

**GI BILL ENROLLMENT CERTIFICATION
STUDENT RIGHTS & RESPONSIBILITIES**

1. Enrollment Certification Request

Students wishing to receive GI Bill Educational Benefits must submit a *Central Michigan University GI Bill Enrollment Certification Request* form **EACH SEMESTER**. Please allow the U.S. Department of Veterans Affairs (VA) up to twelve weeks to process your benefits.

2. Eligible Courses

Only courses that count toward completion of a student's stated educational objectives may be certified with VA. To ensure compliance with this VA regulation:

- On-Campus Undergraduate Students must 1) submit a copy of an unofficial academic audit to the VRC upon declaration of a major and earning 56 credit hours; and 2) submit a copy of an official academic audit to the VRC upon earning 86 credit hours.
- Off-Campus Undergraduate Students must consult with their academic advisor upon admission to CMU and develop an appropriate program plan; this must be submitted to the VRC immediately upon approval.
- All Graduate Students must submit an approved program plan to the VRC at the beginning of their graduate program.

3. Enrollment Changes

Students **must** promptly notify the VRC of any schedule changes (i.e., dropping, adding, or withdrawing from a course).

4. Satisfactory Academic Progress

Students must maintain satisfactory progress according to published standards established and enforced by the University. Federal regulations mandate that benefits be discontinued when satisfactory progress has ceased. Accordingly, CMU must discontinue certification of enrollment and inform VA. Students have a right to appeal the termination of benefits with VA.

5. Incomplete (I) and Deferred (Z) Grades

An incomplete or deferred is considered nonpunitive and must be converted to a punitive grade within one year. VA will be notified of nonpunitive grades and repayment of the course may be required.

6. Failing (E & NC) Grades

Your instructor will report your last date of attendance for any course in which a failing grade was received. If this date is prior to the end of the course, the SCO is required to report it to VA, and repayment of benefits may be required.

7. Repeat Courses

Only courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified with VA if they are repeated.

My signature indicates my understanding of and agreement to abide by the requirements listed above.

Name (Please Print)

Signature

Social Security Number

Date