**VETERAN STANDARDS LETTER**

Welcome to the Montana State University Veteran Support Center! This Standards Letter is provided to assist you in applying for and receiving your Veterans Educational Benefits.

**You, the Veteran Support Center, and the Department of Veterans Affairs (DVA)** - The Veteran Support Center functions as an intermediary between you and the DVA. We exist for two primary reasons:

1. To certify to the DVA that you are registered at MSU; and
2. To verify for the DVA that the courses you are taking apply to the degree program that you have identified as seeking.

**Processing your paperwork** – Your paperwork will take approximately 6 to 8 weeks to process through the DVA once it leaves our office. Therefore, please allow a minimum of 8 weeks after certifying with us before checking back regarding any VA payments. Nothing is automatic; you must contact the Veteran Support Center to certify every semester. Remember to certify early to expedite the process.

(Initials)_______

**Changes** – As required by law, all changes must be reported to our office immediately. Changes include name, address, telephone number, degree, major, programs of study, and class schedule changes.

(Initials)_______

**Courses and Grades** – Acceptable grades are A, B, C, D, F and P. Failed courses and courses requiring a C or better grade may be repeated ONCE for pay. Courses in which a grade of Incomplete is received cannot be retaken for payment. All incomplete grades not completed within a year become F (failing) grades. Withdrawing from classes during or after a semester can create an overpayment. Audited courses are not authorized for pay.

(Initials)_______

**Probation and Disqualification** – MSU and your college/department have a minimum GPA requirement. Failure to maintain the required GPA will result in academic probation. You are still eligible for education benefits while on academic probation, however, if your probation results in academic suspension, you are no longer eligible for education benefits.

(Initials)_______

**Confidentiality** – To expedite processing of my benefits, I understand that MSU communicates VA offices via email and telephone. These communications may include discussion of information concerning my academic records and education benefits. MSU also communicates with administrative offices within the university in order to accurately process my benefits.

(Initials)_______

**UNDERGRADUATE STUDENTS ONLY:**

**Degree Audit Reporting System** – When you have been accepted into your major program, your college will require you to file a Declaration of Graduation (DOG). When the DOG is filed, you will be placed on “Restricted Status” with the Department of Veterans Affairs. This means that the DVA will not pay for any courses taken during a semester unless they are taken to meet specific requirements for graduation.

(Initials)_______

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Veteran’s Signature                      Date