

INSTITUTIONAL POLICIES

Admission

All veteran and beneficiary students must submit admission documents before the first day of classes.

Validation of Hours/Credits for Previous Studies (Academic and Military)

Each Registrar (Veteran's Certifying Officer) shall ensure that the veteran student who has prior studies at another institution submits an official credit transcript or transcript of studies from all the institutions and/or program of origin to be evaluated. If a credit validation proceeds (FICPR-77), the student will have to submit an official transcript and request the validation of credits following the processes established by the Institution. It will be guaranteed that by validating hours/credits for previous studies, the cost and duration of the program will be reduced proportionately.

Discharge Process for Non-Compliance in Academic Activities for Veteran Students (REG04-0602)

ICPR Junior College establishes this policy to comply with the thirty days regulated by the Veterans Administration to notify students who participate in such benefits. This policy applies to all students under the Veterans program who do not complete the academic activities of their courses, as well as those students who receive veterans benefits who process an official discharge. Certifying Officer follows up with the Locality Counselor to ensure that all of your veteran students remain compliant with academic activities. In the Retention process, it is established that the teacher remains in constant communication with his students. If the student does not comply with the requested academic activities and/or with the established agreements, the professor makes a referral. The referral is carried out through the Counseling Office. If a student is referred by his or her professor for non-compliance with academic activities, the Certifying Officer, together with the Counselor, will offer the appropriate follow-up and guidance so that he/she can comply with them. If these efforts are unsuccessful, the Certifying Officer, after two weeks of not receiving news from the student, proceeds to make an administrative discharge due to lack of academic activity with the date of the referral made by the professor (this date is when he stops participating in his academic activities). Both administrative leave due to lack of academic activity and official leave are notified by the Certifying Officer to the Veterans Administration, within the established 30 days.

Course Repetition Policy

The Veteran's Administration does not pay for repetitions of courses graded A, B, C., or D. The Veterans Administration will only pay for retakes of failed ("F") courses or courses in which a minimum grade is required.

Satisfactory Academic Progress for Veteran Students

A student who is receiving educational benefits from the Veterans Administration must maintain a minimum cumulative GPA of 1.60 in order to be considered in satisfactory academic progress under the standards established by Veterans and to continue receiving his or her educational benefit.

Probationary Period for Veteran Students (to receive educational benefits)

Students who do not manage to accumulate a minimum GPA of 1.60 at the end of the evaluation period or term, may appeal to be placed on probation of their benefit or be placed in an academic plan (see Appeals and Evidence section). If they do not reach the minimum general average (GPA) of 1.60 at the end of said term in which they are on probation, the benefit will be suspended. Up to two additional terms can be certified if you meet academic progress.

Reinstatement of the Educational Benefit

After the educational benefit has been suspended for not complying with the satisfactory academic progress policy (under the rules established by Veterans) and once the next term of classes has elapsed, if they have accumulated a minimum general average of 1.60, the veteran student will have their educational benefit reinstated. Once you return from the suspension of your benefit, if you do not manage to reach the minimum of 1.60 again, your benefit will be suspended for one year.

Participation in Satisfactory Academic Activity (to continue receiving your educational benefit)

The Veterans Administration will pay only for the total credits that the program consists of. The veteran student will be certified by the Official Certifier (Registrar) according to the credits in which he or she is enrolled in the respective term. Therefore, a student who is receiving educational benefits will always remain participating in academic activities.

Authorized Absence (LOA, REG04-0609)

The educational benefit will be suspended while the veteran student is absent with authorization. The benefit will be reinstated again once the student returns to classes.

Section 103-PL 115-407

As of August 1, 2019, no school may deny Chapter 31 and Chapter 33 student access to classrooms, libraries, or other institutional facilities. Nor have the student borrow money to cover the cost while waiting for payment from the Veterans Office or charge the student a late fee or impose a penalty.

Note: All institutional policies listed in this General Catalog apply to students who receive Veteran benefits.