UWG PROCEDURE NUMBER: 3.10.2, Military-Connected Students  
Authority: UWG POLICY 3.10 (Adult Learners, Veterans, and Military-Connected Students)

The Chief Student Affairs Officer, pursuant to the authority of UWG Policy 3.10, establishes the following procedures for Military-Connected Students.

A. Statement of Purpose
The University of West Georgia (UWG) seeks to support military-connected students by providing an environment and knowledgeable staff that can assist with the following:
- transition to UWG by providing assistance with technology and applications.
- process GI Bill Certification for educational benefits to the Department of Veteran Affairs.
- connect military-connected to on-campus resources.
- assist students on their career path by hosting career workshops and connecting students with opportunities through Career Services.

B. Definitions
For the purposes of this Procedure, the following definitions apply:
1. Active Duty – Active Duty shall be defined as full-time duty in the U.S. Armed Forces, including some members of the Reserve Components.
2. Articulation – Articulation shall be defined as the process by which one institution matches the content of its courses or requirements to the content of course work completed at another institution.
3. Certificate of Eligibility – Certificate of Eligibility shall be defined as a document generated by the U.S. Department of Veterans Affairs (VA) that informs a student of eligibility for "VA Education Benefits".
4. Certification – Certification shall be defined as the process by which "military-connected students" using "VA Education Benefits" have their enrollment verified to the U.S. Department of Veteran Affairs after submitting the required documents to the Center for Adult Learners and Veterans.
5. Chapter 30 (Montgomery GI Bill for Veterans/Active Duty) – Chapter 30 shall be defined as an education benefit that provides up to 36 months of full-time payments to eligible veterans and service members for approved education and training programs.
6. Chapter 31 (Vocational Rehabilitation) – Chapter 31 shall be defined as a program whose primary function is to help veterans with service-connected disabilities become suitably employed, maintain employment, or achieve independence in daily living. The program offers a number of services to help each eligible disabled veteran reach her/his rehabilitation goal, including education benefits. Services generally last up to 48 months.
7. Chapter 33 (Post-9/11 GI Bill) – Chapter 33 shall be defined as an education benefit program specifically for military members who served on "active duty" on or after September 11, 2001. Depending on an individual's situation, provisions of the program may include coverage of tuition and fees, a monthly housing allowance, a books and supplies stipend, and transferability to eligible immediate family members (spouse and/or children).
8. **Chapter 35 (Survivors' and Dependents Educational Assistance - DEA)** – Chapter 35 shall be defined as a program that offers education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or of veterans who died while on active duty or as a result of a service-related condition.

9. **Chapter 1606 (Montgomery GI Selected Reserve - MGIB-SR)** – Chapter 1606 shall be defined as a program that provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

10. **Combat Veterans** – Combat veterans shall be defined as Georgia residents who are active members of the U.S. Military Reserves and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U.S. Department of Defense (DoD) as combat zones on or after September 11, 2001, and served for a consecutive period of one hundred and eighty-one (181) days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service (*BOR Policy Manual Section 7.3.4.3*).

11. **DD-214** – DD-214 shall be defined as the Department of Defense Form 214, Certificate of Release or Discharge from Active Duty, which indicates the date and nature of a service member’s discharge from the United States Armed Forces.

12. **Deployed** – Deployed shall be defined as a military assignment to another place in the world to fulfill their contract of service.

13. **Domicile** – Domicile shall be defined as a verb meaning ‘to make a home in.”

14. **Fee Waiver** – Fee Waiver, in this procedure, shall be defined as exempting a student of a fee for the semester even if the student uses the associated service or facility.

15. **In-State Tuition** – In-State Tuition shall be defined as the rate paid by students who meet the residency status requirements as provided in *BOR Policy Manual, Section 4.3*.

16. **Joint Services Transcript (JST)** – Joint Services Transcript shall be defined as a transcript presenting training and occupational information for personnel in the Armed Forces (with the exception of members of US Air Force) that may include military course completions, military occupations, college-level test scores (e.g., CLEP, DSST), and other learning experiences while in the military.

17. **Mandatory Fees** – Mandatory Fees shall be defined as fees that are paid by all students, as required by the University System of Georgia Board of Regents (BOR), or as required by UWG, subject to approval by the BOR. Mandatory fees include, but are not be limited to:

   - Intercollegiate athletic fees;
   - Student health service fees;
   - Transportation or parking fees (if the latter are charged to all students);
   - Student activity fees;
   - Technology fees;
   - Facility fees; and
   - Mandatory food service fees.

   (For further detail regarding UWG’s Mandatory Fees, refer to the Bursar’s Office webpage.)

18. **Military-Connected Students** – Military-Connected Students shall be defined as veteran students, “active duty” in U.S. Armed Forces, members of National Guard and Reserves, and/or spouses and dependents using transferred “VA Educational Benefits”.
19. **Military Occupational Specialty (MOS)** – Military Occupational Specialty shall be defined as a designator that identifies a specific job in the US Army and US Marines. Referred to as RATE in the US Navy and US Coast Guard and for Air Force members/veterans, as the Air Force Specialty Code (AFSC).

20. **Military Tuition Assistance (TA)** – Military Tuition Assistance (TA) shall be defined as an education benefit paid to eligible members of the United States Armed Forces that provides financial assistance for voluntary off-duty education programs in support of a service member's professional and personal self-development goals (*BOR Policy Manual* Section 7.3.4.2).

21. **Military Withdrawal (WM)** – Military Withdrawal shall be defined as the process of withdrawing from classes due to military service.

22. **Notice of Basic Eligibility (NOBE)** – Notice of Basic Eligibility shall be defined as Members of the Selected Reserve are given a Notice of Basic Eligibility (DD Form 2384) by their National Guard or Reserve unit stating they are eligible for the Montgomery GI Bill —Selected Reserve (Chapter 1606/1607).

23. **Orders** – Orders shall be defined as papers issued by the military changing the status of military personnel to “active duty”.

24. **Out-of-State Tuition** – Out-of-State Tuition shall be defined as the rate paid by students who do not meet the residency status requirements as provided in *BOR Policy Manual*, Section 4.3.

25. **Recently Separated Military** – *BOR Policy Manual* Section 7.3.4.1 defines Recently Separated Military as individuals who within thirty-six (36) months of separation from service, enroll in an academic program.

26. **Transferred Benefits** – Transferred Benefits refers to the transferability option under the Post-9/11 GI Bill that allows service members to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill benefits to eligible dependents must be completed while servicing as an active member of the Armed Forces. The Department of Defense (DoD) determines whether or not veterans can transfer benefits to their family.

27. **Tuition Classification** – Tuition Classification shall be defined as the process by which UWG determines whether a student should be charged “In-State Tuition” or “Out-of-State Tuition”.

28. **VA Education Benefits** – VA Education Benefits shall be defined as programs that provide funding for education and training, vocational rehabilitation, advisement, and guidance of veterans and otherwise under the provisions of Public Laws 16 and 346, 78th Congress, as amended, and subsequent laws passed by the Congress providing for education and training of veterans (*BOR Policy Manual*, Section 7.9.3).

29. **VA School Certifying Official (SCO)** – The VA School Certifying Official shall be defined as the person(s) designated to sign enrollment certifications and other documents relating to “VA education benefits” for a specific institution.

30. **Withdrawal** – Withdrawal shall be defined as the process of terminating enrollment in a course after the last date to drop it with no penalty.

C. **Veterans Affairs Education Benefits Certification**

1. **Certification Procedure for New Students**
   
   New students should submit the required documents based on their chapter benefits to the Center
for Adult Learners and Veterans. Once all documents have been received, the "SCO" will apply applicable attributes in Banner.

2. Certification Procedure for VA Education Benefits

Students using Chapter 31 and Chapter 33 “VA Education Benefits” shall have their enrollment certified to the U.S. Department of Veteran Affairs after submitting the required documents to the Center for Adult Learners and Veterans. Once the student’s enrollment has been submitted to the U.S. Department of Veterans Affairs, the Bursar’s Office shall be notified of the student's usage of VA Education Benefits.

3. Certification Procedure for Stipend-Based VA Education Benefits

Students using Chapter 30, Chapter 35, and Chapter 1606 “VA Education Benefits” shall have their enrollment certified to the U.S. Department of Veterans Affairs after submitting the required documents to the Center for Adult Learners and Veterans and after the final fee payment deadline as determined by the Bursar’s Office.

Required Documents

- Chapter 31 - VA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status
- Chapter 33 - Certificate of Eligibility and DD-214 (veteran); Certificate of Eligibility (dependent)
- Chapter 30 - Certificate of Eligibility and DD-214
- Chapter 35 - Certificate of Eligibility and veteran's Social Security Number
- Chapter 1606 - Certificate of Eligibility or Notice of Basic Eligibility and DD-214

D. Military Learning Articulation Process

Veteran students may be eligible to receive college credit for their training and occupational learning acquired while serving in the U.S. Armed Forces. The UWG Registrar’s Office will do an initial evaluation of the veteran student’s official military transcripts that generally results in the awarding of elective credits. The Center for Adult Learners and Veterans (CALV) will complete an additional review of the military transcripts in attempt to map learning competencies of the veteran student’s military trainings and occupations to learning outcomes of specific UWG courses. This procedure details the steps of this latter Military Learning Articulation process.

1. Students who served in the Army, Coast Guard, Marine Corps, or Navy should have their “Joint Service Transcript (JST)” submitted to the University through the Department of Defense (DOD) website.

   (NOTE: for students who served in the Air Force, they should submit their Community College of the Air Force transcript which, upon receipt, will be evaluated following established procedures for transfer transcript evaluation by the Registrar’s Office. Refer to UWG Procedure 3.4.3 – Credit Transfers)

2. The DoD notifies CALV of the electronic submission of the “JST”.

3. CALV completes a review of JST. It then prepares a Military Learning Articulation Form for those military trainings and occupations where the learning competencies listed map to the majority of the learning outcomes of a specific UWG course so transfer credit may be awarded.

4. The completed Military Learning Articulation Form is submitted to the designated academic administrator or faculty member in the respective college, school, or department that the UWG
course is offered for approval or denial.

5. If the Military Learning Articulation request is denied, CALV records decision. (NOTE: Student may still receive elective credit based upon initial Registrar’s official transcript review.)

6. If the Military Learning Articulation request is approved, CALV records decisions and forwards a Military Credit Re-Evaluation Form, detailing the Articulation review approval and student(s) impacted, to the Registrar’s Office.

7. The Registrar’s Office changes the transcript for the impacted student(s) from elective credit to specific UWG course as approved and notifies veteran student(s) of change.

E. Military Mandatory Fee Waivers

1. Determining Eligibility
   a. Students Using Military TA:
      i. Students must bring their Military TA forms signed by authorized personnel from their branch of service to the Center for Adult Learners and Veterans.
      ii. Eligibility for Mandatory Fee Waiver is for the semester indicated on the Military TA forms only. Personnel in the Center for Adult Learners and Veterans will review students classified for Mandatory Fee Waivers each semester in order to ensure continued eligibility.

   b. Combat Veterans: Student must bring a copy of military records proving eligibility to the Center for Adult Learners and Veterans. Eligibility under this status does not expire.

F. Out-of-State Waivers for Recently Separated Military and Students with Transferred Benefits

Tuition Classification Process

1. Recently Separated Military:
   • Personnel in the Center for Adult Learners and Veterans will verify student status as a veteran and date of separation from the military by reviewing the student’s “DD-214” and will apply the appropriate Banner attributes for students eligible for “In-State Tuition”.
   • Personnel in the Center for Adult Learners and Veterans will review “Recently Separated Military” students classified for “In-State Tuition” each semester in order to ensure that the students have domiciled in Georgia within thirty-six (36) months from separation from service in compliance with Section 702 of the Veterans Access, Choice and Accountability Act of 2014, or within one hundred twenty (120) months where permitted by the president of the university.

2. Students Using VA Education Benefits:
   Personnel in the Center for Adult Learners and Veterans will verify student status as using “VA Education Benefits”, including those students with transferred benefits, by reviewing the student’s “Certificate of Eligibility” and will apply the appropriate Banner attributes for students eligible for “In-State Tuition”.


G. Military Withdrawal

1. Determining Eligibility
   “Students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive emergency orders to active military duty are entitled to a full refund of matriculation fees paid for that semester.” ([UWG Undergraduate Catalog](#)) This indicates that the student’s “orders” would need to be to “active duty” or as part of an emergency response.

2. Requesting Military Withdrawal
   Students who would like to withdraw for military reasons must submit a copy of their official “orders” to the Center for Adult Learners and Veterans (CALV). CALV will forward the request to the Office of the Provost and the Registrar’s Office for approval and action.

3. Grades
   Students who withdraw for military reasons will receive a WM grade in all courses. “Military withdrawals” do not count as part of the six (maximum) allowed withdrawals.

4. Refunds
   Students who withdraw for military reasons will receive a refund of tuition and “mandatory fees” in accordance with [BOR Policy Manual, Section 7.3.5.3](#), and UWG Undergraduate Catalog policy on Refunds.

H. Military Priority Registration

1. Priority Registration Process for Military-Connected Students
   UWG Procedure 3.4.1 describes Priority Registration for continuing students. UWG began allowing veteran students and any other students using VA Education Benefits to have Priority Registration in Spring 2016.

2. Identifying Students Using VA Education Benefits: Personnel in CALV will verify student status as using VA Education Benefits by reviewing the student’s “Certificate of Eligibility” and will apply the appropriate Banner attributes for students eligible for Military Priority Registration.

3. Identifying Eligible Students not using VA Education Benefits: Veteran students do not have to be utilizing “VA Education Benefits” to be eligible for Military Priority Registration. These students can submit their “DD-214” to the CALV for verification of veteran status and application of appropriate Banner attributes by CALV for Military Priority Registration eligibility.

4. CALV will notify the Registrar’s Office of students eligible for Military Priority Registration.

5. Veteran students identified for Military Priority Registration are required to meet with their academic advisor prior to class registration. ([UWG Procedure 3.2.1 Advising Center](#))

Issued by the Director of Center for Adult Learners and Veterans, the 17th day of July, 2018.

Signature, Director of Center for Adult Learners and Veterans

Reviewed by Vice President for Student Affairs and Enrollment Management

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