VETERANS' ASSISTANCE

Students taking courses in California, Florida, Hawaii, Nevada, or Virginia should contact their local site director regarding VA education benefits as VA policies may differ from state to state. Please visit the Advanced Programs website at http://goou.ou.edu for individual site contact information.

Assistance: Who Qualifies

VA benefits are payable to students admitted to a degree program in provisional, conditional and full admission status to the Graduate College. Regretfully, students admitted as unclassified graduates do not qualify for reimbursement of educational benefits. Similarly, the veterans liaison will only certify courses to the VA that apply to a student’s degree program.

VA students wishing to take courses in a Visitor status at the university must present a Parent School Letter from their home institution indicating the courses taken at the University of Oklahoma will transfer into their program.

How Your Enrollments are Certified

Students are considered in full-time rate of pursuit when they enroll in a three-hour letter-graded seminar. Students are certified beginning with the last day to Add/Drop (typically 30 days prior to the first day of class) and ending with the last day of class. Internet, Internship, Independent Directed Reading (IDR), Independent Study (IS) and Research projects are certified at rates lower than full-time rate of pursuit (depending on the number of hours).

To Begin

All Advanced Programs students are certified electronically (excluding Florida and Chapter 31 VA VocRehab students) to the VA Regional Processing Office (RPO) in Muskogee, OK. Students will be certified to the VA RPO when the veterans liaison has on file: VA form 22-1990 Application for Education Benefits, Certificate of Eligibility letter, or, if the student has received VA educational benefits from another institution, VA form 22-1995 Request for Change of Program or Place of Training. Students must have all transcripts, including military transcripts on file, prior to 24 weeks after the application date.

When You Enroll

Students desiring to use VA benefits should notify va@ou.edu every time they enroll in a course for which they wish to be reimbursed. They should provide the department, course number and section number, as well as the semester in which it is offered. The student is to inform va@ou.edu each time a course is dropped that has been certified to the Department of Veterans Affairs. If the student drops any coursework after the start of the course (add/drop deadline), the student is responsible for any funds owed back to the VA. The VA will contact the student should the student owe the VA for this coursework. A refund from the University is not to imply that the student does not have a debt with the VA.
To ascertain if a course has been certified to the VA, students may contact the VA liaison, va@ou.edu, or call (405) 325-2240.

**Web Automated Verification of Enrollment**

Web Automated Verification of Enrollment (W.A.V.E.) is available to verify your certifications, however, you must have a current benefit award for MGIB-Active Duty (Chapter 30) or MGIB Selected Reserve in the VA system. The Web site is https://www.gibill.va.gov/wave/index.do

**Tuition Assistance “Top Up”**

Students using Tuition Assistance/Top Up (TATU) for the same course do not need to send any information to the school. Students should contact their local education office for more information regarding TATU and to request tuition assistance.

**Payment Questions**

All payment questions should be directed to the RPO in Muskogee, OK. Florida students should contact the RPO in Atlanta, atlrpo@vba.va.gov for payment questions.

**Incomplete Grades**

University policy allows no more than one calendar year from the end date of the semester to complete an Incomplete grade. In accordance with public law, all non-punitive incomplete grades must be reported to the VA. The VA will diary the grade for up to one year, and if the Incomplete is not completed, the VA will create an overpayment and will send the student correspondence requesting evidence of mitigating circumstances. The student should respond promptly to this request. If an explanation of mitigating circumstances is not submitted to, or is not accepted by the VA, the student will be required to reimburse the government for the benefits received for the incomplete course.

**“AW,” “F,” and “U” Grades**

“AW,” “F,” and “U” grades will be reported to the VA. If the student retakes the course, the student may be certified again for the same course.

**Web Address Reference**

- VA Education Benefits: www.gibill.va.gov
- VA Education Forms: www.va.gov/vaforms/
- American Council on Education (ACE): www.acenet.edu
- Army Transcript Service (AARTS): http://aarts.army.mil/Order.htm
- Coast Guard Transcript: http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp