



## VETERANS SERVICES VETERANS INFORMATION BULLETIN

### Responsibilities of a Veteran or Other Qualified Recipient

1. To attend class.
2. Understand that benefits may terminate due to Unsatisfactory Progress.
3. When you stop attending a course, you must notify the Certifying Official of your last day of attendance.
4. Understand that if you do not notify the Certifying Official that you stopped attending a class, the first day eligible for a "W" will be used as the reporting date to the U.S. Department of Veterans Affairs (VA).
5. Report to the campus Certifying Official when you receive an "F" if the "F" was earned or because you stopped attending class. If you stopped attending class, you must report the last day of attendance to the Certifying Official.
6. Obtain academic counseling if placed on academic or progress probation.

### Loss of Veteran Certification Due to Dismissal or Excessive Probation

A Veteran shall be subject to the loss of certification and the cessation of future funds from the U.S. Department of Veterans Affairs if the veteran's cumulative academic work falls into one of the following categories:

- a) The veteran has been academically dismissed.
- b) The veteran has had more than 50% of units attempted with a "W," "I," "NC," or "No Pass" for three consecutive semesters.
- c) The veteran has been on academic probation (below a 2.00 cumulative GPA) for three consecutive semesters.

Veterans who are in the (a) or (b) categories will be subject to dismissal as well as loss of certification. Veterans who are in the (c) category will lose certification and eligibility for the continuation of VA education benefits but will not be subject to dismissal (if the cumulative GPA remains below 2.00 in all graded credit units attempted but the student achieved a 2.00 or higher during the most recent semester (Fall, Spring, not Summer or Winter).

### Appeal Process

Veterans wishing to appeal an academic or progress dismissal will be subject to the same appeal procedure as all other students.

Veterans wishing to appeal a loss of certification (loss of benefits) must file an appeal with the Veterans Office within 15 business days of notification of loss of certification. The appeal will be considered in a non-arbitrary manner for mitigating or extenuating circumstances. The burden to document the appeal is on the Veteran. The appeal will be adjudicated by a panel composed of 1) the Veterans Certifying Official, 2) either the Director or Assistant Director of Admissions and Records and 3) the Dean of Counseling or his/her designee. The decision of the Appeals Panel is final.



**EL CAMINO COLLEGE VETERANS SERVICES**  
16007 Crenshaw Blvd Torrance, CA 90506

**Veterans Information Bulletin Proof of Issue**

I have received a copy of the El Camino College Veterans Information Bulletin, which contain the rules, regulations, degree or certificate completion requirements, and the costs and relevant fees for the program in which I have enrolled.

\_\_\_\_\_  
Print Name (Veteran or Eligible Person)

\_\_\_\_\_  
Provided by (Print Name of College Representative)

\_\_\_\_\_  
Signature (Veteran or Eligible Person)

\_\_\_\_\_  
Signature (College Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date