

DALLAS BAPTIST UNIVERSITY

VA Education Benefits

WELCOME!

The Texas Workforce Commission has approved Dallas Baptist University for those who wish to receive educational benefits under the various Department of Veterans Affairs programs. Dallas Baptist University has a VA Certifying Official to assist you with your VA education benefits. Please feel free to contact DBU's VA Certifying Official in the Registrar's Office located in the Mahler Student Center lower level, or phone 214-333-5145. The e-mail address is jackief@dbu.edu.

Contact Information:

Registrar's Office
Dallas Baptist University
3000 Mountain Creek Parkway
Dallas, TX 75211

VA Certifying Officer 214-333-5145
Fax: 214-333-5536
E-mail to: jackief@dbu.edu

DBU's VA Academic Advisor 214-333-5337
E-mail to: caed@dbu.edu

Veterans Benefits Homepage
www.gibill.va.gov

Department of Veterans Affairs
VA Regional Office
PO Box 8888
Muskogee, OK 74402-8888

Getting Your Educational Benefits Started at DBU

STARTING YOUR VA EDUCATION BENEFITS AT DBU

ELIGIBILITY - All students who feel they may be eligible for VA education benefits should submit an application. Even if someone appears ineligible, VA will review his or her application and officially grant or deny benefits.

STUDENTS WHO HAVE NOT RECEIVED VA BENEFITS BEFORE

Students will need to complete a VA Form 22-1990 (dependents VAF 22-5490), Application for Educational Benefits. This form may be completed on the VA web site www.gibill.va.gov. It is also available through the VA Certifying Official at Dallas Baptist University. After the application is processed, the VA Regional Office will mail a certificate of eligibility to you. A copy of the certificate will need to be given to the VA Certifying Official. If you have any questions concerning your VA education benefits, their toll free number is 1-888-442-4551 (1-888-GIBILL1).

STUDENTS WHO HAVE RECEIVED VA BENEFITS BEFORE

Students will need to complete the VA Form 22-1995 (Dependents VAF 22-5495), Request for Change of Program or Place of Training. Forms are available in the Registrar's Office or on the www.gibill.va.gov web site.

VETERANS WHO RECEIVE VA BENEFITS FROM THE VOCATIONAL REHABILITATION PROGRAM

If you think you may be eligible and have not already qualified for the Vocational Rehabilitation Program (CH-31), you need to apply through the VA Regional Office in Waco by completing VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation. Their number is 1-800-827-1000.

If you have already qualified for CH-31, have your caseworker fax or mail the VA Form 28-1905, Authorization and Certification of the Entrance or Reentrance into Rehabilitation and Certification Status, to the VA Certifying Official before you register.

HAZLEWOOD ACT

According to the rules and regulations set by the Texas Higher Education Coordinating Board, an institution must be a public school in order for you to take advantage of the Hazlewood Act tuition waiver. Under these guidelines, Dallas Baptist University does *not* qualify. For more information, visit their web site: www.theccb.state.tx.us/divisions/student/hazlewood/act.htm

VA CERTIFICATION

Veterans must fill out DBU's required "Request for VA Certification" form **each semester** at registration. This form is used to certify you to receive VA benefits. The form is available in the Registrar's Office or you may print it from the link below.

[Click here for the "Request for VA Certification" form](#)

CHANGE IN VA STUDENT'S STATUS

All students who use the GI-Bill are required to notify DBU's VA Certifying Official of any changes made in the following areas.

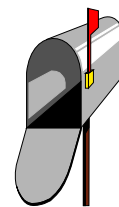
CLASS CHANGES

The form "Change in VA Certification" will need to be filled out and submitted to the Registrar's Office. This form is available in the Registrar's office or you may print it from the link below. Failure to report changes could affect your benefits!

[Click here for the "Change in VA Certification" form](#)

ADDRESS CHANGES

- ❑ Notify DBU's VA Certifying Official at 214-333-5145 or e-mail the information to jackief@dbu.edu.
- ❑ Notify VA. The toll-free number is 1-888-442-4551

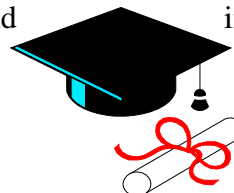


MAJOR AND/OR DEGREE CHANGES

All changes in your degree or major must be reported to the VA Certifying Official. In most cases a VA Form 22-1995 must be completed to inform the VA of changes. Failure to do this may delay your benefits.

DEGREE PLAN

VA will allow you to be enrolled two semesters without an official degree plan. After two semesters you must have declared a major and have a degree plan on file in order to be certified. If you have not declared your major and obtained an official degree plan after two semesters, **you will not be certified** until this has been completed. You need to talk to your academic advisor to declare your major and process to obtain an official degree plan as soon as possible after entering the University.



SATISFACTORY ACADEMIC STANDARDS FOR UNDERGRADUATES

All VA students who receive VA education benefits are required to maintain satisfactory academic progress according to the VA's established published requirements. **These academic standards differ from DBU's non-veteran student requirements.**

Satisfactory Progress: A student who is receiving VA Educational Benefits must maintain a cumulative GPA of 2.00 to be considered as making satisfactory progress.

Probation: Students who fail to achieve a cumulative GPA of 2.00 shall be placed on probation for one semester. If the student achieves a semester GPA of 2.00 or better during the probationary semester but has not achieved the required cumulative GPA of 2.00, the student may continue on probation for one additional semester.

Unsatisfactory Progress: If the student on probation fails to achieve a cumulative GPA of 2.00 at the end of the first probationary semester, the student will be reported to the Veterans Affairs Regional Office as making unsatisfactory progress. The student will be permitted to remain on probation for one additional semester. A student who fails to achieve the cumulative GPA of 2.00 at the end of the second consecutive probationary period shall be reported to the Veterans Affairs Regional office as making unsatisfactory progress.

Chart of Probation guidelines and results.

First Probation Semester

Cumulative GPA	Semester GPA	Result
Less than 2.00	N/A	Placed on probation for one semester

After 1st Probation Semester

Cumulative GPA	Semester GPA	Result
2.00 or higher	2.00 or higher	Satisfactory progress, removed from probation
Less than 2.00	2.00 or higher	Probation for only one more semester, VA notified as making "unsatisfactory progress"
Less than 2.00	Less than 2.00	VA notified as making "unsatisfactory progress" (may not be able to receive further benefits)

After 2nd Probation Semester

Cumulative GPA	Semester GPA	Result
2.00 or higher	N/A	Satisfactory progress, removed from probation
Less than 2.00	N/A	VA notified as making "unsatisfactory progress" (may not be able to receive further benefits)

SATISFACTORY ACADEMIC STANDARDS FOR GRADUATES

Graduate students must follow requirements for their individual program.

Anytime a veteran believes he/she is failing a class he/she should contact the VA Certifying Official for instructions. Tutoring is available on campus. If this does not meet your needs, please call this office for additional information regarding the VA monetary aid for extra tutorial assistance. The number is 214-333-5145.

CREDIT FOR MILITARY TRAINING



Veterans who have served for one year or more active duty and have received an honorable discharge may be eligible to receive college credit for military training. You will need to contact the VA Academic Advisor in the College of Adult Education. The number is 214-333-5337 or www.caed@dbu.edu.