

PROCEDURE

Number: 9.6.3.2
Related Policy: 9.6.3
Title: Auditing Veteran Students' Academic Records
Responsibility: Veterans Administration Office

Original Approval Date: 08-01-1994
Last Cabinet Review: 11-01-2017
Last Revision: 11-01-2017

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 veteran students.

II. Procedures

- A. A semester course breakdown (curriculum guide sheet) showing approved courses, including electives, for the selected program of study will be secured from the Vice President for Academic Affairs 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. Students enrolled in the Associate in Occupational Technology (AOT) programs will also be required to provide the Veterans Affairs (VA) Coordinator with the name and contact information of his/her academic advisor, along with a copy of their academic plan.
- 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.
 3. That credit hours taken qualifies the veteran student for full-time, three-quarter time, one-half time, or quarter-time status.

Any veteran student attempting to register for courses, including electives, which are not approved for his/her program will be immediately returned to his/her academic advisor for adjustments or advised that such courses cannot be certified for payment of VA educational benefits.

- E. After the completion of the academic records audit, veteran students will continue through the registration process.
- F. Veteran students registering late will follow the same procedures as listed above.