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## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: VETERANS

Code: FF0404

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Policy Reference: N/A

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Veterans/reservists apply for admissions and register in the same manner as all students. It is their responsibility to secure the necessary eligibility papers from the Department of Veterans Affairs (VA).

The college will assist veterans/reservists in planning and pursuing a training program. For scholarship or other requirements, the veteran is treated like all other students. The college will cooperate with the VA in providing such additional information about students' programs as that agency may require.

It is the college's responsibility to inform the VA of the students' registration and changes in the veterans' program as soon as they occur. The basis for all reports is the computer files. It is imperative that the instructor remembers to complete Form 88:75-H "Instructor Recommended Withdrawal" notifying the Registration Office when students are no longer in attendance. This must include the last date of attendance.

Students who are receiving Chapter 45 (disabled veterans benefits) secure monthly attendance certification forms from the Registration Office and take them to their instructor for verification of attendance. The forms are then completed and sent to the Registration Office for communication to the VA.

The VA expects students to make reasonable progress toward their program objectives.

Any major change of a program objective will require approval of the VA.

Students who have questions about benefits or VA regulations should be referred to the Veterans Coordinator at the Milwaukee Campus, Room 238 of the Main Building. The Student Services Manager at each regional campus will serve as liaison in such cases.

Office of Responsibility: Student Services