

MEASUREMENT & PAY

TWO YEAR INSTITUTIONS OF HIGHER LEARNING

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**Thirty First
Annual VA
School
Conference**

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Calculation of Training Time

(pp. 90-94 in Handbook)

- Undergraduates measured by VA, usually at 12 semester or quarter hours = full time.
- Graduate students are measured by VA based upon the training time certified by the school. You should **NEVER** fill in the training time item on the Enrollment Certification for undergraduate students.

Equivalent Credit Hours

Undergraduate training time always based on:

12 credit hours = full time

9 credit hours = three quarter time

6 credit hours = half time

Standard Terms

Standard Semester = 15 - 18 weeks.

Standard Quarter = 10 - 14 weeks.

Length of Term: Divide number of days in term by 7, disregarding remainders of 3 days or less, and adding one week for remainders of 4 days or more. Deduct one week for each one week break or holiday during the term.



Equivalent Semester Hours

Semester hours pursued during a term multiplied times 18, divided by length of the term in weeks.

Equivalent Quarter Hours

Quarter hours pursued during a term multiplied times 12, divided by length of the term in weeks.

Examples

- June 9 - July 28, 2004: 50 days divided by 7 = 7 weeks one day. Seven week session.
- June 9 - August 15, 2004: 68 days divided by 7 = 9 weeks 5 days. Ten week session.
- May 12 - July 28, 2004
 - 78 days divided by 7 = 11 weeks one day. Eleven week session.

Overlapping Sessions

- Combine equivalent hours only for periods where sessions overlap and pay accordingly.

May 15-July 11(9 weeks) 3 sem hrs = equiv 6 sem hrs

May 15-August 15 (14 weeks) 6 sem hrs = equiv 7.7 sem hrs

Award: May 15 - July 11 (13 sem hrs = full time)

 July 12 - August 15 (7 sem hrs = half time)

Break Pay

pp. 90 - 92

- Pay for all breaks except where prohibited
- Generally not pay for any break which exceeds 8 weeks or where the break is longer than either the session preceding or following the break.
- Special Summer Rule: Cannot pay for break **between** summer sessions which exceeds 30 days & the session preceding or following the break is less than 8 weeks in length.

Non-Punitive Grades & Mitigating Circumstances pp. 77-78

- Non-punitive grade is one which neither applies to the student's grade point average nor applies as credit earned towards the program.
- **EXAMPLES:** W, X, NP, etc.
- A grade of I (incomplete) becomes non-punitive and should be reported as such if it is still unresolved a year after it was first issued.
- A grade of Audit is treated the same as any other non-punitive grade (this is a change from previous practice)

Mitigating Circumstances

- Defined as anything which is both unexpected **and** beyond the student's control which prevents him/her from completing a course.
- **Mitigating: Student in auto accident and hospitalized.**
- **Not Mitigating: Prior to start of term student receives orders for active duty for training to occur during the term.**
- Students must submit evidence of mitigating circumstances.

Repeating Courses

pp. 76-77

- We will not pay a student to re-take a course which was previously satisfactorily completed.
- Doesn't matter whether or not the student received VA education benefits for the prior attempt.
- Students can repeat courses for which a D was previously earned if a C or better is required for the student's **current** program.
- Exception: when student is using the fill-in rule during his/her last term in that program.

Dual Enrollments

pp. 99-101

- Student enrolled at two different schools/campuses concurrently or temporarily attending another school/campus for a term or two.
- Primary degree-granting) school specifies in a letter (see our form) which courses may be taken at another specific school/campus and the fact that those courses will apply in full to the student's current objective.
- Each school, primary and supplemental, certifies the student for courses taken at their school/campus.

Dual Degrees

pp. 105-106

- If specific dual degrees/majors are listed in school's approved catalog along with the specific requirements for each, no additional approval action is required.
- If specific requirements not listed in approved catalog, then dual degrees/majors must be approved by the SAA on a case by case basis.

Teacher Certification

pp. 107-108

- Only for students who are applying for their first teacher certificate or a teacher certificate in another subject, grade level, or state.
- We cannot pay teachers to renew their certificate in the same subject, grade level, or state.
- Students apply to Teacher Certification in Tallahassee and get letter back which specifies which specific courses they need.
- Some exceptions where school has special prior arrangement with Teacher Certification.

Full Time Schedule in Last Term

(Fill-in Rule) pp. 111-112

- Student taking **all** courses needed to graduate, but they don't add up to full time pursuit.
- Student can fill in schedule with **any** course to bring pursuit up to full time.
- Can do this only **ONCE** in each program.
- If student fails required course(s) we can pay to repeat that course(s) only - cannot pay to fill-in again for that program.

Credit for Prior Training

pp. 67 & 115

- Schools **must** review **all** prior education and training.
- Student has no choice - even if (s)he doesn't want prior credit transferred, school **must** do the transfer & evaluation.
- Schools are not required to grant transfer credit, but must **evaluate** it and grant it in accordance with the rules published in their approved catalog.
- Schools should accomplish this in first two terms of enrollment to avoid repeating courses previously satisfactorily completed from transfers.

Deficiency, Remedial, & Refresher Courses

pg. 45

- Deficiency course: Secondary level course required to correct a deficiency in a particular subject matter.
- Remedial course: Secondary level course required to overcome a handicap such as in speech or hearing.
- Refresher course: A course previously taken during or prior to veteran's military service and in which significant technological advances have occurred, e.g., computer repair or programming.
- Courses must be necessary for or required pre-requisites to pursuit of student's **current** program.

Cooperative Training

pp. 118-119

- Alternates full time pursuit in the classroom and related on job training.
- Can alternated full time classroom with job training or can be concurrent pursuit of both at half time each.
- School pursuit must be at least half of training, i.e., school semester must be full time and at least as long as full time job semester - concurrent coop must include at least half time classroom training.

QUESTIONS?

