



VETERAN STANDARDS LETTER

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

You, the Office of Veteran Services (OVS), and the Department of Veterans Affairs (DVA) – The Office of Veteran Services 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 your monies. Nothing is automatic; you must contact the **OVS** to certify **every semester and turn in VA Certification Activity Sheet. 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 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 educational benefits while on academic probation, however, if your probation results in academic suspension, you are no longer eligible for educational benefits.

(Initials) _____

To expedite processing of my benefits, I understand that MSU communicates with the VA Denver and St. Louis offices via email and telephone. These communications may include discussions of information concerning my academic records and educational 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) _____

GRADUATE STUDENTS ONLY:

Admissions – You must apply for admissions through the Graduate College. You may be paid for courses applicable to your degree while your application is being considered. You must supply the OVS with a Graduate Program of Study or a semester course listing approved by your advisor. The DVA may pay you less for undergraduate courses which are required for admission to a graduate program or are prerequisites for graduate courses.

(Initials) _____

Veteran’s Signature

Date