

Student Veterans Resource Handbook



Revision 1.5

Southern Utah University

Veterans Resource and Support Center

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Introduction

Overview

This handbook has been developed for military-connected students using their benefits at Southern Utah University (SUU). It is often difficult for military-connected students transitioning from the military to locate, understand and obtain information related to resources and benefits for which they are entitled. The “SUU Veterans Resource Handbook” will cover topics for continuing students at SUU as well as some general information for students who are planning to enroll at SUU. This handbook will reference U.S. Department of Veteran Affairs (VA) regulations, DOD regulations, military branch specific regulations, SUU policy, state regulations, and Utah Department of Veterans and Military Affairs State Approving Agency for Veterans Education (SAA) requirements pertaining to SUU and how they relate to each other.

Disclaimer

The content of this handbook has regular updates; students should make sure that they have the most up to date copy by referencing the most current handbook found on SUU’s [Veterans Resource and Support Center homepage](#). In addition, the information given is general and may not suit every individual’s circumstances. For questions, please contact the SUU Veterans Center and speak with a representative.

Revisions

Revision 1.5 (In effect fall semester 2018)

- Updated Class Absences for Military Obligations Policy pg. 61
- Updated Student Activated to Fulltime Duty Procedure pg. 61
- Added Class Absences for VA medical Appointments Policy pg. 61
- Added Requesting Retroactive Funding pg. 91

Revision 1.4 (In effect summer semester 2018)

- Updated Request for certification in section 1 pg. 14
- Added Round out option clarification for Aviation program students pg. 73
- Removed VA once Jargon from Mitigating Circumstances pg. 92
- Added note advising flight students pg. 91
- Added one course exception for summer terms pg. 91

Revision 1.3

- Added Withdrawal from Academic Term pg. 51
- Added Emergency Withdrawal pg. 52

Revision 1.2

- Added Information about JST student response time pg. 46
- Added VA GI Bill Feedback Complaint pg. 93

Revision 1.1

- Removed DD-2834 from page 9 Accepted Veteran Student Checklist
- Removed DD-2834 from page 10 Accepted Veteran Dependent Student Checklist
- Added Concurrent Enrollment pg. 44
- Added College Connections pg. 44

SECTION I – Checklist

- Prospective/New Student Checklist
- Accepted Veteran Student Checklist
- Veterans or Active Duty Student- Priority Registration
- Accepted Veteran Dependent Student Checklist
- Returning Student Checklist
- Course Registration Checklist
- How to Request Certification
- Funding Request Chart

Prospective/New Student Checklist

1. Verify your Program Eligibility
 - a. To find out if a program “degree” is approved for VA educational benefits under MGIB, please visit the [VA's WEAMS Institution Search Tool](#) to search for approved Education Programs.
2. Apply to SUU [online](#)
 - a. There is \$50.00 application fee that may be waived for veterans and dependents using benefits. You can contact the Veterans Center to receive a waiver code.
Note: You cannot be reimbursed for completed application payments.
3. Wait for initial acceptance email from SUU Admissions.
Note: Confirm you have given SUU a valid email.
4. After being accepted, you must defer or pay your enrollment deposit
 - a. You may submit a [Deferment Application](#), merely state that you are using VA educational benefits.
Note: Students under Ch.31, Ch.33, or Ch.33TOE will have their enrollment deposit reimbursed for those that paid. Students that completed the deferment application will have the deposit included in their initial funding request to the VA.
5. After receiving accepted notification proceed to:
 - a. Accepted Veteran Student Checklist

Or

 - b. Accepted Veteran Dependent Student Checklist

Accepted Veteran Student Checklist

1. Obtain your Certificate of Eligibility (COE)
 - a. Apply for your COE at [Vets.gov](https://www.vets.gov)
 - b. What you need to fill out this application:
 - i. Social Security number (required)
 - ii. Proof of Service Member's military history (required)
 - iii. Basic information about the school or training facility where you want to attend (required)
 - iv. Bank account direct deposit information
 - v. Education history
 - c. You may also mail in a paper form to the VA Regional Office. Online text friendly copies can be found on the Veterans Center Homepage under [SUU/VA Forms](#).
 - i. First-time applicants for GI Bill Chapters 1606, 1607, 30, and 33 (Post 9/11) must complete [VA Form 22-1990](#) "Application for VA Education Benefits."
 - ii. If you are transferring to SUU from another institution, and wish to continue using Chapters 1606, 1607, 30, or 33 (Post 9/11) benefits, complete [VA Form 22-1995](#) "Request for Change of Program or Place of Training."
2. Create your VA file with the Veterans Center

Note: Documents with personal information should be given to the Vet Center in person or by fax.

 - a. Provide the Veterans Center with the following:
 - i. Your Certificate of Eligibility (COE)
 - ii. A copy of your DD-214
 - iii. Your local contact information
 - iv. A signed copy of the [Statement of Understanding](#) form
 - v. A signed copy of the [SUU Aviation Program Addendum](#) (for aviation students only)
 - vi. Purple Heart certificate (if applicable)
3. Apply for Financial Aid: You should complete a [FAFSA \(Free Application for Federal Student Aid\) application](#) even if you think you may not qualify.
4. Get your Student ID card at SUUSA located in the Student Center: Your first ID card is FREE.
5. Send your Official Military Transcript to SUU
 - a. Army, Marines, Navy - obtain your Official [Joint Services Transcript](#).
 - i. Select online delivery, this will send your transcript directly to SUU. The VA requires that a credit evaluation be completed for your military service.
 - b. Air Force - contact [CCAF](#) to receive transcripts.
6. Apply for Residency/In-State tuition
 - a. Residency/In-State tuition is granted to veteran students, but they must complete the [residency application](#) through the admissions office.

Note: The VA does not cover the cost of Out-of-State tuition if students are eligible for in-state tuition. You must submit your residency application within three weeks of the start of the term, or you will be charged out-of-state tuition.

Note: See the [Residency section](#) for more information.

Note: See the [College Connections](#) section for more information

Veteran or Active Duty Student - Priority Registration

Priority Registration is designed to offer incoming New Freshman that are active duty or veteran students the opportunity to register for their program's curriculum prior to the general population. These students can register with Advanced Freshman for their first semester of attending SUU. This standing only applies to students that have been verified as active duty or a veteran student.

- Active duty or veteran students eligible for the Priority Registration accommodation must self-identify with the VRSC by providing documentation identifying their veteran or their military status
- The Student Success Advisor and/or Veteran Center Staff will register eligible students after they have paid/deferred their Enrollment Deposit and submitted their T-Bird Takeoff Questionnaire

Priority Registration may be granted to active duty or veteran students using VA education benefits, DOD tuition assistance programs, or Utah National Guard Education assistance if the priority registration allows the student to complete their degree before exhausting their benefits.

Note: Priority Registration standing does not eliminate any student from following the protocol of the University or their academic school/college.

Accepted Veteran Dependent Student Checklist

1. Obtain your Certificate of Eligibility (COE)
 - a. Apply for your COE at [Vets.gov](https://www.vets.gov)
 - b. What you need to fill out this application
 - i. The Social Security number of you and your sponsor (required)
 - ii. Proof of Service Member's military history (required)
 - iii. Basic information about the school or training facility where you want to attend (required)
 - iv. Bank account direct deposit information
 - v. Your education history
 - c. You may also mail in a paper form to the VA Regional Office. Online text friendly copies can be found on the Veterans Center Homepage under [SUU/VA Forms tab](#).
 - i. First-time applicants for Chapter 35 must complete [VA Form 22-5490](#) "Dependents' Application for VA Education Benefits."
 - ii. First-time applicants for Chapter 33 (Post 9/11) Dependents using Transferred Benefits (TEB) must complete [VA Form 22-1990E](#) "Application for Family Member to Use Transferred Benefits."
 - iii. If you are transferring to SUU from another institution, and wish to continue using Chapters 33 (Post 9/11) Dependents benefits, complete [VA Form 22-1995](#) "Request for Change of Program or Place of Training."
 - iv. If you are transferring to SUU from another institution, and wish to continue using Chapter 35 benefits, complete [VA Form 22-5495](#) "Dependents' Request for Change of Program or Place of Training."
2. Create your VA file with the Veterans Center

Note: Documents with personal information should be given to the Vet Center in person or by fax.

 - a. Provide the office with the following:
 - i. Your Certificate of Eligibility (COE)
 - ii. Your local contact information, to include your SSN
 - iii. A signed copy of the [Statement of Understanding](#) form
 - iv. A signed copy of the [SUU Aviation Program Addendum](#) (for aviation students only)
3. Apply for Financial Aid: You should complete a [FAFSA \(Free Application for Federal Student Aid\) application](#) even if you think you may not qualify.
4. Get your Student ID card at SUUSA located in the Student Center: Your first ID card is FREE.
5. Apply for Residency/In-State tuition
 - a. Residency/In-State tuition is granted to dependent students, during the term that they are utilities VA benefits, or under the approval under R512. You must complete [the residency application](#) through the admissions office within three weeks of the start of the term, or you will be charged out-of-state tuition for the term. A copy of your Sponsor's DD-214 (for out of state students only)

***VA does not cover the cost of out-of-state tuition.**

Note: See the [Residency section](#) for more information.

Note: See the [College Connections](#) section for more information

Note: See the [Concurrent Enrollment](#) section for more information

Returning Student Checklist

Students that return to SUU after using their VA benefits at a different location must submit a "Request for Change of Program or Place of Training" through the VA before using your benefits at SUU.

1. Obtain an updated COE
 - a. Apply for your updated COE online at vets.gov
 - b. You should send the Vet Center a printed copy of the confirmation page as a placeholder.
 - c. Turn in a copy of the mailed COE once received.
2. If you are transferring to SUU from another institution and wish to continue using:
 - a. Chapters 1606, 1607, 30, or 33 (Post 9/11) benefits, complete [VA Form 22-1995](#) "Request for Change of Program or Place of Training."
 - b. Chapter 35 benefits, complete [VA Form 22-5495](#) "Dependents' Request for Change of Program or Place of Training."
Note: Application for your COE is only suitable for 1 semester, afterword you must supply an official Awards Letter.
2. Any credits you earned from a different institution or certification must be submitted to SUU for credit evaluations
 - a. Send official transcripts to SUU
Note: VA will not pay for duplicated credits including certificates & licenses.

Course Registration Checklist

Registering for your courses is the processes that you take to inform SUU of the courses that you intend to take in the upcoming semester. This is not the same as requesting certification from the Veterans Center. **A certification request must be made separately.**

Note: See the next section for more information on certification

To register online, do the following:

1. Ensure that all your courses fulfill a requirement towards your degree.
 - General Education Requirements
 - Major / Minor
 - Minimum electives, excess electives cannot be certified.
2. Go to www.suu.edu
3. Click on the mySUU portal icon on the upper-left of the webpage.
4. Sign into your portal using your username and password.
5. Click on the link on the left side of the webpage labeled "Registration".
6. Click on "Register for Classes".
7. Select the term for which you want to register.
8. After reading the text in the "Agreement to Pay SUU Tuition Charges and Fees" box, scroll down to the bottom of the webpage.
 1. If you know the CRNs of the classes for which you want to register, type them into the fields provided. If you are able to register for the course(s), they will appear on your registration schedule without any errors. If an error appears for a course after attempting to register, you are **not** registered for the course and must resolve the error by getting the permission or completing the pre-requisites required.
 2. If you do *not* know the CRNs for the courses, click on the "Class Search" button at the bottom of the page. You can then search for classes by subject and narrow it down to sections on the following pages. If there is an open checkbox next to the class, you can click the checkbox and then click "Register" to try to register for the course. Watch for registration errors; those mean that you have *not* registered for the course and need to take further action to add it to your schedule.

To register in-person, do the following:

1. Fill out a Registration Add/Drop Form
 1. The form is available on the Registrar's Office webpage under Student Forms, the Registrar's Office, and the Vet Center.

2. Sign the form.
3. Get any other appropriate signatures if past add/drop date or if the course is at full capacity.
4. Bring the form **along with your SUU photo ID** to your academic advisor or to the Registrar's Office.

To register by fax, do the following:

1. Fill out a Registration Add/Drop Form (available on the Registrar's Office webpage under StudentForms).
2. Sign the form.
3. Get any other appropriate signatures.
4. Fax the form **along with a copy of your photo ID** to 435-865-8470.

To register by email, do the following:

1. Fill out a Registration Add/Drop Form (available on the Registrar's Office webpage under StudentForms).
2. Sign the form.
3. Get any other appropriate signatures.
4. Scan in the form **along with a copy of your photo ID** and email them to registrar@suu.edu.

Course Registration Checklist (Flight Labs)

- Academic advisors can only register students for flight lab. Students are not granted permissions to register for flight labs. This is to reduce complications in administering flight labs and to reduce complications in funding for flight labs.
- Students will only be registered for one flight lab at a time.
- Depending upon student specialization, student progress, and available flight training resources a student may be authorized to take certain flight labs more than one in a single semester.
- Tutor labs are allowed to be taken during the same semester as any primary flight lab.
- Students must complete math and English degree requirements prior to taking any elective flight labs. Tutor labs are excluded from this policy and may be taken at any time.

Source: SUU Aviation Student Handbook

How to Request Certification

To request certification:

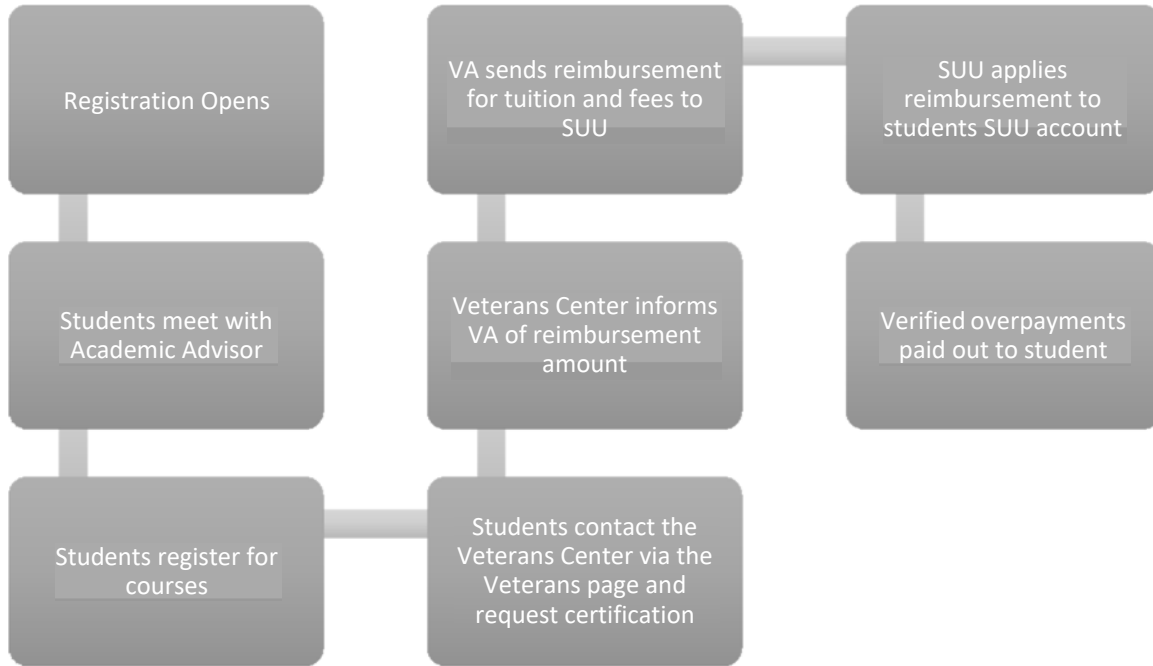
1. Go to: Suu.edu and log in to your account
2. Search “Veterans”
3. Select the second page “Veterans Resource and Support Center for Veterans Benefits”
4. Select “Request Certification”
5. Complete the application
6. After submitting your online request, you will receive an auto email stating that your request was successfully submitted.

Note: If you want to check the status of you application select “Request for Certification” and your application status will be displayed.

7. Once your request is approved and processed by the Veterans Center a hold will be placed on your account, which will not allow you to make any changes to your schedule. If you would like to make any changes to your schedule after submitting your certification request first contact the Veterans Center to have your hold lifted.

Note: The hold placed on your account will act as a placeholder to keep your courses from being dropped for nonpayment.

Funding Request Flow Chart



SECTION II – VA GI Benefits

- Comparison of Education Programs
- GI Bill® Comparison Tool
- VA’s WEAMS Institution Search Tool
- Getting your DD-214
- Using Multiple Benefit Combinations
- VA GI Benefits by Program
 - Chapter 30 (Montgomery GI Bill)
 - Chapter 31 (Vocational Rehabilitation and Employment)
 - Chapter 32 (Post-Vietnam Veterans Educational Assistance Program)
 - Chapter 33 (Post-9/11 GI Bill)
 - Chapter 33 TOE (Transfer of Post 9/11 GI Bill)
 - Chapter 35 (Survivors’ and Dependent Educational Assistance)
 - Chapter 1606 (MGIB Selected Reserve)
 - Fry Scholarship
- Montgomery GI Bill-SR Kicker (MGIB-SR Kicker)

Comparison of Education programs

	Post-9/11 GI Bill	MGIB-AD	MGIB-SR	VEAP	DEA
Minimum Length of Service	90 days active aggregate service (after 9/10/01) or 30 days continuous if discharged for disability	2 yr. continuous enlistment (minimum duty varies by service date, branch, etc.)	6 yr. commitment (after 6/30/85)	181 continuous days active service (between 12/31/76 and 7/1/85)	Not applicable
Maximum # of Months of Benefits	36	36	36	36	45
How Payments Are Made	Tuition: Paid to school Housing stipend: Paid monthly to student Books & Supplies: Paid to student at the beginning of the term	Paid to student	Paid to student	Paid to student	Paid to student
Duration of Benefits	Generally 15 years from last day of active duty	Generally 10 years from last day of active duty	Ends the day you leave Selected Reserve	10 yrs from last day of active duty	Spouse: 10 - 20 years Child: Ages 18-26
Approved at SUU					
Degree Training	Yes	Yes	Yes	Yes	Yes
Flight Training	Yes	Yes	Yes	Yes	Yes
Licensing & Certification (non-fight)	Yes	Yes	Yes	Yes	Yes
Work-Study Program	Yes	Yes	Yes	Yes	Yes
Tutorial Assistance	Yes	Yes	Yes	Yes	Yes

GI Bill® Comparison Tool

The VA is making it easier to research colleges and employers approved for the GI Bill. Students answer just a few questions about themselves and the school/employer they are considering. They will then receive an estimate of their GI Bill benefits and some information about the facility's value and affordability. Visit online at [GI Bill® Comparison Tool](#).

Source: http://www.benefits.va.gov/gibill/comparison_tool/about_this_tool.asp

VA's WEAMS Institution Search Tool

Web Enabled Approval Management System (WEAMS) is the central application VA uses to store school, organization, and program approval information. To find out if a program “degree” is approved for VA educational benefits under the MGIB, please visit the [VA's WEAMS Institution Search Tool](#) to search for approved Education Programs.

Source: U.S. Department of Veterans Affairs School Certifying Official Handbook, Revision 5.2 (5th Edition)

Getting Your DD-214

If students do not have their DD-214, they can get a copy by logging into their [eBenefits account](#). Students must obtain a premium account which will give access to military documents, including their DD-214. Students can also get a copy by going to www.archives.gov/veterans/ and requesting it.

If a student's home of record upon their release from active duty service was within the State of Utah, then the Utah Department of Veterans and Military Affairs (UDVMA) may have a copy in their archive. Students can send a request to 550 Foothill Drive, Suite 105 Salt Lake City, Utah 84113; call 800-894-9497 or 801-326-2372; or can email veterans@utah.gov. To search the archive the UDVMA will need:

- Full Name
- Date of Birth
- Last four digits of the student's Social Security Number

There is no cost for certified copies of your DD214. Students will need to be present and present valid photo identification at 550 Foothill Drive, Suite 105, Salt Lake City, Utah 84113 to receive their certified copies.

Sources: UDMVA <https://veterans.utah.gov/faq/>

Using Multiple Benefit Combinations

Students are not allowed to use multiple education programs to pay for classes that create excess funding. However, they may be able to use multiple education programs to pay for classes without exceeding overall charges.

Example: If a Chapter 33 recipient is rated at 100% then the student should not use either State or Federal TA. Chapter 33 will only pay the remaining tuition and fees after either State or Federal TA is exhausted.

Example: If a Chapter 33 recipient is not rated at 100% then the student may use either State or Federal TA to cover the cost of tuition. However, Chapter 33 will only pay the remaining tuition and fees after either State or Federal TA is exhausted.

Source: U.S. Department of Veterans Affairs School Certifying Official Handbook, Revision 5.2 (5th Edition)

VA GI Benefits by Program

This section summarizes the eligibility requirements for each chapter type and the required documentation needed by the Veterans Center. When a student has found out what benefits, they qualify for from the VA then they should send all the required documents to the Veterans Center before requesting certification.

Chapter 30 (Montgomery GI Bill)

Eligibility Requirements

Students separated from service, may be an eligible veteran if:

- Entered active duty for the first time after June 30, 1985
- Received a high school diploma or equivalent (or, in some cases, 12 hours of college credit) before the end of their first obligated period of service
- Received an honorable discharge
- Continuously served for three years, OR two years if that is what they first enlisted for, OR two years if they have an obligation to serve four years in the Selected Reserve AND entered Selected Reserve within a year of leaving active duty.

Benefits

The Montgomery GI Bill - Active Duty provides up to 36 months of education benefits to eligible veterans for:

- College, Business, Technical or Vocational school
- Correspondence Courses
- Flight Training (in some cases)
- National Tests
- On-the-Job Training and Apprenticeship Programs
- Remedial, Deficiency, and Refresher Training (in some cases)
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job

Documents SUU's Veterans Center needs from you

1. DD-214 (Member 4 Copy) or Current Orders
2. Certificate of Eligibility (Form 22-0557) or [vets.gov](https://www.vets.gov), print their confirmation page referencing their confirmation number, this option is not available for aviation students.
3. Signed [Statement of Understanding](#)

4. If applicable, Kicker Contract
5. If applicable, [Aviation Addendum](#) as required

Visit www.gibill.va.gov for more information.

Chapter 31 (Vocational Rehabilitation and Employment)

Eligibility Requirements

Veterans are entitled if they:

- Have received, or will receive an honorable or other than dishonorable discharge.
- Have a VA service-connected disability rating of 10% with a serious employment handicap or 20% or more with an employment handicap.
- Are determined by VR&E to be in need of rehabilitation services because of an employment handicap.

Benefits

The Vocational Rehabilitation & Employment (VR&E) program assists veterans with service-connected disabilities, an employment handicap, and/or service members who are in the process of transitioning from military to civilian employment on how to prepare for, find, and keep suitable jobs. For veterans and service members with service-connected disabilities so severe that they cannot immediately consider work, VR&E offers services to improve their ability to live as independently as possible.

Documents SUU's Veterans Center needs from you

1. Apply through ebenefits.va.gov
2. Signed [Statement of Understanding](#)
3. VA Form 28-1905 - Signed by Vocational Rehabilitation Counselor. A Utah Vocational Rehabilitation Counselor will provide the VA Form 28-1905 for approved students.

*For more information contact Nancy Tafoya, MRC, CRC Vocational Rehabilitation Counselor Phone: 435-673-4494 X2790 Email: nancy.tafoya2@va.gov

Visit www.gibill.va.gov for more information.

Chapter 32 (Post – Vietnam Veterans Educational Assistance Program)

Eligibility Requirements

Benefit entitlement is for one to 36 months depending on the number of monthly contributions. They have 10 years from their release from active duty to use VEAP benefits. If the entitlement is not used after the 10-year period, their portion remaining in the fund will be automatically refunded.

Students must meet the following requirements to qualify:

- Entered service for the first time between Jan. 1, 1977, and June 30, 1985
- Opened a contribution account before April 1, 1987
- Voluntarily contributed from \$25 to \$2,700;
- Completed their first period of service and were discharged or released from service under conditions other than dishonorable.
- If they are currently on active duty and wish to receive VEAP benefits, they must have at least three months of contributions available.

Benefits

Please reference www.gibill.va.gov for current amounts.

Documents SUU's Veterans Center needs from you

1. DD 214 (Member 4 Copy) or Current Orders
2. Certificate of Eligibility (Form 22-0557) or vets.gov, print their confirmation page referencing their confirmation number.
3. Signed [Statement of Understanding](#)

Visit www.gibill.va.gov for more information.

Chapter 33 (Post-9/11 GI Bill)

Eligibility Requirements

Students who serve at least 90 days of aggregate service after September 10, 2001 are eligible.

To be eligible for 100% of the benefit, an individual must have served an aggregate of 36 months of active duty service, or have been discharged for a service-connected disability after 30 days of continuous service after September 10, 2001.

- Veterans must have an honorable discharge to be eligible.

Benefits

- Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Individual MHA is based on the ZIP code for their school.
- Completely Online students receive half of the BAH national average
- Full tuition and fees reimbursement is sent directly to the school for all public school in-state students.
- An annual books and supplies stipend – paid to the student - up to \$1,000, paid proportionately based on enrollment.

Documents SUU's Veterans Center needs from you

1. DD 214 (Member 4 Copy) or Current Orders
2. Certificate of Eligibility (Form 22-0557) or [vets.gov](https://www.vets.gov), print their confirmation page referencing their confirmation number, this option is not available for aviation students.
3. Signed [Statement of Understanding](#)

Visit www.gibill.va.gov for more information.

Chapter 33 TOE (Transfer of Post 9/11 GI Bill)

Eligibility Requirements

Any member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, and:

- Has at least six years of service in the armed forces (active duty and/or Selected Reserve) on the date of approval and agrees to serve four additional years in the armed forces from the date of election.
- Has at least 10 years of service in the armed forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (by Service Branch or DoD) or statute from committing to four additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.
- Transfer requests must be submitted and approved while the member is on active duty only

Benefits

- Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Individual MHA is based on the ZIP code for their school.
- Completely Online students receive half of the BAH national average
- Full tuition and fees reimbursement is sent directly to the school for all public school in-state students.
- An annual books and supplies stipend – paid to the student - up to \$1,000, paid proportionately based on enrollment.

Documents SUU's Veterans Center needs from you

1. Certificate of Eligibility (Form 22-0557) or vets.gov, print their confirmation page referencing their confirmation number.
2. Signed [Statement of Understanding](#)

Visit www.gibill.va.gov for more information.

Chapter 35 (Survivors' and Dependent Educational Assistance)

Survivors' & Dependents Educational Assistance (DEA) is an education benefit for eligible spouses and children of certain Veterans.

Eligibility Requirements

To be an eligible for DEA the student must be the son, daughter, or spouse of:

- A veteran who died, or is permanently and totally disabled, as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such service-connected disability was in existence.
- A service member missing in action or captured in the line of duty by a hostile force.
- A service member forcibly detained or interned in the line of duty by a foreign government or power.
- A service member hospitalized or receiving outpatient care for a VA determined service-connected permanent and total disability may be eligible for DEA benefits.

Benefits

Eligible persons can receive up to 36 months (effective Aug 1 2018) of full-time or equivalent benefits for:

- College, Business, Technical or Vocational Courses, High School Diploma or GED, Independent Study or Distance Learning courses
- Correspondence Courses (Spouses Only)
- Apprenticeship/On-the-Job Training
- National Exams (e.g. SAT, LSAT, GRE, GMAT)
- Remedial, Deficiency, and Refresher Training (in some cases)
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job
- Benefits will be paid directly to the student, it is the student's responsibility to pay the school

Documents SUU's Veterans Center needs from you

1. Certificate of Eligibility (Form 22-0557) or vets.gov, print their confirmation page referencing their confirmation number.
2. Signed [Statement of Understanding](#)

Visit www.gibill.va.gov for more information.

Chapter 1606 (MGIB Selected Reserve)

The Montgomery GI Bill – Selected Reserve is an education program that provides up to 36 months of education benefits to members of the Selected Reserve. This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, as well as the Army National Guard and the Air National Guard.

An eligible reservist may get education benefits while in a program approved for VA training.

Eligibility Requirements

Students may be considered an eligible reservist or National Guard member if:

- After June 30, 1985, they signed a six-year obligation to serve in the Selected Reserve, AND
- Completed their Initial Active Duty for Training (IADT), AND
- Got their High School Diploma or GED before they completed their IADT, AND
- Are in good standing in a drilling selected reserve unit.

Benefits generally end 14 years from the date they become eligible or when they leave the Selected Reserves. Their period of eligibility may be extended if they were unable to train because of a service-related disability.

Benefits

Please reference www.gibill.va.gov for current amounts.

Documents SUU's Veterans Center needs from you

1. DD 214 (Member 4 Copy)
2. Certificate of Eligibility (Form 22-0557) or vets.gov, print their confirmation page referencing their confirmation number.

3. Signed [Statement of Understanding](#)

Visit www.gibill.va.gov for more information.

Fry Scholarship

The Fry Scholarship added a new eligibility criterion to Chapter 33. It provides benefit eligibility for children & surviving spouses of active duty members of the Armed Forces who died in the line of duty after September 10, 2001.

Eligibility Requirements

Children and surviving spouses of an active duty member of the Armed Forces who died in the line of duty on or after September 11, 2001, are eligible for this benefit. A child may be married or over 23 and still be eligible, although their eligibility ends on their 33rd birthday. A spouse will lose eligibility to this benefit upon remarriage.

Benefits

- Full tuition & fees paid directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at a statutory maximum amount per academic year.
- A monthly housing allowance
- A books & supplies stipend

Documents SUU's Veterans Center needs from you

1. Certificate of Eligibility (Form 22-0557) or vets.gov, print their confirmation page referencing their confirmation number.
2. Signed [Statement of Understanding](#)

Note: Information about the Fry Scholarship is available at http://www.benefits.va.gov/BENEFITS/factsheets/education/Fry_Scholarship.pdf.

Visit www.gibill.va.gov for more information.

Montgomery GI Bill-SR Kicker (MGIB-SR Kicker)

A kicker, also known as the Army, Navy, or Marine Corps College Funds, is an enlistment or reenlistment education incentive that certain selected reserve members can use to increase the amount of money they receive when using their Montgomery GI Bill-Selected Reserve (MGIB-SR) to go to school.

SECTION III – DOD Benefits

- Military Spouse Career Advance Accounts Program (MyCAA)
- Military Tuition Assistance (MTA)
 - Federal Tuition Assistance

Military Spouse Career Advance Accounts Program (MyCAA)

The My Career Advancement Account (MyCAA) Scholarship Program is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation.

Who is eligible for the My Career Advancement Account Scholarship?

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

Those who are not eligible include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status
- Spouses married to a member of the Coast Guard

What will the My Career Advancement Account Scholarship pay for?

The My Career Advancement Account Scholarship pays tuition costs for education and training courses and examinations leading to an associate degree (excluding associate degrees in general studies, liberal arts and interdisciplinary studies that do not have a concentration). The scholarship also covers the costs for obtaining a license, certificate or certification at an accredited college, university or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.

Source:

https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals_Catalog/Program_Overview/MyCAA-Helping-Spouses-Reach-Career-Goals.pdf

Source: <https://aiportal.acc.af.mil/mycaa/>

Military Tuition Assistance (MTA)

Federal Tuition Assistance

Armed Forces Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual services.

National Guard Tuition Assistance

Members of the National Guard are eligible for tuition assistance. However, each of the Armed Forces determines how to administer their own Tuition Assistance (TA). In addition, each state may offer its National Guard service members state funded education incentives based on state guidelines and eligibility (i.e. TA, waivers, exemptions, student loan repayment, etc.).

Army National Guard (Army NG, Army Res)

Federal tuition assistance (FTA), as opposed to those opportunities which may exist in Utah, is available through [GoArmyEd](#).

NOTE: Tuition assistance (TA) requests MUST be submitted 10 days prior to the start date of the class. Depending on the school attended, students will be presented with one of two enrollment paths. GoArmyEd will determine the path automatically, and all approved TA will be paid directly to the student's school by the Army upon successful class completion.

NOTE: As of July, 2014, the Department of Defense requires that all FTA requests must be approved prior to the class start date. The Army's FTA request policy states that all FTA requests should to be submitted to GoArmyEd a minimum of 10 days prior to the class start date. The student can request FTA with less than 10 days prior to the class start date but there is no guarantee the request will be reviewed and you risk losing your tuition assistance for the semester. GoArmyEd will accept FTA requests up to 60 days prior to the class start date so students request FTA immediately after registering for classes attaching all required documentation - itemized receipt and class schedule. Education centers are closed holidays and weekends. TA requests will not be processed during days of closure. Submit your requests early so that you do not miss out on FTA.

Source: <https://www.nationalguard.com/how-to-apply-for-federal-tuition-assistance>

The Army Reserve offers opportunities for selected reserve soldiers to pursue their education on a voluntary basis. Voluntary education plays a vital role in a reservist's career because it enhances promotional opportunities. Voluntary education differs from military education and training which is required for MOS/AOC. If the student is interested in participating, voluntary education must be completed on personal time with financial assistance provided by the Army Reserve. Students are strongly encouraged to become familiar with and utilize all available education benefits and programs.

Army Reservists may go to GoArmyEd and sign in using their AKO login and password to submit TA requests online.

The USAR offers:

- 100% tuition assistance up to \$250 per semester hour, or \$166 per quarter hour, not to exceed \$4,500

annually per service member.

- 75% tuition assistance up to \$250 per semester hour, \$166 per quarter hour, and \$4,500 per FY for officers pursuing a bachelor's degree.

Eligibility

- The soldier must be a drilling reservist in good standing.

- The soldier must declare an educational goal leading to a credential higher than current degree level.
- Enlisted soldiers and warrant officers must have sufficient time remaining on their term of service to complete the course before separation.
- Commissioned officers must have at least four years of Selected Reserve service remaining from the date of completion of the course for which tuition assistance is provided.
- The soldier must enroll for the independent study course following Army Reserve procedures.

Contact the student's local Army Reserve Education Office for assistance with TA or any other voluntary education assistance.

Source: <http://www.military.com/education/money-for-school/reserve-tuition-assistance.html>

Navy Reserve (USNR)

There are currently no Tuition Assistance programs for the Navy Reserve. However, if the student is activated under Title 10 then they qualify for the active duty [Navy Tuition Assistance](#).

Source: <http://www.military.com/education/money-for-school/reserve-tuition-assistance.html>

Marine Corps Reserve (USMCR)

There are currently no Tuition Assistance programs for the Marine Corps Reserve. However, if the student is activated under Title 10 then they qualify for the active duty [Marine Corps Tuition Assistance](#).

Source: <http://www.military.com/education/money-for-school/reserve-tuition-assistance.html>

Air Force Reserve (USAFR)

In an effort to support the professional and education goals of Air Force Reservists, the Air Force provides several voluntary education programs for its reserve members.

USAFR offers:

- Undergraduate (Associates and Bachelor's) Degrees
 - 100% tuition assistance for undergraduate degree programs
 - Not to exceed \$250 per semester hour, or \$166.67 per quarter hour
 - Up to \$4,500 annually per service member.
- Graduate Studies (Master's Degree)
 - 75% tuition assistance for graduate degree programs
 - Not to exceed \$250 per semester hour, or \$166 per quarter hour

- Up to \$4,500 annually.

Visit the [Air Force Reserve Website](#) or the [Air Force Education Services Programs](#) website for more information.

Contact the student's education service officer for information on how to apply for tuition assistance and other programs.

Source: <http://www.military.com/education/money-for-school/reserve-tuition-assistance.html>

Coast Guard Reserve (USCGR)

Coast Guard Reserve units have integrated with active duty sites, so in the spirit of "Team Coast Guard," USCG reservists have access to all of the educational programs available to active duty members. The [Coast Guard Institute](#) website has a complete synopsis of available programs and applications.

The Coast Guard offers selected reservists:

- 100% tuition assistance up to \$250 per semester hour, or \$166.67 per quarter hour
- Not to exceed \$4,000 annually per service member.
- Contact the student's Coast Guard ESO for information on how to apply for tuition assistance and other programs.

Source: <http://www.military.com/education/money-for-school/reserve-tuition-assistance.html>

SECTION IV – State of Utah Benefits

- State Tuition Assistance (Utah Army NG, Utah Air NG)
- State Tuition Waiver Program (Utah Army NG, Utah Air NG)
- Utah State Wavers/Programs
- Exhaustion of Benefits for Chapter 33 Flow Chart

State Tuition Assistance (Utah Army NG, Utah Air NG)

The State of Utah provides financial assistance through the State Tuition Assistance program (STA) to support a UTNG member's professional and/or personal self-development goals in pursuit of a higher education degree, per the following guidance:

Eligibility

- Individual must be a Title 32 UTNG member and a satisfactory participant, in an active drilling status, to be eligible for receipt of STA program benefits.
- UTNG Members, who receive nine or more AWOLs/UNSATs in the previous 12 months, preceding application for STA program benefits, are not "satisfactory participants" in the Utah National Guard and therefore, are not eligible for these program benefits.
- Temporarily mobilized Utah National Guard members are eligible to received STA funding.
- A person who transfers from the Select Reserve to the National Guard is not eligible for the tuition assistance in this section for one year from the date of transfer.
- The assistance is for tuition only and shall not be more than the resident tuition for the actual course of postsecondary study engaged in by the individual.

STA will pay only for courses offered by higher education institutions recognized and accredited as Institutes of Higher Learning (IHL) by the Department of Education, and the Council for Higher Education Accreditation (CHEA).

- STA will only pay for courses which are part of the degree/certificate plan as verified by the school certifying official (SCO).
- For any non-degree programs, secondary school accreditation, or specialized accreditation (professional/occupational), schools must have proper accreditation and/or licensing in accordance with federal guidelines.
- This requirement is applicable to classroom study, vocational/technical training and distance learning (DL) courses, and online courses.

STA funds will not cover the cost of any fees to include but not limited to:

- Books
- Parking stickers
- Transcript fees
- Matriculation fees
- Graduation fees
- Credit evaluation fees
- Certificate examinations
- CEU's (or equivalent)

- Certification courses provided directly by proprietary institutions (not regionally or nationally accredited)
- Preparatory courses for admissions testing (SAT, GRE, LSAT)
- Medical services (Student Health Center Fees can be paid only if charged as a condition of registration)

Application

UTNG members apply for STA using the current Utah National Guard Tuition Assistance Application,

UTNG STA Form 1. This form and the procedure for application are provided at

<https://www.ut.ngb.army.mil/education2/>.

- Applicants may apply for STA 90 days prior to the start of the course/semester, must request and have approval prior to the course/semester start date.
- Air National Guard requires submittal no less than 15 business days prior to course start date. Exception to policy may include SM on wait list.

Source: Utah National Guard Regulation 621-01

State Tuition Waiver Program (Utah Army NG, Utah Air NG)

The [State Tuition Waiver Program \(STW\)](#) provides financial assistance to support a UTNG member's professional and/or personal self-development goals in pursuit of a higher education degree. The Utah State Legislature, through the budget approval process, grants Tuition Waivers to students meeting certain qualifications including Utah National Guard membership. This program provides financial support for service members in pursuit of an undergraduate degree, in an approved academic program.

- This is a competitive scholarship program based upon a student's academic standing (Grade Point Average (GPA) score) and additional application requirements.
- The recipient's award is on a year to year basis.
- Service members may not simultaneously use the STW and the State Tuition Assistance (STA) program to fund tuition costs.
- Service members must submit a new application for each successive school year if the student wants to compete and be eligible to receive these funds. Otherwise, the student may apply for STA to fund the upcoming new school year.
- All interested service members may request information or apply through the Education Services Program Department.

Eligibility

The individual must be a UTNG member and a satisfactory participant, in an active drilling status, to be eligible for receipt of STW program benefits. UTNG Members, who receive 9 or more AWOLs/UNSATs in the previous 12 months, preceding application for STW program benefits, are not "satisfactory participants" in the Utah National Guard and therefore, are not eligible for these program benefits.

- GPA Requirement. For STW recipients, their school administration as well as the ESO may require a higher GPA standing than the minimum allowed for the STA Program at a cumulative 2.0 rating. SM's should strive to exceed the minimum standard of 2.0.
- STW is an "up front" program. This means that no benefit payment(s) will ever be made directly to the student.

Application

UTNG members are required to use the Utah National Guard Tuition Assistance Application. This form and the procedure for application are provided at www.ut.ngb.army.mil/education2. Applicants may apply for the STW January 1 through May 31.

STA Applications must be received to the Education Office ng.ut.utarng.list.education-office@mail.mil NO LATER THAN 15 DAYS PRIOR to the start of classes.

Individuals must submit ONE EMAIL with ALL of the following documents:

1. STA application in a fillable .pdf format
2. Signed SOU
3. Supporting documents for your application:
 - a. Tuition history statement
 - b. Course schedule showing start/end dates
4. FOR ROTC CADETS ONLY: Memo signed by your Professor of Military Science or their designated representative, verifying that you are not receiving a Tuition scholarship, but only Room/Board.
 - 4) In the body of your email, please state why you are applying for STA instead of FTA.

Continues Reporting

Individuals must provide the State Education Office with proof of successful completion of approved courses within 45 days of completion of the class for which receive UTAH NATIONAL GUARD STA. Failure to do so will result in suspension of further STA funding until the UTANG Member satisfactorily complies with all STA requirements.

Source: Utah National Guard Regulation 621-01

Utah State Wavers/Programs

Purple Heart Tuition Waiver

Utah public institutions of higher learning are required to waive the tuition of a Utah resident admitted to an undergraduate or graduate program leading to a degree, or a vocational training that leads to a certificate or diploma, if the student is a recipient of a Purple Heart.

Will pay for first Bachelor's Degree and \$10,000 towards Masters Degree.

Note: Students are required to turn in Purple Heart Certificate. This doesn't affect rate of pursuit or VA funds.

Source: (Utah Code 53B-8e-101)

Scott Lundell Military Survivors Tuition Waiver

Surviving dependents of service members killed in action on or after September 11, 2001 are eligible for a tuition waiver at state schools.

Dependent children may also be eligible for the Marine Gunnery Sergeant John David Fry Scholarship.

Source: (Utah Code 53B-8-107)

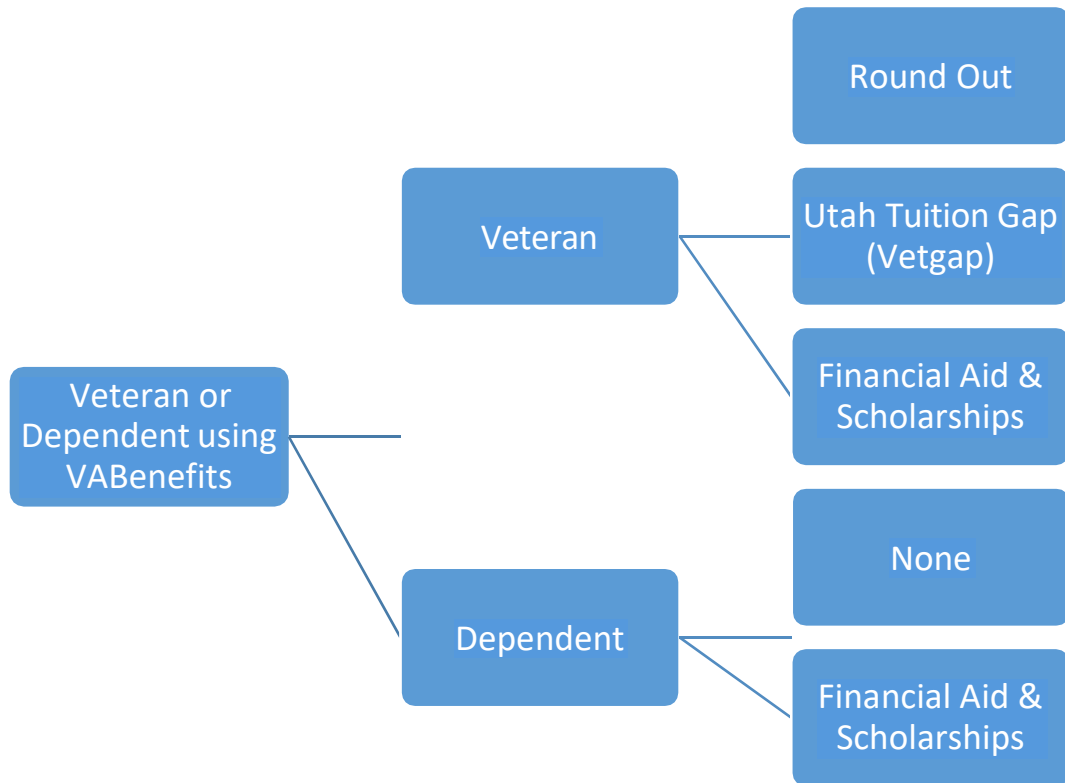
Utah Tuition Gap Funding Program (VetGap)

The State of Utah provides funds for tuition during the last full year of school IF they meet the following requirements:

- 4.4.1. be a resident student of the State of Utah under Utah Code Section 53B-8-102 and Board Policy R512 or exempt from paying the nonresident portion of total tuition under Utah Code Section 53B-8-106; and
- Be a student using Veterans Assistance Program funds; and
- Be unconditionally admitted and currently enrolled in an eligible program leading to a **bachelor's degree** at an eligible institution on at least a half-time basis as defined by the institution; and
- Be maintaining satisfactory academic progress, as defined by the institution, toward the degree in which enrolled; and
- Has exhausted the federal benefit under the Veterans Assistance Program; and
- Has not completed a bachelor's degree; and
- Be in the final year of his or her academic baccalaureate program.

Source: Utah Administrative Code: Rule R765-611

Exhaustion of Benefits for Chapter 33 Flow Chart



SECTION V – SUU Admissions

- Residence Status for Tuition Purposes
 - Applying for Residency
 - Applying for In-State Tuition
- Credit for Military Training
- Prior Learning Assessment (PLA)
- Concurrent Enrollment
- College Connection

Residence Status for Tuition Purposes

Students are not granted residency or in state tuition automatically based on veterans status. Students are required to submit a completed residency application within the first three weeks of the term or they will be charged out of state tuition for the term.

Applying for In-State Residency or Tuition

In-state Residency or In-State Tuition can be granted to military connected students but they must complete [the residency application](#) through the admissions office. **Any Veteran or Veteran Dependent using VA benefits, other than Chapter 35, who doesn't qualify for in-state residency will qualify for in-state tuition while using their benefits.** Residency approval is based on the charts and information provided as listed below:

SUU Veterans Residency Eligibility

	Veteran	Benefits	No Benefits	Active Duty	In-State Residency	In-State Tuition
V1	X	X			Yes	Yes
V2	X		X		Yes	Yes
V3	X			X	Yes	Yes

V1/V2 – Veterans **WILL be** awarded In-State Residency.

- Students are **REQUIRED** to complete/Submit:
 1. Residency Application
 2. DD-214 (#4)
 3. At least one of the following:
 - a) Student's Utah Driver's License
 - b) Student's Utah Voters Registration
 - c) Student's Utah vehicle registration
 - d) Utah Employment
 - e) Utah Lease agreement with Student's name and Utah address
 - f) Utility bills showing Student's name and Utah address

*As per the Department of Resident Status R512; 6.1.3

V3 – Veterans on Active Duty **WILL be** awarded In-State Residency.

- Students are **REQUIRED** to complete/Submit:
 1. Residency Application
 2. Active Duty Orders

3. At Least one of the following:
- Student's Utah Driver's License
 - Student's Utah Voters Registration
 - Student's Utah vehicle registration
 - Utah Employment
 - Utah Lease agreement with Student's name and Utah address
 - Utility bills showing Student's name and Utah address

*As per the Department of Resident Status R512; 6.1.1.3

SUU Veteran Dependents Residency Eligibility

	Dependent	SUU Alumni Scholarship	Benefit NON 35	Benefit 35	No Benefits	Less than 5yrs separation	More than 5yrs separation	In-State Residency	In-State Tuition
D1	X	X						NO	NO
D2	X		X			X		Yes	Yes
D3	X		X				X	NO	Yes
D4	X		X			Still AD		Yes	Yes
D5	X			X		X		Yes	Yes
D6	X			X			X	NO	NO
D7	X				X	X		Yes	Yes
D8	X				X	Still AD		Yes	Yes
D9	X				X		X	NO	NO

* AD – Active Duty

D1 – Dependent that have a parent or grandparent who is an SUU Alumni **can receive** a waiver for the non-resident portion on their tuition through Financial Aid Office.

- Students are **REQUIRED** to complete/Submit:
 - The Alumni Legacy Scholarship Application

*Note: After a year residing in Utah, student can then apply for In-State Residency providing all necessary documentation. *See front page of residency application*

D2 – Dependent that is using any benefit except Chapter 35 and their Sponsor has separated from the military **LESS** than 5 years from current date **WILL be** awarded In-State Residency.

- Students are **REQUIRED** to complete/Submit:
 - Residency Application
 - DD-214 (#4) of Sponsor

4. Proof of relationship (birth certificate or tax return)
5. At least one of the following:
 - a. Student's Utah Driver's License
 - b. Student's Utah Voters Registration
 - c. Student's Utah vehicle registration
 - d. Utah Employment
 - e. Utah Lease agreement with Student's name and Utah address
 - f. Utility bills showing Student's name and Utah address

*As per the Department of Resident Status R512; 6.1.5

D3 – Dependent that is using any benefit except Chapter 35 and their Sponsor has separated from the military **MORE** than 5 years from current date will **NOT be** awarded In-State Residency, but **WILL be** awarded In-State Tuition. Eligibility will be evaluated each semester the student is enrolled.

- Students are **REQUIRED** to complete/Submit the following every semester they are using benefits :
 1. Residency Application
 2. DD-214 (#4) of Sponsor
 3. Proof of relationship (birth certificate or tax return)
 4. Proof of Certification

*Note: After a year residing in Utah, student can then apply for In-State Residency providing all necessary documentation. *See front page of residency application*

*As per the Department of Resident Status R512; 6.1.5

D4 – Dependent that is using any benefit other than Chapter 35 and their Sponsor is **still Active Duty** in the military at the current date **WILL be** awarded In-State Residency for **one year**. After that year the student will need to apply for In-State Residency providing all the necessary documentation as stated on the front page of the residency application.

- Students are **REQUIRED** to complete/Submit for the **1 year of residency**:
 1. Orders of Sponsor
 2. Sponsor's Military ID
 3. Dependent's military ID
 4. Proof of relationship (birth certificate or tax return)

*As per the Department of Resident Status R512; 6.1.5

D5 – Dependent that is using Chapter 35 and their Sponsor has separated from the military **LESS** than 5 years from current date **WILL be** awarded In-State Residency.

- Students are **REQUIRED** to complete/Submit:
 1. Residency Application
 2. DD-214 (#4) of Sponsor
 3. Proof of relationship (birth certificate or tax return)
 4. At least one of the following:
 - a. Student's Utah Driver's License
 - b. Student's Utah Voters Registration
 - c. Student's Utah vehicle registration
 - d. Utah Employment

- e. Utah Lease agreement with Student's name and Utah address
- f. Utility bills showing Student's name and Utah address

D6 – Dependent that is using Chapter 35 and their Sponsor has separated from the military **MORE** than 5 years from current date will **NOT be** awarded In-State Residency or In-State Tuition.

*Note: After a year residing in Utah, student can then apply for In-State Residency by providing all necessary documentation. *See front page of residency application*

D7 – Dependent that is not using/doesn't have any benefits and their Sponsor has separated from the military **LESS** than 5 years from current date **WILL be** awarded In-State Residency.

- Students are **REQUIRED** to complete/Submit:
 1. Residency Application
 2. DD-214 (#4) of Sponsor
 3. Proof of relationship (birth certificate or tax return)
 4. At least one of the following:
 - a. Student's Utah Driver's License
 - b. Student's Utah Voters Registration
 - c. Student's Utah vehicle registration
 - d. Utah Employment
 - e. Utah Lease agreement with Student's name and Utah address
 - f. Utility bills showing Student's name and Utah address

*As per the Department of Resident Status R512; 6.1.4

D8 – Dependent that is not using/doesn't have any benefits and their Sponsor is **still Active Duty** in the military at the current date **WILL be** awarded In-State Residency for **one year**. After that year the student will need to apply for In-State Residency providing all the necessary documentation as stated on the front page of the residency application

- Students are **REQUIRED** to complete/Submit for the **1 year of residency**:
 1. Orders of Sponsor
 2. Sponsor's Military ID
 3. Dependent's military ID
 4. Proof of relationship (birth certificate or tax return)

*As per the Department of Resident Status R512; 6.1.2

D9 – Dependent that is not using/doesn't have any benefits and their Sponsor has separated from the military **MORE** than 5 years from current date will **NOT be** awarded In-State Residency or In-State Tuition.

*Note: After a year residing in Utah, student can then apply for In-State Residency providing all necessary documentation. *See front page of residency application*

For assistance with your residency application contact the SUU's Admissions Office.

Phone: (435) 586-7740 or Email: adminfo@suu.edu

Note: See Residency application for more information on required documents. For assistance with your residency

application, contact the SUU's Admissions Office.

Source: SUU Admissions Office

SUU Alumni Legacy Scholarship

If a student has been admitted as a first time non-resident student and one or both of their parents or grandparents graduated from SUU with an associate's degree or higher may apply for the [Alumni Legacy Scholarship](#). It's a four year renewable scholarship that is distributed on a first come, first serve basis which will help offset the cost of non-resident tuition.

Any Active Duty Military member or Veteran with an honorable or general discharge shall be granted in-state residency based on the Department of Resident Status (Reference Utah Code R512; 6.1) and therefore will not be awarded this scholarship.

Credit for Military Training

Applying Joint Services Transcript/Military Training at SUU

Through the Joint Services Transcripts (JSTs), the American Council on Education (ACE) provides SUU with a suggested credit hour and course evaluation for the various types of military training. ACE provides the Army, Marine Corps, Navy, and Coast Guard quality assurance and policy guidance for JSTs.

Student's credit recommendations will appear on their JST. **Official JST transcripts must be sent directly to SUU;** paper copies will not be accepted. **Actual credit is awarded solely at the discretion of SUU.**

Student's military credits at SUU are most often applied to help fulfill elective credit hour requirements in their degree plan. To graduate with a bachelor's degree, SUU requires that student's graduate with at least 120 credit hours, some majors may require slightly more. The difference of general education, major, minor (if required), and other possible requirements will not always add up to 120 credit hours. That extra credit hour space can be filled with elective hours from student's JST.

Student's training may be determined to be equivalent to courses within their major requirements. This is more likely when their training is related to their selected major or minor. In such cases, the department chair may decide to give specific SUU course credit. Some departments at SUU will be unable to consider credit recommendations for specific major course requirements due to restrictive accreditation standards for those majors.

Note: Not all degree plans leave space for electives, so elective military credit may not be needed.

SUU offers students two ways of getting credit for their military service.

Option one - SUU's Military Credit by DD-214

- Students who have active military service may be granted PE 1098 - Wellness Dynamics to fulfill the knowledge area requirement for social and behavioral sciences plus another 6 elective credit hours.
 - Active Military Service requirements:
 - Completed Boot Camp
 - Completed 24 months of active service
 - Honorable discharge or current orders
 - National Guard or a Reservist requirements:
 - Completed Boot Camp
 - Completed 48 months of service
 - Honorable discharge or current orders

Option 2 - Joint Services Transcript (JST) Military Credit Evaluation

- Additional credit may be granted if specific requirements are met.
 - *Note: Credits may be awarded as elective credit. Certain credits may also be articulated as equivalent to SUU coursework, if applicable.*
- Military credit will be evaluated and applied only if it can be applied to a student's current degree program.

Students must meet with their academic advisor and the Veterans Center to discuss the applicability of their military credit to their program of study after their JST/ DD-214 has been evaluated before they can be added to their SUU transcript. Once the review of the JST is complete, an email will be sent to the student. Once this email has been sent, the student has 30 days to respond with a confirmation that they have scheduled an appointment along with the details of the appointment. If a student decides to change their program of study later on, they can request a re-evaluation of their JST.

Note: Once credits are added to a student's SUU transcript, they cannot be removed.

Applying Community College of the Air Force Transcripts (CCAF) at SUU

The Community College of the Air Force or Air University is a federally chartered degree-granting institution that serves the United States Air Force's enlisted force. Since they are an accredited college all credits are transferrable.

Students must order an official copy of their transcript from CCAF and have it sent directly to SUU's Admissions office at SUU. [Instructions on how to order your transcript](#)

Note: Once credits are added to your SUU transcript, they cannot be removed.

Source: Air University

Prior Learning Assessment (PLA)

The Graduate & Online School is pleased to offer an opportunity to earn SUU credit based on students professional experiences. Prior Learning Assessment (PLA) is a variable-credit course in which the student will create an e-portfolio to synthesize real world experience into college credit.

PLA can offer 1-15 credits of upper-division electives, helping students reach the required total for graduation. GOSC 3920 is a rigorous course, resulting in a deliverable that reflects both the value of their experience, and their understanding of how that experience connects to their educational pursuit.

- Prior Learning Assessment is available to any admitted SUU student. One to fifteen credits toward your SUU bachelor's degree is possible.

How it works:

See Aimee Kaiser, the instructor/advisor, to be registered for GOSC 3920, a 1st session, 1-credit course.

Total cost of the first credit is \$279. During the first week of the course, students will submit a proposal to determine how many total credits they may earn from the course. The remainder of the course will consist of building and refining their e-portfolio. Once their proposal is approved, the cost of the additional credits is \$49 per credit.

- GOSC 3920 is a pass-fail course, and the amount of credit a student may earn is ultimately determined by the course instructor.
- **Interested students should seek proper advising to determine the potential benefit of enrolling in PLA.** Too many elective credits are neither beneficial nor necessary. Please seek advice from your Academic Advisor.

Note: PLA credit is only granted for original work. Transferred PLA credit from other institutions cannot be repeated at SUU. Credit-bearing projects, such as EDGE, and certificates earned at SUU cannot be considered for additional PLA credits.

Qualified students may be certified for the first credit of GOSC 3920 based on the creation of a professional e-portfolio. However, any additional cost for prior experience will not be certified to the VA.

Air Force members may not use their CCAF courses toward PLA. However, they can use their *military experiences* and other documentation towards PLA prior experience credits. Their overall experience can be utilized in the creation of their professional e-portfolio.

All other military service members that present documentation within their time in service must have their official JST pulled from their SUU student file for review by the Veterans Center and PLA Program to ensure there is no duplication of credits.

Note: Prior experiences that are based off a student's JST must be referenced by the ACE exhibit number or the course ID when an ACE exhibit number is not assigned. If any portion of a course is awarded through the SUU Military Credit Application, the remaining credits within the courses may not be used in a student's PLA for prior experience credits. However, their experience can be utilized in the creation of their professional e-portfolio.

Concurrent Enrollment

The concurrent enrollment program makes college courses available to eligible high school students during their junior and senior years. Students earn both high school credit and college credit, which is recorded on a college transcript. For an application <https://tbirdnation.suu.edu/questions-about-concurrent-enrollment>

- SUU courses taken at the students' high school campus are not eligible for VA certification
- Courses taken at SUU, or online courses are eligible for VA certification.
 - *Note: Course charges must follow standard tuition rates.*

College Connection

Students whose index score falls below the threshold for acceptance into SUU may be offered the opportunity to participate in College Connections. This program provides new students with an extended orientation to the academic expectations and demands of higher education. Students are required to successfully complete UNIV 1050 and achieve a 2.0 GPA by the end of their second term, in order to continue attending subsequent semesters. Students are admitted on probation for one year and must pass UNIV 1050 with a minimum grade of "C" and achieve a minimum cumulative GPA of 2.0 for their first year in order to continue as an SUU student.

- For student who utilize VA funding they must declare an AS or AAS degree.
 - *Note: undeclared students may only be certified for general elective courses.*
- Students enrolled in an AAS aviation program may not receive benefit funding for flight labs due to being on probation.
- For more information, please contact Britnee Ramirez, M.A. Electronic Learning Center 210.
britneeramirez@suu.edu 435-586-7951

SECTION VI – Paying for College

- Financial Aid & FAFSA
- Scholarship Information
 - SVA Scholarships
 - The Boundless Opportunity Scholarship (BOS)
 - SUU Scholarships
- Student Employment
 - VA Work-Study Program
 - Jobs for T-Birds
- Funding for Textbooks
 - Annual Book Stipend: Post 9/11 GI Bill (Chapter 33)
 - SUU Veterans Knowledge Locker
- Withdrawal from the Academic Term
 - Emergency Withdrawal

Financial Aid & FAFSA

In addition to VA Educational Benefits, you may be eligible for a variety of need- and merit-based financial aid, as well as subsidized student loans. To be considered for federal or state financial aid, you must first complete the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office at SUU will “package” all of your VA Educational Benefits and other sources of financial aid. You will be responsible for any uncovered portion of tuition and fees.

You should complete a FAFSA application even if you think you may not qualify. Often Veterans students will get rejected on their first attempt, but you can appeal your rejection letter to your Financial Aid Advisor at the SUU Financial aid office.

Go to www.fafsa.gov to apply.

IMPORTANT: When completing the FAFSA, VA Educational Benefits do NOT count toward claimed income. Even though the VA is the last payer for tuition and fees, they does not consider FAFSA funding as tuition and fee specific.

- [Instructions on how to accept awards online](#)

Scholarship Information

SVA Scholarships

The National SVA is offering SVA Scholarships.

Every SUU SVA Member currently enrolled in a four-year institution is eligible for at least one of the scholarships being offered.

For more information, visit the [SVA Scholarship Page](#) or contact SVA Program Manager, Andy Mandwee at scholarships@studentveterans.org.

The Boundless Opportunity Scholarship (BOS)

The Boundless Opportunity Scholarship (BOS) is designed to benefit highly-motivated non-traditional students who recognize the power of education to create a better life for themselves and their families. [Contact Financial Aid](#) for more details.

SUU Scholarships

SUU offers a variety of [scholarships](#), search for one that is right for you! Pay attention to the deadlines since they vary from scholarship to scholarship.

Student Employment

VA Work-Study Program

Students that are full-time or 3/4-time at SUU can “earn while you learn” with a VA work-study allowance.

Eligibility

The VA work-study allowance is available to persons training on a full-time or ¾ time basis under the following programs:

- Post-9/11 GI Bill--(38 U.S.C. Chapter 33) (Veterans and transfer-of-entitlement recipients)
- Montgomery GI Bill--Active Duty (38 U.S.C. Chapter 30)
- REAP Participants
- Montgomery GI Bill--Selected Reserve (10 U.S.C. Chapter 1606)
- Post-Vietnam Era Veterans' Educational Assistance Program (38 U.S.C. Chapter 32)
- Dependents' Educational Assistance Program (38 U.S.C. Chapter 35)
- Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a State.
- National Call to Service Participants
- Vocational Rehabilitation & Employment Program -- (38 U.S.C. Chapter 31)

Students earn an hourly wage equal to the Federal minimum wage, \$7.25 an hour. Students may elect to be paid in advance for 40% of the number of hours in your work-study agreement, or for 50 hours, whichever is less. After students completed the hours covered by their first payment, the VA will pay them each time they complete 50 hours of service OR bi-weekly, whichever comes first.

Students may work during or between periods of enrollment. Students can arrange with the Veterans Center to work any number of hours they want during their enrollment. However, the total number of hours a student works can't be more than 25 times the number of weeks in their enrollment period.

Type of Work

Services students can perform under a VA work-study program must be related to VA work. Examples of acceptable work are:

- The preparation and processing of necessary papers and other documents at educational institutions

- A position working in a Center for Excellence for Veteran Student Success, as established under 20 U.S.C. 1161t, which purpose is to support and coordinate academic, financial, physical, and social needs of Veteran students
- A position working in a cooperative program carried out jointly by the VA and an Institution of Higher Learning
- Any veterans-related position in an Institution of Higher Learning, such as:
 - Assisting with dissemination of general information regarding Veteran benefits and/or services
 - Providing assistance to Veteran students with general inquiries about Veteran benefits via phone, email, or in person
 - Maintaining and organizing veteran-related files

The work students actually do will depend on their interests and the type of work available.

How to Apply

Contact the Veterans Center if you are interested in applying!

Jobs for T-Birds

Human Resources, located in Administration Building Room 106, is happy to assist students in their job search. Please note that the responsibility rests with the student to obtain employment as most of our students are able and willing to work and each department selects its own employees. Most campus offices employ student workers in data entry, clerical, and general office positions. Students are also employed by the Post Office, Library, Bookstore, University Housing, Tutoring Center, and Facilities Management (Custodial, Grounds, Maintenance).

- To be eligible to work on campus during the school year, a student must be enrolled for a minimum of six credit hours.
- In addition, all part-time hourly employees are limited to no more than two active positions at any given time.

To locate student on-campus jobs, internships, off-campus jobs, and career opportunities, visit the website here: <https://my.suu.edu/jobs> and follow the instructions given in each individual posting to apply.

Funding for Textbooks

Annual Book Stipend: Post 9/11 GI Bill (Chapter 33)

The book stipend will help cover the cost of books, supplies, equipment and other educational fees. Students will receive a lump sum payment accompanying the living allowance for the first month of each semester. The payment will be \$41.67 for every credit enrolled, but no more than \$1,000 per calendar year. (e.g., a student enrolled in 12 units will receive \$500 for that academic term).

- Students who have served less than three years on active duty since September 10, 2001 qualify for a percentage of the book stipend under Post-9/11 GI Bill.

SUU Veterans Knowledge Locker

The SUU Knowledge Locker is a program created by the Vet Center that assist students in providing needed textbooks at a reduced price. Students may bring in their book list and checkout available books from the Knowledge Locker.

Students pay a maintenance fee of \$10.00 per semester regardless of the number of book available to them. Students can only check out books that are on their book list found on their MySUU portal or course syllabus. If a student checks out a book and does not return it at the end of the semester then they will no longer be able to utilize the Knowledge Locker.

For more information, please contact the Veterans Center.

Withdrawal

Withdrawal from the Academic Term

- Students are permitted to withdraw totally from the academic term any time prior to finals for the semester.
- A student withdrawing after the 14th class day of the Fall/Spring semesters will have a "W" recorded for each course for which he/she registered. For Summer term, please contact the Registrar's Office for more information regarding withdrawal dates.

Southern Utah University does not allow a student to drop or withdraw from their final course without completing a separate withdrawal request for the semester. During the first nine weeks of the semester a student may withdraw from any or all of their courses. After the ninth week a student may not withdraw from an individual course, but must withdraw completely from all of their courses for the semester.

As you consider withdrawing from Southern Utah University, it is important to be aware that your withdrawal can affect your academic, personal, and financial records and responsibilities in a variety of ways. You must [review these considerations](#) before you may begin the withdrawal process.

NOTE: Students please notify the Veterans Resource & Support Center after your withdrawal has been approved.

Emergency Withdrawal

SUU recognizes that circumstances beyond the control of the student may so significantly impact a student's academic work that an Emergency Withdrawal from the term is necessary. Students who encounter these circumstances may be totally withdrawn and request a refund of a portion of their tuition and fees. To make such a request a student should:

- complete the [Emergency Withdrawal Request form](#)
- attach a written personal statement explaining, in detail, the extenuating circumstance and the specific refund request (*if a student simply wishes to withdraw without requesting a refund they may follow the instructions above under Withdrawal from the Academic Term*)
- provide documentation of the extenuating circumstance (doctors note, police report, etc.)
- submit the completed packet to the Registrar's Office

A committee will review the information submitted and determine if a refund is appropriate based on the information provided, a review of student's records, and considering the circumstances of other students who have encountered similar circumstances.

Withdrawal from the semester may result in a financial obligation for the student to return a portion of any federal financial aid received. If you are considering withdrawing from the University, we strongly recommend that you first discuss the financial consequences of this action with the [Office of Financial Aid & Scholarships](#).

NOTE: Students who are activated need to bring a copy of their orders and the approved emergency withdrawal application to the Veterans Resource & Support Center.

SECTION VII - Student Responsibilities

- New Student Requirements
 - Veterans Orientation
 - University Orientation
 - Creation of Degree Plan
- First Year Responsibilities
 - Prior Credit Review
 - First Year Mentoring Program
- On-Going Responsibilities
 - Student Conduct Code (Policy 11.2)
 - Guidelines
 - Notifying the Veterans Center (Online)
 - Change of Address and Direct Deposit for the VA
 - Change of Address and Direct Deposit for the SUU
 - ebenefits
 - Student Verification Enrollment
- Tuition, Fees & Institutional Charges (Students Responsibility)
- Late Payment Fee

New Student Requirements

Veterans Orientation

All students using benefits are required to attend Veterans Orientation, university orientation, and their college orientation if required.

Any returning students that have a gap in attendance of 1 year or more are required to attend Veterans Orientation again.

University Orientation

Orientation is required for all new students. Students taking only online classes at SUU are exempt from attending orientation. Non-Traditional Students (over the age of 25, married and/or with children) can attend a shortened version of the non-traditional track of Thunder U. Transfer students are invited but not required to attend.

New Freshmen - Students who have never attended any college or university will be classified as new freshmen. Included are students enrolled full-time in the fall term who have earned less than 24 college credits after graduation from high school and full-time or part-time students who entered with advanced standing (college credits earned before graduation from high school). Credit earned before graduation from high school includes Advanced Placement credit, CLEP credit, Early College credit, International Baccalaureate credit, and Concurrent credit.

Transfer Students - Applicants who have attended another college or university, including former SUU students who have since attended another college or university.

Note: Military transcripts such as Joint Service Transcripts and CCAF are not considered criteria for attended another college or university.

Returning Students - Applicants who have previously attended SUU and who have not attended another college or university in the interim.

Source: SUU Policy # 6.5 - Undergraduate Admissions

First Year Responsibilities

Creation of Degree Plan

In order to support student's timely graduation and proper utilization of benefits, student must have a degree plan setup in their Degree-Works Planner. This is a collaborative process in which advisors work alongside students with courses/course load/course sequencing/etc.

Note: Degree plans must be completed through graduation before the start of the student's 2nd term if they want to be certified.

Prior Credit Review

Within the first year, students with military service should complete their prior credit review by completing the SUU Military Application Request.

See the [Prior Learning Assessment \(PLA\)](#) and [Credit for Military Training](#) section for more information.

Source: Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4).

First Year Mentoring Program

All students that are utilizing VA educational benefits are required to participate in the First Year Mentoring Program for the first three semesters of utilizing benefits, excluding summer semester. Students must participate in their appointment before requesting certification for next term for all 3 semesters.

On-Going Responsibilities

Staying Connected with the Veteran's Center

Email- Beginning in the Fall 2018, all e-mail correspondence with the SUU Veteran's center must be done through the students SUU e-mail account. This email will either end in @suumail.net or @suu.edu.

Facebook- Student's should add the SUU Veteran's Center page to stay informed about upcoming events, scholarship opportunities, or other relevant information.

Bulletin Board- The Bulletin Board in the student lounge (Student Center room 122) is used for community and school events.

Notifying the Veterans Center (online)

The online notification form must be submitted in each of the following circumstances using the proper drop down menu selection as follows:

- I just registered for courses for the upcoming semester & requesting Certification
- I have completed a registration change, drop or add.
- I received a debt letter from the Department of Veterans' Affairs.
- I have met with my advisor and have completed a change of major with SUU.
- I have stopped attending class but have not withdrawn from it.

Using the contact us form located at: <https://www.suu.edu/veteransaffairs/contact.html>

Source: SUU SOU

Student Conduct Code (Policy 11.2)

Southern Utah University establishes high expectations and community standards for its students through its policies and procedures. The University's Student Conduct Code (the Code) identifies actions and behaviors that are prohibited. The Code also establishes the process and procedures that are used to resolve allegations of student misconduct.

- Students are encouraged to review the Code at <https://help.suu.edu/uploads/attachments/PP112Student.pdf>.
- Additional information about student conduct can also be found in the University's Student Handbook.
- These two documents provide students with information about their rights, which are consistent with state and federal laws.

Guidelines for Utilizing Benefits

Students attending SUU and utilizing benefits must follow the guidelines listed below.

- All tuition, fees, and institutional charges must be paid in full on, or prior to, the relevant payment deadline posted on the [University's Cashier's Office web page](#).

- Students must meet with their Advisor within 30 calendar days of initial opening enrollment, to ensure proper enrollment and request certification within those 30 days.
- It is the student's responsibility to communicate with the VA (1-855-225-1159) when they have questions related to their benefits.
- The student must complete all applicable steps listed on the [Veterans' Resource and Support Center Website](#) to ensure certification each semester.
- It is the student's responsibility to maintain education entitlement, the amount used, and amounts remaining via the eBenefits Website and VA entitlement letters sent out after any changes.
- A student must within ten calendar days notify the Veterans' Center in the event of a VA overpayment, or upon receipt of a letter of indebtedness.
- A Transfer Credit Evaluation must be done by the Registrar's Office within the first three semesters of attending.
- It is the student's responsibility to inform the SUU Veterans Center if they are using FTA/STA (Tuition Assistance) the same semester as using Veterans Education Benefits.
- Students that are a Purple Heart recipient must disclose that information as soon as possible to the Veterans Center.

Source: SUU Statement of Understanding

Change of Address and Direct Deposit for the VA

Address and direct deposit information must be kept current. Chapter 30, 1606 and 1607 students can use the WAVE system to update address and financial institution information. Links to do so are on the "Main Menu" available after you log onto WAVE.

If a student wants to start (Chapter 30, 33, 35, 1606, and 1607) or change a direct deposit. The following information is needed to set up direct deposit:

- Account number
- 9 digit bank routing number
- Type of account (checking or savings)

If a student has direct deposit the student still needs to keep his or her address current because all other correspondence including award letters are mailed to the student's address.

Students can call 1-877-838-2778 to begin and change direct deposit.

Source: SCO Handbook

eBenefits

Students are strongly encouraged to register and utilize eBenefits to assist them in the following:

- Obtaining up to date information on their educational entitlement
- Updating their Direct Deposit and personal contact information

- Downloading VA letters and personal documents
- Viewing the current status of their payments (both education and disability)

Students can register for either a Basic or Premium account, but must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain either account type.

Source: SCO Handbook

Change of Address and Direct Deposit for SUU

Direct Deposit may be setup through students MySUU Portal by selecting direct deposit link under the apps section. If students would like to make any additional changes to their account(s) they will need to contact the Controller's Office at (435) 865-8101.

Students may update their address online by logging into their Log into the mySUU Portal:

- Select:
 - Student Records
 - Personal Information

Students who are unable to change their address online may submit a completed [Change of Personal Information Request](#) to the Registrar's Office.

Student Verification of Enrollment

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for Chapter 33 and Chapter 35, with one exception. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22- 8979).

The preferred verification method is WAVE, which includes features not in IVR. When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest students can verify their enrollment is the last calendar day of each month.

WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website at <https://www.gibill.va.gov/wave/index.do>.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that enrollment has not changed
- Report a change in enrollment
- Change mailing address
- Initiate or change direct deposit information
- View the enrollment period and monthly benefit amount

- View the remaining entitlement
- Sign up for a monthly e-mail reminder

IVR allows students to “phone in” (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment, the student must contact the Veterans Center.

Source: SCO Handbook

Class Absences for VA medical Appointments Policy

Students shall not be penalized for class absence due to unavoidable scheduled medical appointments assigned by the Department of Veterans Affairs Health Administration. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the VRSC and/or their instructor to verify the absence.

The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. SUU acknowledges that some classes, such as biology, clinicals, and flight labs have unique content; it may not be possible for a student to receive an extension on the assignments in these courses.

SUU recognize that there will be unique cases that will require the exercise of sound judgment. Instructors are encouraged to discuss these cases with their Department Chair and the Veterans Services Director. Our collective goal is to assist student in completing their course of study.

Class Absences for Military Obligations Policy

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the VRSC and their instructor to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to a student being deployed for active duty, please refer to the University's Student Activated to Fulltime Duty Procedure.

Student Activated to Fulltime Duty Procedure

Students called to active service during the course of a semester must complete an emergence withdraw request and choose one of the following options before departing for active service:

- Any student called to active service during the course of a semester may elect to withdraw from the university with a full refund of all academic tuition and fees and the prorated refund of board and room fees. Under this circumstance, no course credit and no course grades will be awarded.
- Students called to active service on or prior to the last date to drop a full-term course (end of the sixth week) must withdraw with the full refund of academic tuitions and fees and the prorated refund of board and room fees.
- Students called to active service after the last date to drop a full-term course (end of the sixth week) may

elect to take the grade of "Incomplete" in all courses. The time period allowed to satisfy the Incomplete Contracts would not, under this circumstance, begin until the date of release from active service. At any time within six months of the date of release from active service, the student may elect to withdraw from the university for the term in which he/she was called to active service. Students who elect this alternative are not eligible for the refund of academic tuition and fees, but are eligible for the prorated refund of board and room fees.

- Students called to active service after the last permissible day to withdraw from the courses may elect, with the permission of the course instructor, to accept the grades earned to that day in each of their courses. Under this circumstance, normal University policy for the award of "Incomplete" grades would apply. The time period allowed to satisfy Incomplete Contracts would begin at the date of release from active service and cannot exceed one year from the release date of active service. Students who elect this alternative are not eligible for the refund of fees.

Students called to active service keep their admission, e-mail and computer access open at SUU for one year from the date of their mobilization. After two years absence, students will have to reapply for admission.

Tuition, Fees & Institutional Charges (Students responsibility)

***Financial arrangements for payment of all charges are the responsibility of the student. ***

All tuition, fees, and institutional charges must be paid in full on, or prior to, the relevant payment deadline posted on the University's Cashier's Office web page, <https://www.suu.edu/cashier/due.html>.

After students request to be certified by the Veterans Center their student account will be flagged to prevent them from being dropped for non-payment. In addition to the "Do Not Drop" hold the amount certified to the VA will be noted.

Upon payment deadline if a student's account has a negative balance that exceeds the noted VA certified amount then they are responsible to ensure payment of the difference. The remaining balance payment must be made using personal resources, approved financial aid, a third party, and/or a satisfactory payment arrangement with the Cashier's Office, or any combination thereof.

Example: If a student's account is charged \$5,000.00 in tuition and fees and has been certified for \$4,000.00. Then the student is responsible for insuring payment of the remaining \$1,000.00.

It is recommended that students register and request certification within 30 days after enrollment opens to allow enough time for the VA to issue payment to the University. Students are RESPONSIBLE for paying tuition and fees REGARDLESS of pending VA benefit payments. Students requesting funding that exceeds \$35,000.00, such as aviation students, can expect a prolonged delay in payment as it requires additional approval to issue payment.

If SUU has not received funds from the VA on behalf of a student, the student will be expected to coordinate with the Aviation Program to determine if they are eligible to fly. The student may be required to enroll in a satisfactory payment arrangement under the direction of the Cashiers Office. The Aviation Program has the right to prevent the student from flying until an arrangement is made, or until the student's account is paid in full.

Late Payment Fee

A \$35.00 late fee will be assessed on the first Friday of each month. The University reserves the right to withhold

registration, grades, transcripts, and diplomas for nonpayment of obligations to SUU. If a late payment fee is added to a student's using benefits account due to a delay in benefit payments they should notify the Veterans Center and request for the fee to be removed. This will not be done automatically on the student's behalf, they have to request it.

Note: The following fees are NOT paid by the VA under chapter 33: late fees, parking fees, tickets, testing fees, lockers, challenge/experiential credit, transcripts, library fines, club dues, etc.

SECTION VIII – Degree Plan

- Completion of Core Requirements
- Remedial and Deficiency Courses
- Repeating Courses
- Degree Requirements
- EDGE
- Dual Majors, Minors, and Dual Objectives
 - Application
- VA Paying for General Electives
- English and Math Placement Exams, and Remedial Training
- Study Abroad
- Independent Study/Online/Hybrid Courses
- Academic Lingo
- Tips for Creating a Planner
- Round Out Option
- Utah Tuition Gap Funding Program (VetGap)
- Exhaustion of Benefits for Chapter 33 Flow Chart

Completion of Core Requirements

The core requirements for General Education encompass 12 to 13 credit hours of course work in English, Quantitative Literacy, and American Institutions. These courses are intended to give students knowledge and skills necessary to effectively communicate, be able to demonstrate basic mathematical competency, and have an understanding of history of the United States and its economic and political systems.

Note: Core course requirements as of 2013-14: Students must complete the English, Quantitative Literacy, and Integrated Learning course work before they have earned 60 credit hours at SUU. While not required, students are urged to complete the American Institution requirement within their first 60 credits.

English Requirements

Complete six credit hours with a grade of C- or above

- ENGL 1010 - Intro to Academic Writing 3 credits
- ENGL 2010 - Intermediate Writing 3 credits

Note: ENGL 1010 may be waived for students with ACT English subscores of 29 or above. Students with an ACT English sub-score below 17 must take ENGL 0990 as a co-requisite to ENGL 1010.

Quantitative Literacy Requirements (Mathematics)

Complete at least three credit hours with a grade of C- or above

- MATH 1030 - Contemporary Mathematics 4 credits
- MATH 1040 - Statistics 4 credits
- MATH 1050 - College Algebra 4 credits
- MATH 1100 - Applied Calculus 3 credits
- MATH 1210 - Calculus I 4 credits OR

Note: Any other MATH course requiring Intermediate Algebra as a pre-requisite. See Department of Mathematics for complete Math policies 4 credits

American Institutions Requirement

Complete three credit hours in this category

- ECON 1740 - US Economic History 3 credits
- HIST 1700 - American Civilization 3 credits
- POLS 1100 - American National Government 3 credits

Note: If a transfer student has not completed the American Institutions requirement in his or her general education program, this must be completed at SUU. By prior approval of your department chair, more advanced classes may be counted toward general education.

Integrated Learning

Information Literacy Requirement

Complete one credit hour with a grade of C- or above

- LM 1010 - Information Literacy 1 credit

Computer Literacy Requirement

Complete three credit hours with a grade of C- or above

- CSIS 1000 - Intro to Computer Applications & the Internet 3 credits

After a student reaches 60 earned credit hours at SUU and has not completed the English, Quantitative Literacy, or Integrated Learning course work may only be certified for the delinquent core requirements courses.

Students that reach 60 hours, with a 2.0 SUU and overall GPA, and have not completed their core requirements but will upon the completion of the following semester may be certified for their full course load.

Remedial and Deficiency Courses

Remedial and deficiency courses are courses designed to correct deficiencies in basic mathematics, English, and reading at the elementary or secondary level. These courses can be certified as part of an approved program, but only for students for whom a verifiable need has been established.

- Remedial and Deficiency courses include but are not limited to:
 - MATH 0950,0970,0990, and 1010
 - ENG 0990
 - Any course required as a prerequisite for a course designated as a degree requirement.
- Test results and other documents must be on file to support the student's need for remedial and deficiency courses.

Note: Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.

Chapter 30, 33, 1606, and 1607: Entitlement is charged for remedial and deficiency training.

Chapter 35: Entitlement is not charged up to 5 months of full-time remedial and deficiency training.

Course Substitutions

If the college allows substitutions for program requirements, VA will allow course substitutions if the school approves them and they are documented in the student's Degree-Works.

Repeating Courses

Classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to the VA again.

Example 1: if a Nursing program requires a "B" or better in Biology, then that class may be repeated if a "B" or better was not earned. That requirement must be in the school catalog.

Example 2: If a course is required for graduation, a student may repeat the course and be certified for it until it is successfully completed.

Example 3: If a student chooses to repeat a course that was successfully completed, just to improve their GPA, that course cannot be certified to the VA.

NOTE: If a student's situation does not fall under one of these examples, they should contact the Veterans Center to speak with a School Certifying Official.

Source: SCO Handbook

Degree Requirements

Continuing pursuit of a Bachelor's degree includes the following provisions:

- A minimum of 120 semester credit hours in courses numbered 1000 - 4999.
- Of the minimum total hours, 40 semester hours must be in upper-division courses (3000 - 4999).
- Minimum GPA requirements for course work in the major and a minimum GPA of 2.0 overall in work taken at SUU as well as a combined SUU and transfer GPA.
- Completion of SUU general education, experiential education, major and/or minor requirements.
- Candidates for a bachelor degree must complete at least 30 credits at SUU or through classes offered by distance education through SUU. A minimum of 20 of these credits must be completed in upper-division courses, of which at least 10 credits must be completed in courses required by the student's major.
 - Each major may have residency requirements in addition to SUU requirements.
- Completion of specific requirements for one of the bachelor degrees offered by the university:
- A major, a composite major or dual major are required.

In addition to the above provisions each degree type respectively determines the following requirements:

Bachelor of Arts

This degree includes study in a foreign language, which may be met by one of the following:

- A minimum of 16 semester credit hours in one foreign language.
- Documentation of language proficiency through an examination administered by the Languages & Philosophy department or through an examination by a recognized testing agency.
- Students for whom English is a second language may meet the BA foreign language requirement by verifying their proficiency in their (non-English) native language in cooperation with the language and literature department and verifying their proficiency in English as a second language by either passing an ESL exit test or passing the ESL special examination.
- Documentation of a minimum proficiency level in American Sign Language through an examination administered by any accredited institution of higher education. The signer must produce and maintain American Sign Language with continuity and precision.

Bachelor of Science/Bachelor of Science in Nursing

These degrees include successful completion of 12 credit hours in mathematics or laboratory science that emphasize scientific inquiry through experimental, analytical or statistical methods. They may include the completion of MATH 1010 (MATH 1010 will not count toward a general education requirement).

Electives, General Education or required courses in the major or minor may satisfy this requirement. The additional science/math courses requirement for the BS degree may be met by successfully completing courses in agriculture, astronomy, biology, chemistry, computer science and information systems, engineering, geology, mathematics, physics, nutrition and food science, and kinesiology (PE 3060).

Bachelor of Arts/Bachelor of Science in General Studies

This major is a customized program in which the student, in collaboration with and under the guidance of experts in the field of interest, undertakes the responsibility for the design of an undergraduate degree with an emphasis in a selected area of study that reflects their particular personal and professional interests. The program is intended for independent-minded, self-directed adult learners who have, at minimum, earned 60 college credits from a regionally accredited college or university.

Before a student is accepted into this program, they will propose a program of study consistent with their educational goals which is reviewed and approved by a General Studies advisor and the Dean of the School of Graduate and Continuing Studies, or his or her designee, in consultation with faculty from the college. All approved plans will be required to have academic rigor and integrity; be consistent with the broad undergraduate competencies of the academic area granting the degree; and be in harmony with the career or professional goals of the student.

Program Requirements:

- Complete General Education requirements
- Complete Experiential Education EDGE requirements
- Complete 54 credits in the approved plan of study (including SGCS 4010 and SGCS 4020).
- Complete an approved capstone experience (SGCS 4020)
- Complete 40 upper-division credits, 21 of which must come from one academic college.
- Bachelor of Arts students must include 16 foreign language credits.
- Earn 120 total credits (30 of which must be from SUU; 20 of those 30 must be upper-division.)
- Only classes with a grade of C- or higher will be counted within the General Studies major.

Bachelor of Interdisciplinary Studies, B.I.S.

The BIS major requires students to integrate two or more specific disciplines into a customized program of study, which is then linked together by a common core of classes designed to help students synthesize and communicate the relevance of the integration. BIS majors must complete a minimum of 50 credits in the program, 8 of which comprise the common core. Course substitution is not allowed within the common core. The other 42 credits will be drawn from various SUU courses, depending on the student's needs and in consultation with the Program Director. A total of 30 upper-division credits must be within the BIS program of study. The BIS degree is housed in the School of Integrative and Engaged Learning. A total of 120 credits is required for program completion.

Associate of Arts/Associate of Science Degree in General Studies

SUU offers an Associate of Arts (AA) and an Associate of Science (AS) degree in general studies.

Candidates for either degree must:

- Complete a minimum of 60 credit hours (24 of the final 30 hours must be completed in residence).
- Achieve a minimum cumulative GPA of 2.0 for all work completed at SUU, as well as a 2.0 for a combined SUU/Transfer overall GPA.
- Complete all SUU general education requirements.

In addition:

For the AA degree: Complete eight hours of one foreign language, beyond the 1010 level. All foreign language classes must be completed with a "C" grade or higher.

Associate of Applied Science Degrees

SUU offers the Associate of Applied Science (AAS). The AAS requires 64 credit hours for completion.

Requirements for an Associate of Applied Science Degree

Candidates for an AAS degree must:

- Complete a minimum of 64 credit hours (24 of the final 30 hours must be completed in residence).
- Complete course requirements as outlined by the program degree. Achieve a minimum cumulative GPA of 2.0 for all work completed at SUU, as well as a 2.0 for a combined SUU/Transfer overall GPA. Refer to specific programs for GPA requirements in the field of study.
- Complete a minimum of 20-21 credit hours in general education as follows:
 1. One course in the English core, and a minimum of one course in each of the following core categories: Quantitative Literacy (Mathematics), Information Literacy, Computer Literacy, and American Institutions
 2. Two courses from among two of five knowledge areas
 3. Students should check the department AAS requirements to determine if specific general education classes are recommended.(ENGL 1010 may satisfy the English requirement for an AAS degree)

Source: SUU Academic Catalog

EDGE

EDGE is required for all students completing their first Bachelor's degree. Each and every SUU student completing their first Bachelor's degree plans a special project that is designed to help them achieve a unique personal or professional goal. They can select from a variety of experiential programs offered by SUU staff and faculty, or they can design a project from scratch. Each project takes longer than a single semester to complete, giving the student a chance to complete a long-term comprehensive project employers are looking for in resumes and portfolios.

The EDGE program provides a unique opportunity for Servicemembers and veterans to demonstrate their ability to take their highly structured service experiences and show how their ability to adapt it in the private sector. The EDGE Center provides a veteran peer mentor to assist student in using their military experience as part of their EDGE project. The Veterans Center also offers a number of EDGE projects that are designed to support our growing veterans population. EDGE project that are directly to related to supporting student veterans may be eligible to conduct their project service hours under the [VA work-study program](#).

Courses required:

- EDGE 1010
- EDGE 3000 level
- EDGE 4000 level

Source: [SUU EDGE](#)

Dual Majors, Minors, and Dual Objectives

Students may pursue a dual major or a minor as part of a single objective. However, minors that exceed the credit required for the major must be approved by the Veterans Center for VA funding approval.

Dual Major

Dual majors pursued under an academic policy that defines the dual major's requirements can be certified if both majors are approved. Only courses required to complete the dual major can be certified.

Minor

A minor pursued as part of an approved major can be certified, even if the minor will require additional credit to graduate. Only courses required to complete the degree, including the minor, can be certified.

ROTC Programs

A student in a Reserve Officer Training Corps (ROTC) program is commissioned as an officer if he or she receives a degree. The objective of commissioned officer is a professional objective. Students in an ROTC program can be

certified for courses required for their degree (including electives) and for courses required for the ROTC program.

Dual Objectives

A student may want to pursue a dual objective. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate. A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level.

Source: SCO Handbook

Application for Dual Majors, Minors, and Dual Objectives

All documentation must be submitted to the Veterans Center. This must be done via the [Contact us page](#).

- Fill out the form and select “Contact Director”
- Upload the document(s) listed below:
 - Submit a letter stating:
 - Intention of, Dual Majors, Minors, or Dual Objectives
 - State the additional time needed to accommodate request
 - Address funding options to show coverage
 - State why the additional education would increase their job opportunity
 - Submit a planner showing period to completion
 - Must be created in Degree-Works
 - Show Advisor approval
- Submit form
- Wait for Director’s response

VA Paying for General Electives

Only courses that satisfy requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. Just because a course appears on Degree Works does not mean that is fulfilling a program requirement. If a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

English and Math Placement Exams, and Remedial Training

English

If the student has a valid ACT score of 17 or higher, they are not required to take remedial ENG 0990 concurrently with ENG 1010. If a student wishes to test out of 0990 they may complete the English ACCUPLACER in the testing center in addition to a proctored essay.

Math

All students with math credits older than two years are required to take the Math ACCUPLACER exam in the testing center prior to registration for math classes. Remedial math classes include but are not limited to: MATH 0950, 0970, 0990, and 1010. Upon completion of MATH 1010 with a grade of C or higher the student will be eligible for registration for MATH 1030. If a student completes any remedial math class and has instructor permission, other remedial math classes may be waived in lieu of another ACCUPLACER exam.

Study Abroad

Under Chapter 33, VA will pay:

- Home school's tuition and fees
- Books and supplies
- Monthly housing allowance based on the home school's address
- In order for the VA to pay any additional fees specific to the Study Abroad program, the Study Abroad option must be required for graduation.

VA will not pay:

- Costs related to travel (airfare, lodging and meals)
- Third party charges

Students must provide a breakdown of the charges to the VRSC or no amount will be reported to VA. For study abroad programs that charge a flat rate for all charges must be able to break down the amounts charged for tuition, lodging, meals, etc., so that the correct amount can be reported to VA.

Other Benefit Programs

- Benefits are paid on a monthly basis directly to the veteran just like attendance at U.S. schools.

Source: SCO Handbook

Independent Study / Online / Hybrid Courses

For enrollment certification purposes all independent study, on-line and hybrid courses will be identified as non-residential courses.

Source: 38 CFR 21.4252, 21.4267, and 21.9505

Undergraduate Resident Training

In-residence training for undergraduate students consists of regularly scheduled standard class sessions (at least once every two weeks). The total number of hours of classroom instruction (based on 50 minutes of instruction

per hour) must equal, or be greater than, the number of credit hours awarded for the course multiplied by the number of weeks in the term.

- A student teaching course is considered resident training.
- Flight training that is part of a standard undergraduate degree is considered resident training.
- Closed-circuit TV courses are treated the same as any other in-resident courses.

Source: 38 CFR 21.4267

Graduate Resident Training

In-residence training for graduate students consists of at least two regularly scheduled standard class sessions per term, research (either on or off campus), or a combination of both.

Source: 38 CFR 21.4267

Independent Study

Independent study consists of interaction between the student and the instructor personally or through the use of communications technology without any regularly scheduled, conventional classroom or laboratory sessions. Communications technology includes mail, telephone, audio or videoconferencing, computer technology (online internet courses or e-mail), or other electronic means such as one-way and two-way transmissions through open broadcast, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.

- Any courses that consist of some interaction using communications technology and some weeks of standard class sessions, but that do not meet the requirements to be classified as in-residence training, are considered independent study.
- If a course does not meet the definition of residence training it must be considered independent study. Any course (including a hybrid or blended) (38 CFR 21.4267(d) and (e)).

Source: 38 CFR 21.4267

Academic Lingo

Here are some key terms to help students understand the academic process:

- **Bachelor of Arts vs Bachelor of Science:** Most majors fall under one of these categories. A BS tends to focus more on math and science, while a BA tends to focus more on the humanities (more language, fine arts, social science courses).
- **Credits:** College courses are measured in terms of credit hours, which usually equate to how many hours a student spends in class each week. Hint: Students need to earn 15+ credits each Fall & Spring semester to graduate in 4 years with 120+ total credits.

- **What does it mean if I'm listed as an exploratory studies major:** A major in exploratory studies indicates that the student is still not certain which major to declare and is evaluating interests, looking at various degrees, and possible careers.
- **College:** "College" is often used interchangeably with "university" and "school." Separately, "college" can refer to an academic division of a university, such as College of Education.
- **Department:** A division of the college, made up of faculty and support staff, that gives instruction in a particular field of study.
- **Graduate School:** The division of a college or university which administers graduate studies and awards master's degrees and graduate certificates.
- **AP (Advanced Placement program):** A college board program that allows students to take college-level courses while in high school. Students can then take standardized AP exams; those with qualifying scores can earn credit at certain colleges and universities. SUU will grant credits for advanced placement examination scores according to the chart available at this link: <https://www.suu.edu/registrar/apcredit.html>
- **Co-requisites:** Two classes that must be completed at the same time.
- **Pre-requisite:** A course that must be completed before a student is allowed to enroll in a more advanced course.
- **Transfer credit:** Credit granted toward a degree on the basis of studies completed at another college or university; official college transcripts are required for transfer credits, including concurrent enrollment credits.
- **"TBA" listed for my class day/time:** When TBA is listed on the location/day/time it indicates that it is an online course.
- **TR listed for my class day:** Tuesday and Thursday
- **General Education Courses:** Broad subject-area knowledge and skills that are pertinent for achieving engaged, personalized and rigorous learning that transcends and complements a student's major.
- **Electives:** Courses that students can choose to take for credit toward a degree, but are not required.
- **Major:** Subject area that a student chooses to focus on during his/her undergraduate studies. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the chosen area during their junior and senior years.
- **Minor:** An academic subject area that a student chooses to have a secondary focus on during their undergraduate studies. Typically not required, but it allows students to take additional courses in a subject different from his or her major.

Tips for creating a planner

- Account for placement exams for English and Math.

- Insure English, Quantitative Literacy, and Integrated Learning course work is completed within the first 60 credit hours earned at SUU.
- Insure courses are offered in planned term.
- Do not exceed the minimal amount of general electives for degree.
- Included VA Round Out for last semester, if applicable.
 - **Chapter 33 benefits ONLY**
- Include dual majors, minors, and dual objectives approved by the Veterans Center.
 - VA doesn't pay for minors unless the courses coincide with Major (ie: as open electives)

Note: Students are responsible for maintaining their academic planner. Any changes in the student's educational goals will require an updated academic planner before being certified for benefits.

Round Out Option

A student can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her last term only. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program.

- This procedure can be done only once per program.

In rounding out a full-time schedule, students may use any credit hour unit subject, including a subject that has previously been successfully completed (received a passing grade).

EXAMPLE: A student needs to complete 120 credit hours to obtain a B. A. degree. After passing 117 credit hours, the student enrolls in four 3-credit-hour courses. VA may pay the students educational assistance for full-time training during this last term.

- Full Time credit load for SUU undergraduates is 12 credit hours and 9 for master programs.
- Students in Aviation programs must have a 3.0 GPA entering in to the final term in order to take a flight lab as part of the round out option. Additional Students will only be allowed to take flight training to meet and maintain full time enrollment (12 credit hours) at any given time or any given date within the term. –
- Student will not be permitted to re-take any lab that they have previously attempted; with the exception of CFI Instrument, Mountain Operations Lab, External Load RW, NVG Certification Lab, and Tailwheel Transition Lab.
- Student must be in good academic standing and show a strong completion rate of courses.

Sources: SCO Manuel

SECTION IX – University Services

- Academic Resources
 - Computer Labs and Wireless Access
 - Study Spaces
 - Library Services
 - Writing Center
- Veterans Resources
 - Laptops & Printer
 - Veterans Lounge
- Student Services
 - Student Support Services (SSS)
- Non-Academic Resources
 - Campus Life
 - Housing
- On-Campus Housing
- Off-Campus Housing
 - Fitness
- SUU Student ID
- Transportation and Parking
- Student Organizations
- SVA (Student Veterans of America)
- T-Bird Connection
- Career Center

Academic Resources

Computer Labs and Wireless Access

Computer labs can be found in a variety of places on campus including the library, 3rd floor of the science building, and 3rd floor of the electronic learning center.

Wireless access is available in all of the buildings on campus and can be accessed by logging onto the SUU server with the same username and password a student would use to log onto their SUU portal.

Study Spaces

Study spaces can be found in the library on all three levels, the Sharwan Smith Student Center Rotunda and Living Room, Veterans Center Lounge and any common areas located on campus where students feel comfortable to sit down and study.

Library Services

The Gerald R. Sherratt Library located on SUU's campus provides a space for students to access computers, study (individually and in groups) along with maintaining a wide collection of books (physically and online) and a collection of T-bird texts.

The library's website can be found at: <http://library.suu.edu/>

Writing Center

The writing center is located in BC 204 and in the Library next to the Help Desk and can be contacted by phone at (435) 865-8176 or on their website and book a session at <https://www.suu.edu/hss/writingcenter/>.

Veterans Resources

Laptops & Printer

The Veterans Center has laptops that can be checked out by the students to use. There is also a printer located in the lounge that students can connect to and print from.

Veterans Lounge

The lounge is open to all Veterans and Dependents. It's a place to go to "hang out" in between classes, get some coffee, watch TV, study, nap, or just relax. There is a refrigerator and microwave available as well. As long as the Sharwan Smith Building is open, the lounge is available to students. Student ID cards are used to enter the lounge. If ID card doesn't work then talk to the Veterans Center.

Student Services

Student Support Services (SSS)

Student Support Services, the college level TRIO program funded by the U.S. Department of Education, assists students with developmental classes, skills courses, academic and tutorial support, advisement and access to post graduate study. The program serves students who meet certain eligibility criteria.

College students who desire the help of Student Support Services can be:

- First-time students who wish to strengthen math, study skills and/or explore career decisions.
- First-generation college students (that is, neither parent has a bachelor's degree).
- Students who have lower financial incomes.
- Re-entry or non-traditional students who want to improve skills through higher education.
- Students who use English as a second language and are citizens or nationals of the United States.
- Students with [physical or learning disabilities](#) who need assistance coordinating individualized services.

Some remedial Math classes can be taken in the Student Support Services Center. However for course to count towards rate of pursuit student must have taken the ACUPLACER to show the need for the class, or the student must have recently failed a math class.

Source: <https://www.suu.edu/trioss/sss.html>

Non-Academic Resources

Campus Life

Housing

SUU housing website: <https://www.suu.edu/housing/>

On-Campus Housing

On campus housing consists of dorm-style housing and shared apartment housing in a variety of ways through residence halls and learning communities.

Off-Campus Housing

Any student can live off campus in a house, apartment, or other option they choose that best suites them as individuals at a large variety of costs.

- Some Property Management Resources:
 - [Cedar City Housing](#)
 - [Cedar City Housing Authority](#)
 - [ERA Property Management](#)
 - [JE Property](#)
 - [Prestige Realty](#)
 - [Prestige Rental Management](#)
 - [Real Property Management](#)
 - [Steed-Corry Property Management](#)
 - [Stress Free Property Management](#)

Fitness

The Student Body Fitness Center has top of the line Cybex Free Weights and Circuit Weight machines. It also has a Cardio Area with Treadmills, Crosstrainers, Bikes and steppers that will challenge even the best conditioned person as they view the mountains. For more information and the hours, please go to the link provided below.

Source: <https://www.suu.edu/ed/pe/building/fitness-center.html>

SUU Student ID

Each student gets their first ID card for free and can renew their ID for free after an academic year. Should they lose their card the replacement fee will need to be paid at the Cashier's Office. For more information, please go to the link provided below.

Source: <https://www.suu.edu/stil/id-cards.html>

Transportation and Parking

It is the student's responsibility to pay for their own transportation and parking fees. A [parking pass](#) can be acquired, however, there are a limited number of passes each semester and it's a first come first serve basis.

- Review the [Parking lot map](#) to see where the different lots are.

Student Organizations

SUU has a wide variety of student organizations that appeal to student of all interests and backgrounds. For a complete list of on-campus student organizations please go to the Southern Utah University Student Association (SUUSA) webpage.

SUUSA Webpage Link: <https://www.suu.edu/suusa/>

SVA (Student Veterans of America)

The Southern Utah University (SUU) [Student Veterans of America Chapter](#) (SUUSVA) is comprised of a population of more than 350 Veteran Students and Veteran-Beneficiary Students pursuing education goals while living in the most veteran-friendly, outdoor-inspiring community in the Rocky Mountain region of the United States of America. Moving forward together in a spirit of "we want you", the SUUSVA strives for 100% participation in chapter meetings, service projects, events and activities designed by the members, for the members. No challenge is too big or too small for SUUSVA when we work together to meet it head-on. Comradery is our ethos. No one is shunned. We take care of our own.

T-Bird Connection

T-Bird Connection is where to find organizations, attend events, and track involvement. Sign in to join the organizations.

Career Center

The Career & Professional Development Center serves students and alumni in their career development process from career exploration through post-graduation goals; connects employers to students; serves the community with resources and expertise; and supports Southern Utah University with the knowledge and tools necessary to assist students, all in an effort to increase retention, completion and enhance academic success.

Some of their services include:

- [Resume](#)
- [Cover Letter](#)
- [Interview Help](#)
- [Internships](#)

- [Graduate School Information](#)
- [Networking Strategies](#)
- [Career Fairs & Events](#)
- [Schedule an Appointment](#)

SECTION X – Academic Progress Policy

- Academic Standards
- Academic Standing
- Degree Progression
 - Aviation Degree Progression
 - Non-Degree Progression (Pursuit in the degree)

Academic Standards

In order to remain in good academic standing, a student must achieve a cumulative grade point average of 2.0 or “C” on all coursework. Students who are suspended from school for academic reasons in accordance with this policy may apply for readmission, after two semesters, by writing a letter of application for readmission to the Chair of the Academic Standards and Admissions Committee. Information is available online at <https://www.suu.edu/admissions/admission-review.html>.

Appeals for returning students must be received no later than one week prior to the first day of classes for a given term.

Academic Standing

If a student leaves the university while on probation, they will remain on probation when they return—even if in the meantime they have attended another institution. While on probation, students may be ineligible to receive financial aid and may be ineligible to participate in extracurricular activities sponsored by the university. For more information on these restrictions, see Financial Aid & Scholarships and the Southern Utah University Student Rights and Responsibilities Policy.

Note: If a student transfers credit to Southern Utah University and is admitted on probation, they must attain at least a 2.0 GPA before the end of their second semester. If they fail to do so, they will be dismissed from the university. For more information on transferring credits and admission status, see Admissions and Obtaining A Degree at SUU.

Degree Progression

The student must be continually progressing satisfactorily toward their selected and approved degree program, as well as adhering to department and university guidelines. Two consecutive semesters of unsatisfactory completion could result in loss of eligibility for VA Education Benefits at SUU.

- Core course requirements as of 2013-14: Students must complete the English, Quantitative Literacy, and Integrated Learning course work before they have earned 60 credit hours at SUU. While not required, students are urged to also complete the American Institution requirement within their first 60 credits.

Aviation Degree Progression

All VA students enrolled in an Aviation degree must follow the curriculum approved with the intent of earning the degree. VA students must be making progress and showing pursuit in the degree program as approved.

- No front loading of flight training is permitted.
- All aviation degree students are required to take general education and program specific courses each term, along with flight training.
- Math and English course requirements must be completed before requesting funding for elective flight labs, excluding tutor labs.
- No student may be certified for terms were they are not pursuing the degree as approved.

Non-degree Progression (Pursuit in the degree)

Students are considered to have not been in pursuit of a degree at any time during their enrollment at SUU if one or more of the following applies:

- Student does not attempt or complete any mathematics courses
- Student does not attempt or complete any English courses
- Student front loads flight training.

SECTION XI – Other VA Information

- The Difference Between Registration and Certification
- Certification Standards
 - Additional Requirements for Certification of Flight Training
- Aviation
- 85/15
- Mitigating Circumstances
- 6-Credit Hour Exclusion
- VA Student Overpayments
- ChampVA
- VA GI Bill Feedback System

The Difference between Registration & Certification

Registration is when students enroll in courses. To do this students go into their SUU portal and select the courses they need to take in the upcoming semester. Before, students enroll in courses they need to meet with their academic advisor to ensure they are on the right track for graduation and are going to be enrolling in the proper courses needed to get their degree.

Note: The Veteran's Center does NOT register courses for students, this is between the student and their academic advisor.

Certification occurs after students have registered for courses and have met with their advisor to ensure that they are on the right track to graduate and are pursuing required courses toward their degree. In order to get certified students must go onto the [SUU Veteran's Center web page](#), under [contact us](#), and notify the Center that they have registered for courses and would like to be certified. The Veteran's Center cannot and will not certify students with the VA unless they submit the request each time there is a change in their schedules. Furthermore, this should be done as soon as possible in order to ensure that classes will be paid for and that students get their BAH on time. It is the student's responsibility ensure that they are in accordance with the SAP policy and that the Veteran's Center has all of the necessary documentation from them to be certified.

Lastly, if a student makes any changes to their course schedule for any reason, they must notify the Veterans Center immediately to update their certification amount and notify the VA. If students do not notify the Veteran's Center of any changes to their course schedule and end up getting a debt letter, it is their responsibility to pay that debt back to the VA.

Certification Standards

Requesting certification is the process you take when students have finalized their class schedule and are requesting reimbursement from the VA. A certification request **must be submitted each semester** for initial certification and anytime a student makes a change to their schedule.

- Students should meeting with their advisor to ensure proper classes are selected.
 - Classes must meet academic degree requirement as stated in their academic catalog.
 - Previously passed classes are not permitted to be retaken.
 - Electives exceeding degree requirements are not permitted.
- All new students are enrolled in First Year Mentorship program must meet with a Veterans Center Counselor prior to requesting certification.
- Students currently under a S.A.P. violation without an approved appeal on file, contact the Veterans Center before requesting certification.
- Required documentation verifying eligibility must be on file, including but not limited to: Statement(s) of Understanding, DD214, COE, SAP Appeal Letters, etc.
- Remedial courses may only be certified if deficiency test scores or documentation is on file with SUU.

- Minors or concentrations shall not increase overall credits or training time required for specified major. Additional approval from the Veterans Center may be required.
- Academic Recovery Courses will only be certified and paid through the VA once.
- Core course requirements as of course catalogue 2013-14 and beyond: Students must complete the English, Quantitative Literacy, and Integrated Learning course work before they have earned 60 credit hours at SUU. While not required, you are urged to also complete the American Institution requirement within their first 60 credits.

Note: After requesting certification, a hold will be placed on the student's account, which will not allow them to change their schedule. If students would like to make a change to their schedule after the hold has been placed on their account they must first contact the Veterans Center to have the hold lifted.

Additional Requirements for Certification of Flight Training

- Students must meet with their Academic Advisor within 30 days of registration, enrollment dates determined by class standing. Failure to do so may result in denial of certification for flight training.
- A signed Aviation Addendum SOU is required to be on file.
 - Any violation of this addendum will result in a reversal of your certification resulting in a debt between yourself and the VA.
- GI Bill Benefits will only cover cost of aviation training while in pursuit of a degree.
- **Two non-aviation courses** must be taken in conjunction with any aviation classes, including flight labs, lecture hours, and PILT courses, until all non-aviation course requirements have been met for current degree. Exception – During the Summer term a student will only be required to take one non-aviation class due to the nature and course requirements during the truncated schedule.

Student must maintain a GPA of 2.0 or higher.

- Flight labs will not be certified for students when their SUU or cumulative GPA fall below 2.0.
- Flight labs will not be certified for students when their most current SUU term GPA is below 2.0.

All students are encouraged to speak with the Veteran's Resource and Support center should they find themselves in one of the above circumstances.

Note: The aviation academic advisor registers all students for flight labs. Core requirements must be completed before electives

Aviation

The VA will only pay for aviation courses while in pursuit of a degree from SUU. As such, there must always be at least two non-aviation courses taken in conjunction with aviation specific courses or until all non-aviation courses have been completed. This requirement may only be waived by the Veterans Resource and Support Center.

- The Student must maintain a cumulative GPA greater than 2.0 as well as an SUU or Institutional GPA greater than 2.0 to receive funding/financial aid for flight labs.
- Any student on academic warning is limited to 1 flight lab per semester.
- Any students on probation are unable to receive funding/financial aid for flight labs unless appealed and approved by the Veterans Resource and Support Center.

The VA will not pay for tutoring labs unless student meets requirements and will only pay for the cheapest platform that is approved for student.

Note: No turbine time will be approved for tutoring labs.

The VA will only certify for minimum requirements for courses/labs. If a combined option is available, then the student will be approved for that lab such as Commercial / Instrument combined lab. If a student meets the requirements to be placed in an add-on lab instead of the full lab the student will be credited for the amount of the add-on lab.

If SUU has not received funds from the VA on behalf of a student, the student will be expected to coordinate with the Aviation Program to determine if they are eligible to fly. The student may be required to enroll in a satisfactory payment arrangement under the direction of the Cashiers Office. The Aviation Program has the right to prevent the student from flying until an arrangement is made, or until the student's account is paid in full.

- Flight training that is part of a standard undergraduate degree is considered resident training.

All Aviation students are encouraged to read the [Aviation Handbook](#).

85/15

Once a student is properly enrolled in a course which either meets the 85-15 percent requirement such a student may not have benefits for that course terminated because the 85-15 percent requirement subsequently is not met or because the course loses its exemption, as long as the student's enrollment remains continuous.

- A student enrolled in an institution organized on a term basis need not attend summer sessions in order to maintain continuous enrollment.
- An enrollment may also be considered continuous if a "break" in enrollment is wholly due to circumstances beyond the student's control such as serious illness.

Source: 38 CFR 21.4201

Mitigating Circumstances

Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits.

Examples are:

- An illness or death in the student's immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

When a student terminates or reduces after the drop period and a non-punitive grade is assigned, mitigating circumstances are an issue. If mitigating circumstances are needed and adequate evidence of mitigating circumstances isn't received, VA will not pay for the course(s) in question. If the student has already been paid for the course or courses, VA will create an overpayment (subject to the 6-Credit Hour Exclusion described below) from the beginning of the term.

SUU recognizes that circumstances beyond the control of the student may so significantly impact a student's academic work that an Emergency Withdrawal from the term is necessary. Students who encounter these circumstances may be totally withdrawn and request a refund of a portion of their tuition and fees. To make such a request a student should:

- Complete the Emergency Withdrawal Request form

- Attach a written personal statement explaining, in detail, the extenuating circumstance and the specific refund request (if a student simply wishes to withdraw without requesting a refund they may follow the instructions above under Withdrawal from the Academic Term)
- Provide documentation of the extenuating circumstance (doctor's note, police report, etc.)
- Submit the completed packet to the Registrar's Office

A committee will review the information submitted and determine if a refund is appropriate based on the information provided, a review of the student's records, and consideration the circumstances of other students who have encountered similar circumstances. Source: SUU Registrar's Office

6-Credit Hour Exclusion

VA automatically grants mitigating circumstances for up to six credits the first time a student reduces or terminates and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first time mitigating circumstances must be considered for the student. Up to six credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student completes the term and receives non-punitive grades.

- If the student withdraws from 3 credits, the exclusion will be granted for 3 credits and the student's one-time exclusion is used.
 - If the student withdraws from 12 credits, the exclusion will be granted for 6 credits, the student's one-time exclusion is used, and the student must provide mitigating circumstances for the other 6 credits.
- Source: SCO Handbook

Requesting Retroactive Funding

Students are not permitted to retroactively request funding adjustments do to unsatisfactory course completion between educational tuition programs.

Example: If a student is using State Tuition Assistance and does not meet satisfactory completion for the course, resulting in the student owing funding back to the program. Then the student cannot request too retroactively use their Post 911 GI Bill benefits to cover the unsatisfactory completed course.

VA Student Overpayments

VA and the Debt Management Center (DMC) will notify students of debts and offer information regarding repayment options. SUU is not notified when a student is notified with an overpayment letter. Delinquent debts are referred to private and/or federal collection agencies.

An overpayment is a charge of indebtedness to the U.S. Government. An overpayment must be repaid. Failure to comply with overpayment letters from the VA could result in legal proceedings. An individual with an overpayment has the right to request a waiver or repayment of debt in monthly installments. In both cases the VA will make the final decision. Please keep in mind that student's will be charged interest and possible administrative fees on any overpayment with the VA. Listed below are some possible causes for overpayment, their solution or possible ways to avoid them:

Cause: Enrolling in courses not required on your degree plan.

Solution: Always review the student's degree plan prior to enrolling for courses, make sure they are required.

Solution: DO NOT ENROLL FOR A COURSE if the student has the slightest feeling that they have taken a similar course before or earned credit based on past military experience.

Cause: Withdrawing from a course or courses during a semester.

Solution: If at all possible, try to avoid this. It is recommended that a statement be submitted to the VA identifying the reason for the withdrawal. If the reasons are accepted by the VA, it will reduce the amount of the overpayment.

Time limits

A request for waiver must be received no later than 180 days (6 months) from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first demand (notification) letter, no benefits will be withheld until the decision is made. If benefits were withheld and the waiver request was found to be timely, a refund will be issued. If a waiver is granted, any funds that have been applied will be refunded.

Note: If a waiver is requested after the first 30 days, but within 180 days, offset of benefits will continue. If a waiver is granted, the amount collected will be refunded.

- Compromise offers can be made any time. The offer must be a lump sum offer, in writing, and accompanied by a current Financial Status Report (form available through the VA toll-free telephone number).
- If a waiver is denied, the student will receive a written notification of the decision that will also indicate when future benefits will start being withheld. An appeal to a waiver denial must be made within one year from the date of the denial letter. Withholding of benefits will continue while this issue is pending.
- Second and third demand letters and one warning letter are sent before referrals are made to nationwide credit bureaus.
- Second and third demand letters and two warning letters are sent before referral to the Internal Revenue Service (IRS) to offset the debt from any federal payments being made to the claimant.

VA Payment Plans

If you owe a debt to the VA due to an adjustment of your education benefits and you setup a payment plan that garnishes your MHA, "BAH" or disability payment that payment plan will automatically terminate if a new debt is created. You will have to contact the VA Debt Management and reestablish your payment plan.

Period of non-payment such as taking a term off can drop the plan.

Source: <https://www.va.gov/debtman/>

ChampVA

The Civilian Health and Medical Program of the Department of Veterans Affairs (CHAMPVA) is a health benefits program in which the Department of Veterans Affairs (VA) shares the cost of certain health care services and supplies with eligible beneficiaries.

Eligibility Requirements

To be eligible for ChampVA, the beneficiary cannot be eligible for TRICARE. CHAMPVA provides coverage to the spouse of widow(er) and to the children of a Veterans who:

- ❑ Is rated permanently and totally disabled due to a service-connected disability, or
- ❑ Was rated permanently and totally disabled due to a service-connected condition at the time of death, or
- ❑ died of a service-connected disability, or
- ❑ died on active duty and the dependents are not otherwise eligible for Department of Defense TRICARE benefits.

Documents SUU's Veterans Center needs from you

- [ChampVA School Enrollment Certification Letter](#)

Process for Verification

- Complete the ChampVA School Enrollment Certification Letter form
- Bring the Form to the Veterans Center for the School Official signature
- Veterans Center will fax the form on student's behalf.

Source: [ChampVA website](#)

VA GI Bill Feedback System

Using benefits while attending college is very important and you should never feel as if you're being taken advantage of, or your benefits are being misappropriated. If this situation shall ever arise, please feel free to complete a VA Complaint form. When Should You Submit A Complaint? You may submit a complaint if your school or employer is failing to follow the [Principles of Excellence](#). VA will review the following types of complaints:

Recruiting/Marketing Practices	Quality of Education
Accreditation	Grade Policy
Financial Issues (e.g. Tuition/Fee charges)	Release of transcripts
Student Loans	Transfer of Credits
Post-Graduation Job Opportunities	Refund Issues
Change in Degree Plan/Requirements	Other

[Submit Your Feedback Now](#)

SECTION XII – Points of Contact

- ☐ Important Phone Numbers (VA)
- ☐ Important Phone Numbers (SUU)

Important Phone Numbers (VA)

Education	
Education Call Center	888-442-4551
Direct Deposit Enrollment (students)	877-838-2778
Education Benefits	888-442-4551
Foreign Schools Call Center	918-781-5678
Monthly Verification of Enrollment and IVR (Interactive Voice Response System)	877-823-2378
Other VA Benefits (Local Regional Office)	800-827-1000
VA Debt Management Center	800-827-0648
Utah State Approving Agency for Veterans Education	801-584-1973
Health Care	
SLC HCS Eligibility / Enrollment	801-584-2585
George E. Wahlen Department of Veterans Affairs Medical Center	801-582-1565
St George Veteran Center	435-673-4494
St. George Community Clinic	435-634-7608
Veterans Choice (schedule appointment)	866-606-8198
Utah Department of Veterans and Military Affairs	801-326-2372

Important Phone Numbers (SUU)

Veterans Resource and Support Center	(435) 865-8477	veterans@suu.edu
EDGE Center	(435) 865-8433	edge@suu.edu
Academic Advising	(435) 586-5462	
Admissions Office	(435) 586-7740	
Affirmative Action Officer	(435) 586-7754	
Alcohol & Other Drug Prevention & Education Program	(435) 865-8445	
Cashier's Office	(435) 586-7720	
Center for Diversity & Inclusion	(435) 586-7772	
Counseling and Psychological Services	(435) 865-8621	
Disability Services	(435) 865-8022	alldredge@suu.edu
Financial Aid & Scholarships	(435) 586-7735	
First Year Experience	(435) 586-1932	
Learning Abroad	(435) 586-1995	
Registrar's Office	(435) 586-7715	
Student Affairs, Vice President	(435) 586-7710	
SUU Police	(435) 586-7793 or (435) 586-1911	
Title IX	(435) 586-5419	

SECTION XIII – Cross Reference

- ☐ Acronyms
- ☐ VA Form Numbers/Names
- ☐ SUU Veteran Center Forms

Acronyms

VONAPP: Veterans Online Application

COE: Certificate of Eligibility

TOE: Transfer of Entitlement Application

VA: Department of Veterans Affairs

COP/P: Request for Change of Program/ Place of Training

PP: Packaging Policy Agreement (Chapter 33)

DEA: Survivors & Dependents Educational
Assistance Program

B&SS: Book and Supply Stipend

BAH: Basic Allowance for Housing

N.O.B.E.: Notice of Basic Eligibility

TA: Tuition Assistance

STA: State Tuition Assistance

FTA: Federal Tuition Assistance

VEAP: Veterans Educational Assistance Program

ESO: Educational Service Officer

MTA: Military Tuition Assistance

TATU: Tuition Assistance Top-Up

SCO: School Certifying Official

SUU: Southern Utah University

VRSC or Veterans Center: Veterans Resources and Support Center

VA Form Numbers/Names

When contacting the Department of Veterans Affairs, the representative may refer to a form number rather than the form name. The form number and the associated name are listed below.

[22-1990: Veterans Online Application](#) (VONAPP)

[22-1990E: Application to Use Transferred Benefits](#) (VONAPP)

[22-5490: Dependent Application to Use VA Education Benefits](#) (VONAPP)

[22-1995: Veteran Change of Program/Place of Training](#) (COP/P)

[22-5495: Dependent Change of Program/Place of Training](#)

[22-1999: Enrollment Certification](#)

[22-1999B: Notice of Change in Enrollment](#) (Amendment, Adjustment, and/or Termination)

[22-1990t: Application for individualized tutorial assistance](#)

SUU Veteran Center Forms

[Statement of Understanding](#)

[Aviation Program Addendum](#)

[Residency Application](#) (Printable Version)

[Manual Refund Request](#)

[Military Credit Application](#)

[ChampVA Enrollment Certification](#) (Chapter 35)