

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number:	9.6.3.2
Related Policy:	9.6.3
Title:	Auditing Veteran Students' Academic Records
Responsibility:	Director of Financial Aid
Original Approval Date:	08-01-1994
Last Cabinet Review:	10-29-2025
Last Revision:	04-12-2023

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President

## I. Policy

The policy of Horry-Georgetown Technical College is to conduct a 100 percent (100%) audit each semester of the academic records of all students receiving Veteran's Educational benefits.

## II. Procedures

- A. A semester course breakdown (curriculum guide sheet) showing approved courses, including electives, for the selected program of study will be printed from DegreeWorks and attached to the veteran student's file folder.
- B. The grades of each course previously taken, as well as all transfer credits awarded, will be maintained in the student record.
- C. The veteran student, after completing the registration process, must notify the Veterans Affairs Coordinator to certify the enrollment by completing the Request for VA Certification form. This form is found on the Financial Aid Forms page on the student portal.
- D. The VA Coordinator will then determine:
  1. That all courses registered for are approved program courses, including approved electives.
  2. That there is no course being repeated for which passing grades have been received. An exception can be made to a course that has expired and is required to advance in the curriculum.
  3. That credit hours taken qualify the veteran student for full-time, three-quarter time, one-half time, or quarter-time status.
  4. If it is determined that a VA Education recipient has signed up for classes not approved for their program, the VA Coordinator will contact the student, encouraging them to speak with their advisor to change their schedule.
- E. Veteran students registering late will follow the same procedures as listed above.