

## Administrative Regulation Name/Number

2.9 Veterans Services

## Regulation Statement

This regulation governs the use of Veterans Affairs (VA) educational benefits.

## Reason for Regulation

This regulation ensures covered individuals using Chapter 33 or Chapter 31 VA educational benefits are not charged fees due to late payment from the VA to cover the costs associated with education.

## Justification for Change

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and each educational institution is required to develop a policy that is consistent with the areas below. Please see Attachment A below, the School Compliance Form letter, as justification.

## PROPOSED CHANGES

### Administrative Regulation 2.9 Veterans Services

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs and the state approving agency. Each program must be approved by the state approving agency. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement, tutoring, and priority enrollment are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

**Prior to enrolling, eligible service members receiving tuition assistance must speak with an Education Services Officer (ESO) or counselor within their military service branch/ organization.**

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill®
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill®, Selected Reserve
- Chapter 1607 - REAP Reserve Educational Assistance Program

*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 <https://www.benefits.va.gov/gibill>.*

Covered individuals (as defined in 38 U.S.C. § 3679) utilizing Chapter 33 or Chapter 31 VA education benefits may attend or participate in a program of study during the period beginning on the date the individual provides the educational institution a Certificate of Eligibility (COE), a Statement of Benefits obtained from eBenefits, or a purchase order for Chapter 31, and ending on the earlier of the following dates:

1. The date upon which payment from the VA is made to the institution;
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

No penalty, including the assessment of late fees, withdrawal of class registrations, and/or the denial of access to classes or other institutional facilities will be imposed on the individual due to the delayed disbursement funding from VA under Chapter 31 or 33.

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

## **Academic Progress Policy for Students Receiving Veteran's Educational Benefits**

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to

the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

### **Distance Learning:**

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCC degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on [my.maricopa.edu](http://my.maricopa.edu), the district's website for student access to Maricopa tools. Maricopa-assigned student email addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

### **Externship Programs:**

The Maricopa Community College's official district course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa instructor of record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – Center for Curriculum and Transfer Articulation website, located at: <https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation>.

### **Prior Credit Evaluation:**

Department of Veterans Affairs requires that all persons using any type of Veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

### Adoption History

**AMENDED through Direct Approval by the Chancellor, March 6, 2019**  
**AMENDED through Direct Approval by the Chancellor, September 17, 2018**  
**AMENDED through Direct Approval by the Chancellor, April 17, 2018**  
**AMENDED through the Administrative Regulation Process, May 16, 2016**  
**AMENDED through the Administrative Regulation Process, April 23, 2015**  
**AMENDED through the Administrative Regulation Process, March 13, 2012**

### Related Documents and Forms

NA

### Responsible Parties/Contacts

**-Responsible Agent /Senior Leader**  
Leslie Cooper, General Counsel

**-Regulation Owner**  
Andrea Banks, Veteran's Council Chair

**-Regulation Contact**  
Andrea Banks, Veterans Council Chair

### Legal References

Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code

## Attachment A

### **Title 38 United States Code Section 3679(e) School Compliance Form**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and each educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

**Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:**

**NOTE: A Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

---

**Print Name and Title of Official**

---

**Signature and Date**

---

**Name of Educational Institution**

In addition, statute allows your policy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

If your educational institution will be requiring any of these additional actions by students, please submit your policy update to the SAA by **July 15, 2019**. You should also ensure that these policies are part of the next publication of your catalog, bulletin, or addendum.

Waivers of this requirement may be granted by VA. The VA will send communication about obtaining waivers at a later date. If and when you receive a waiver, please send that documentation to the SAA so we may correctly document your compliance.