



Statement of Responsibilities

Veterans Affairs Office, 2900 Featherstone Rd., Auburn Hills, MI 48326
248.232.4342 • Fax: 248.232.4349 • veteransaffairs@oaklandcc.edu

Name _____ Student ID Number _____

ENROLLMENT CERTIFICATION REQUEST - STATEMENT OF INTENT

If I wish to use my benefits for a specific semester, I understand that I must complete, sign and submit a **Statement of Intent after** I register for classes. I also understand, only classes listed on the submitted Statement of Intent for the designated semester will be considered for certification eligibility. The OCC Veterans Services department will take no action on a student's account if a Statement of Intent is not received for a specific semester.

MITIGATING CIRCUMSTANCES

I understand that if I receive a "W" or "WS" grade and I wish to have mitigating circumstances considered, I must notify the OCC Veterans Services office and obtain supporting documentation as soon as possible, in case the VA requests it. Mitigating circumstances are circumstances **beyond the student's control** that prevent the student from continuing in school or that cause the student to reduce credits. See the VA certification checklist of examples.

INCOMPLETES

I understand that if I receive an incomplete ("I") in a class, the class will be terminated with the VA indicating the "I" grade. I must notify the OCC-Veterans Services department when the course is completed and a letter grade is issued. Once an appropriate grade has been issued, the student's course will be re-certified. Failure to do this could result in a possible debt.

ELIGIBLE COURSES

I understand only courses required for the completion of the program and catalog year indicated on my most recent Veterans Plan of Study are eligible for certification. This includes prerequisites for required courses.

TRANSCRIPTS FOR PRIOR COURSEWORK

I understand that I am required by the VA to have all official college and/or military transcript(s) sent to Oakland Community College to be evaluated as soon as possible. I am also aware that transfer credits may reduce the number of credits needed to be completed at Oakland Community College.

SATISFACTORY ACADEMIC PROGRESS

I understand that I will no longer be eligible for certification of VA benefits if I do not maintain satisfactory academic progress as described in the **OCC Student Handbook** located on the OCC website under Academic Sanctions.

STUDENT CODE OF CONDUCT

I understand that I will be expected to follow the Oakland Community College Student Code of Conduct as described in the **OCC Student Handbook** which can be found on the OCC website. Failure to adhere to this code may result in a termination of VA Educational Benefits and possible debt to the VA.

CHARGES OR FEES

I will be responsible for any charges or fees levied by OCC related to my education not covered by my G.I. Bill Educational benefit.

Signature _____ Date _____