



Muskegon Community College
Veterans Responsibility Form

Veteran administration requires that all recipients of veteran educational benefits maintain progress towards their stated academic degree. Therefore, all veterans receiving benefits must maintain an accumulated grade point average of 2.0 to remain eligible for VA benefits. A veteran who allows his/her accumulated GPA to fall below 2.0 will be placed on probation and be allowed one semester to bring his/her accumulated GPA to 2.0. If the veteran fails to do so, the VA will be notified of unsatisfactory progress. Enrollment will not be certified to the VA Certification; however, may resume once the accumulated GPA has reached 2.0. In addition, this form will inform the Veterans Office and the Financial Aid Office of the benefits that the veteran is receiving.

1. I will contact the Veterans Office before repeating classes.
2. If I withdraw officially or unofficially from any class(es), I **MUST** report the last date of attendance to the Veterans Office. If this is not done, MCC will report the last date of attendance of that class(es) as the first date of attendance of that class(es). Over-payment conditions could be created and will be my responsibility to pay.
3. I will maintain a cumulative 2.0 grade point average.
4. I will request copies of transcripts from all previously attended institutions. These should be sent to MCC's Records Office to the attention of the Records Transcript Auditor for evaluation.
5. I will submit a copy of my DD214 to the Records Office for evaluation of credit by the college's auditor. By following this step you will be granted one physical education credit and one health credit.
6. **I will report changes in my program to the Veterans Office at Muskegon Community College. If I don't report changes, I understand that it could result in an OVERPAYMENT of my benefits. I realize that I would then be responsible to pay it back and MCC does not.**
7. I will notify the Records Auditor prior to your final semester of enrollment that I plan to graduate. Also, contact the Veterans Office before enrolling for additional (post graduate) courses.
8. **I will complete a Request for VA Certification before the beginning of each semester I plan on attending.**

MY SIGNATURE INDICATES THAT I UNDERSTAND THE CONTENT OF THIS STATEMENT OF RESPONSIBILITIES AND HAVE RECEIVED A COPY OF THIS FORM FOR MY FILES.

NAME (please print)

Student ID Number

Signature of VA Recipient

Date