



October 24, 2008

TO: Academic Deans
Academic Chairpersons
YSU Faculty

FROM: Ikram Khawaja
Provost and Vice President for Academic Affairs

RE: Veterans Reporting

The University is obligated to monitor the progress of veterans toward their degrees as part of the data by which we certify veterans for their benefits. Faulty or incomplete reporting can result in the University's incurring liability for overpayment made by the Department of Veterans Affairs to veterans.

Consequently, we need the cooperation of the faculty in reporting veterans who fail to maintain their attendance in their classes or who secure faculty approval for a grade change. The attached veteran rosters identify veterans who require monitoring.

We will continue to utilize a reporting system (see attached forms) which involves a minimum of paper work, by asking the faculty to report to the Office of Financial Aid and Scholarships those veterans who have been absent from class for two consecutive weeks or who secure faculty approval for a grade change. Copies of the nonattendance form and the grade change form will be available from the offices of the deans. We are providing copies of this memorandum, reporting forms, and veteran rosters to full-time and part-time faculty members. It is important that all teaching faculty be acquainted with the need for such reporting.

On behalf of veterans dependent upon VA assistance, thank you for your cooperation.

dlw

attachments

c: Dr. David C. Sweet, President
Office of Financial Aid and Scholarships