

Davenport University Guide Book for Military Students

Certifying

Certification is the process by which Davenport reports a student's enrollment to the VA. Davenport certifies VA students in two cycles as described below (three may occur if you make changes to your schedule):

1. Certification for credit hours is used by the VA to determine book stipend, Monthly Housing Allowance (MHA), monthly payment, etc., is completed before the semester/session starts.
2. Another certification of credit hours may be completed after the drop/add period so as to verify the final schedule of all VA students. This helps protect our VA students from incurring debt to the VA in the event that any may have changed his or her academic schedule for that particular semester.
3. Certification for the tuition dollars [Post-9/11 GI Bill and Vocational Rehabilitation only].

Start dates, drop add period and end dates for the semester can be found in the academic catalog which is also available online. All VA students, regardless of chapter, will receive individual notification from "VAOnce" for both of these certification processes. Certifications are based on when your classes start and the drop/add period for that semester/session.

Course Scheduling

Withdrawal from a Course: Any change in enrollment will affect a student's certification.

- **MGIB-AD (Ch. 30), MGIB-SR (Ch. 1606), REAP (Ch. 1607), and DEA (Ch. 35):** Withdrawing from a class will change your student status and reduce your monthly payments.
- **Post 9/11 GI Bill (Ch. 33):** Withdrawing from a class will result in a reduction of MHA and create a debt to the VA. The student will be responsible for the prorated cost of the remainder of the class from which he or she withdrew.
- **Voc. Rehab. (Ch. 31):** You may withdraw from a class without financial repercussion, but you must notify your Voc. Rehab counselor. Additionally, withdrawing from a class will lengthen your time in school and might push you over the time limit set for your degree.

Grades other than Passing: 'I', 'WF', 'PW', and 'PD' are considered 'non-earned grades' and no VA payment will likely result for these grades.

Failing: If you are utilizing a GI Bill and do not pass a class, as long as you finish the course, you will still receive payments and/or the school will still be paid for that class. For Federal Tuition Assistance, you must receive a grade of C, 2.0, or better for payment to be issued for the class.

Balanced Scheduling: The VA's definition of "full time status" and a school's definition of "full time status" often differ. Davenport University defines full time status as 12 credits taken within the time frame of one semester. The VA has the same enrollment definition of 12 credits, however; the time frame is calculated on a weekly basis throughout the semester and if a student is enrolled in a class that does not run the entire length of a traditional semester, then he or she risks being considered 3/4 time, 1/2 time, or part time for a portion of the semester. See below for examples of a balanced schedule:

- Four or more 3-credit classes which run for the duration of a 15-week semester, or three or more 3-credit classes which run for the duration of a 12-week semester. Examples of Balanced Schedules
- Two or more 3-credit classes which run for the duration of a 7-week semester.
- Two or more 3-credit classes which run for the duration of a 15-week semester and one or more 3-credit classes which run for the duration of *both* Session I *and* Session II.

Last Date of Attendance (LDA)

To be eligible for education benefits, your LDA must be within the last week of every class for which you are receiving funding. If you do not attend the class until the end (including completion of the final exam and/or assessment, as applicable), you risk owing the VA a balance for overpayment of benefits. Even if you are failing a class, it is in your best *financial* interest to attend the class to the end and “earn your F”. To remedy GPA issues, re-take the failed course at the earliest opportunity.

Financial Aid and Military

Service members receive educational benefits from the Military due to their service, but they are often also eligible for civilian benefits as a citizen of the United States. Students may apply to receive financial aid which may be either free gift aid or student loans. To determine your eligibility, you must fill out the Free Application For Student Aid (FAFSA) at www.FAFSA.ed.gov. The FAFSA will use your taxes to determine your financial aid eligibility.

Pell Grants

Depending on individual financial situations a student may be eligible for a Pell Grant which is “gift aid” from the government and does not need to be paid back. This money can be used to pay off your balance, put toward books, or if the VA is paying for all your classes the grant will be refunded to the student once the VA pays the school. Each student’s financial situation is different so it is recommended that you speak with a Military Advisor if you have questions.

Book Voucher

The book voucher allows a student to use financial aid in purchase books and is not the same as the book stipend which is part of the Post 9/11 GI Bill (Ch. 33). Voc Rehab (Ch 31) students will automatically get a book voucher in their DU email once all their paperwork is processed. If a student wants a book voucher he or she must have funding in excess of his or her charges and this is normally only accomplished using loans. In some specific cases Tuition Assistance users may be eligible for a book voucher if they are receiving a Pell Grant but this is determined on a case by case basis. Please see a Military Advisor if you have questions about book vouchers.

Special Consideration

The FAFSA application uses your tax information to determine your financial aid eligibility, but there may be a time where your current financial situation is not accurately reflected by your Adjusted Gross Income (AGI) as reported on your taxes. You may be eligible to file for a Special Consideration if you have had a major life event, such as:

- Significant change in family circumstances,
- Unusual medical or dental expenses not covered by insurance,
- Expenses associated with a spouse/parent attending college, or
- If you or a family member have recently become unemployed since filling your taxes

Please visit the Financial Aid Department's [Special Consideration](#) page for more information.

Military Leave of Absence/Deployment

A student who must interrupt his or her studies for a Military reason which can be documented by signed orders may be granted a Military Leave of Absence. Any spontaneous military event where the student is issued orders will qualify for a Military Leave of Absence. Deployments or annual training events are the most common.

The first step a student should take when considering a Military Leave of Absence is to contact their professor(s). Depending upon how much class the student will need to miss, the instructor may be able to help the student continue in the class or an Incomplete Grade may be considered.

If, after speaking with the instructor, the student cannot continue in the class, he or she should contact their Military Advisor and start the process for a Military Withdrawal. The steps for a Military Withdrawal are as follows:

1. Contact his or her Military Advisor and provide them with orders or give them a timeline of when orders are expected.
2. Once the Military Advisor has received the orders, he or she will process the withdrawal.
3. The student must work with their advisor to reschedule the classes from which they are withdrawing.

A Military withdrawal will not show up on students' transcripts and will not result in a balance. However, the classes from which the student withdrew will still need to be completed.

Academic Resources

American with Disabilities Act (ADA)

Many Veterans returning from combat may find themselves with a disability and encounter challenges they have never faced before. The ADA is a civil rights law that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life. The ADA uses different standards than the military and the Department of Veterans Affairs in determining disability status.

Under these provisions, students with disabilities, as defined by the ADA, have the right to equal access to programs, courses, services and activities offered through Davenport. Students who have self-identified, provided documentation of disability and requested reasonable accommodations are entitled to receive approved modifications of programs, appropriate academic adjustments or auxiliary aids that enable them to participate in and benefit from educational programs and activities while still completing all course and program requirements.

To receive disability accommodations through Davenport, students should register with the Student Access Coordinator at their home campus and for more information visit Student Access portion of the website.

Tutoring Center

Davenport University offers free in-person *walk-in tutoring* at all campus locations for currently enrolled students, both in-seat and online. *Individual tutoring* and online tutoring are also offered. You can reach the tutoring Center by email: tutoring@davenport.edu

Student Veterans Study Center in Library

In support of Military students the library has a designated study room for service members. The room houses a computer and is open to any service member.