

TO: Elaine Ruse, Director of Financial Aid and Scholarships
and VA Certifying Official

FROM: _____
(Faculty Member)

(Department)

Please be advised that I have approved a grade change from a _____ to a _____
for the veteran named below.

(Veteran's Name and Social Security Number)

(Course/Semester/Year)

Instructions to Faculty Member:

Completion of this form is necessary in order that YSU comply with VA Regulation 21.4253. Please complete this form for each veteran who is so marked on your class roster for whom you approve a grade change. **Return this form to:**

**Elaine Ruse, Director and VA Certifying Official
Office of Financial Aid and Scholarships
Meshel Hall – Room 203**

Thank you for your cooperation.

Office of the Provost

Revised 10/20/05