

Standards of Satisfactory Progress

Students receiving veterans educational benefits are required to maintain *satisfactory academic progress* toward a degree. For a regular term, a minimum of 12 credits for undergraduates or 9 credits for graduate students must be completed in order to collect full-time veteran's education benefits. All classes listed on this form *must count towards graduation*. Please note that courses with irregular term dates (dates different from those of the regular 16 week term) are reported separately from full-term courses; consequently, you may be eligible for full benefits for only part of the semester if you are not registered for full time credits throughout the full 16 weeks. Contact our office with any questions and for how the VA computes training times for the Summer Sessions.

The following *do not* count toward payment of veterans educational benefits:

- 1) Courses with failing grades from non-attendance, non-punitive grades: withdrawal ("W") (see below for further explanation).
- 2) Audited courses.
- 3) Credits received by examination (i.e. Math or Composition Placement or by Challenge).
- 4) Courses for which you have already been granted credit (see below for further explanation).
- 5) Courses not needed for your degree program (i.e. *excessive* numbers of elective credits).
- 6) Double majors without prior approval.

Any withdrawal(s), or F(s) and/or U(s) from non-attendance that result in a *change in training time* are reportable. If you receive any "reportable" W(s), F(s), or U(s) for any term, when notified by the VA of an overpayment, it is advisable that you complete and submit the provided VA form 22-4138 *Statement in Support of Claim* describing any mitigating circumstances. If this form is not received and approved by the VA, the reduction could be effective from the beginning of the semester, which may result in a substantial overpayment. Overpayments generally are withheld from future payments unless other arrangements are made with the VA.

You may *not* include in your total credits for the semester any *repeated* course, unless a written departmental policy has a specific grade requirement for the course.

Incompletes: You should *not* register again for a course for which you have received an "I," but you should follow the arrangements you originally made with the instructor in order to convert the "I" to a grade after the requirements are completed. The course will always remain associated with the original term.

A student *dismissed* from the University will be reported as "unsatisfactory progress" status. Veterans educational benefits cannot be reinstated to students enrolled in either resident instruction (GUEST registration) or continuing education courses until CSU determines that the status of unsatisfactory progress has been cleared, and the student is then *readmitted* to Colorado State University as a degree-seeking student.

As an enrolled student at Colorado State University, you are responsible for paying your University bill according to the established due dates. There is no provision in the policy governing the student's use of veterans educational benefits. Therefore, failure of the VA to pay your benefit to you in time to meet the University payment due dates does not cancel your financial responsibility to the University. You are also responsible for any overpayment of benefits resulting from a withdrawal from the University or from earning failing and/or non-punitive grade(s) that result(s) in a change in training time.

A copy of this form is available for your records upon request. For further information, contact the Veterans Educational Benefits Office, 100 Administration Annex, 970 491-6340.