chapter 1607).</p>	<p>Tutorial Assistance Entitlement</p> <ul style="list-style-type: none">Students receive the cost of monthly tutoring or \$100 whichever is less. The maximum amount payable is \$1200.There is no entitlement charge for the first \$600 under the Montgomery GI Bill (chapter 30) or the Montgomery GI Bill-Selected Reserve (chapter 1606) programs.There is no entitlement charge under the Post-9/11 GI Bill (chapter 33) or Dependents' Educational Assistance (chapter 35) programs. <p>Tutorial Assistance Eligibility Criteria</p> <ul style="list-style-type: none">The student must be receiving VA education benefits and training in a post-secondary program at least one-half time (Post-9/11 GI Bill students must have a rate of pursuit of at least 50%).The student must have a deficiency in a course that is part of his or her approved program.The student must be enrolled in the course during the quarter, semester, or term in which the tutoring is received. Tutoring may not occur between quarters or semesters.VA may pay for tutorial assistance retroactively up to one-year before the date VA receives the application. <p>How to Apply for Tutorial Assistance</p> <ul style="list-style-type: none">The student, tutor, and certifying official must complete an Application for Individualized Tutorial Assistance (VA Form 22-1990t). The instructor must also sign for Post-9/11 GI Bill students.The application may be submitted at the end of each month or combination of months.The application must be signed and dated on or after the date of the last tutoring session certified. <p>If You Have Questions or Need Assistance</p> <p>If you have questions or need assistance, contact us. See the "If You Need Help" enclosure for contact information.</p> <p>Sincerely,</p> <p>Education Program Chief</p> <p>Enclosure(s): VA Form 28-8832 VA Form 22-1990t If You Need Help</p>
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SAP Failure: Placed on Academic Suspension

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Unsatisfactory Progress (Academic Suspension) must be reported to VA as a termination. Terminate the semester the student is suspended. If suspension follows the fall semester, for example, terminate fall semester. Choose “Unsatisfactory Attendance, Conduct, or Progress” as the reason.

Edit Termination Save Cancel

Facility: 11999999 Trng Type: IHL_UNDERGRAD Prgrm: AAS JIM Prior Credit: 2

Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*
FALL14	08/14/2014	12/15/2014	10	0	0	0	1000.00

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date: 08/13/2014 Yellow Rbn*: 0.00 Out St Chg: 0.00

Remarks

- End Of Term Or Course
- Graduation
- Unsatisfactory Attendance, Conduct, Or Progress**
- Withdraw Before Beginning Of Term
- Withdrawal After Drop Period - Non-Punitive Grades Assigned
- Withdrawal After Drop Period - Punitive Grades Assigned
- Withdrawal During Drop Period
- Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)
- Preregistered But Never Attended
- Other (Explain In Remarks)

SAP Failure: Placed on Academic Suspension

VA-ONCE will insert the end date of the term as the default “LDA/EFF Date”. You can change the default end of term date if it isn’t the correct date.

Edit Termination Save Cancel

Facility: 11999999 Trng Type: IHL_UNDERGRAD Prgrm: AAS JIM Prior Credit: 2

FALL14	08/14/2014	12/15/2014	10	0	0	0	1000.00
Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*

Advance Pay Accelerated Pay (high-tech courses only)

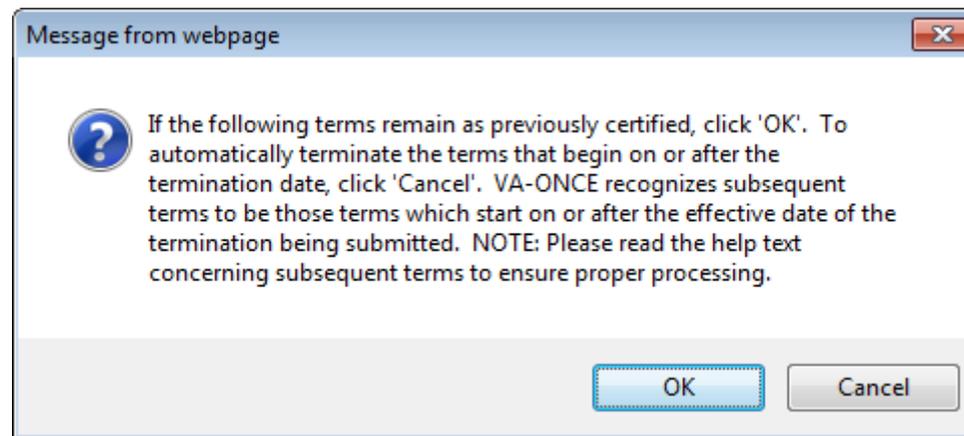
Reason for Termination: Unsatisfactory Attendance, Conduct, Or Progress

12/15/2014	0.00	0.00
LDA/EFF Date	Yellow Rbn*	Out St Chg

Remarks Modify Remarks List

SAP Failure: Placed on Academic Suspension

If a student successfully petitions the dismissal, is readmitted, and is already certified the subsequent term, don't terminate the student. Instead, annotate the student's file that the student was dismissed and readmitted following a successful appeal. If enrollment status changed the subsequent term, be sure to adjust the credit for the term. When you submit the termination, a pop-up window will appear asking about subsequent terms if any are to be certified.



SAP Failure: Placed on Academic Suspension

The student will receive a suspension letter:

Our regulations require that students maintain satisfactory attendance, conduct, and progress to continue receiving VA education benefits. The school certifying official is required to notify VA when a student doesn't meet these requirements. We stopped your educational assistance payments on May 17, 2014, because we received school notification that your progress in training hasn't been satisfactory.

What You Can Do to Restart Your Benefits

If you **re-enroll** in the **same program** and in the **same school**, we can start your payments when your school sends your enrollment information.

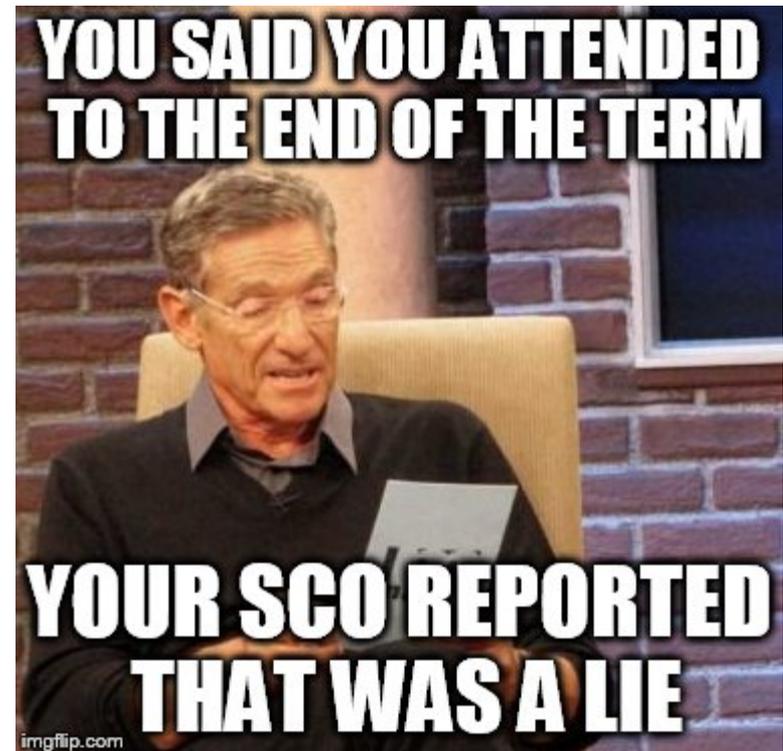
If you **enroll** in a **different program** or a **different school**, you must send us a completed VA Form 22-5495. In addition, before we can pay benefits we may need evidence to show that the cause of your unsatisfactory progress in training is not likely to recur. Here are examples of the kinds of information that we may require:

- A written explanation of why you couldn't maintain satisfactory progress in training.
- A written explanation of how you plan to overcome the problems causing your unsatisfactory progress in training.
- A transcript of grades or evaluation of performance from your prior school or place of training.
- A copy of your official notice of acceptance into your proposed program. This should include the school's evaluation of your prior training and experience.
- A copy of your counselor's recommendations if you have received counseling at school.

If you would like counseling assistance in choosing a new program, you may contact VA at 1-800-827-1000. (For the hearing impaired, dial 1-800-829-4833.)

Overview of what we learned

- Graduation and End of Term or Course
- Earned 'F' Grades, to report, or not to report?
- Non-Punitive End of Term
- Incomplete or 'I' Grades
- Enforcing Standards of Academic Progress and VA reporting requirements



Questions

