



321 Golf Club Road, Pleasant Hill CA 94523

TEL: (925) 969-2121

FAX (925) 609-8085

Student Statement of Responsibility

Name: _____ SSN or Student ID number: _____

1. **Official Transcripts:** Official Transcripts must be received by DVC from all previous colleges prior to scheduling an appointment with our counseling office.
2. **Veteran’s Counselor:** You must schedule an appointment with our counseling office, specifically meeting with a VA counselor, to declare a major and obtain a **Student Educational Plan (SEP)**. If you choose to change majors, you must meet with a VA counselor and obtain a new SEP. New Student Educational Plans (change of major) will not be valid until the next semester.
3. **Paid for courses:** You must be pursuing a program of study and making satisfactory progress towards obtaining your educational goal. The classes a student enrolls in must be required for the chosen major. The VA will pay for prerequisite courses, but not recommended classes. In order to be paid for a remedial course, the student must test into that course.
4. **Notice of Schedule Change:** It is the responsibility of the student to notify the DVC VA office of any change in units. This would include, dropping a course, adding, or stopped attending. This is to prevent an overpayment to you that you would have to pay back.
5. **Grades of F, NC or W:** You may be required to pay back the VA any money received for these grades unless there are mitigating circumstances. If an F or NC is received you will receive a letter which must be returned to our office asking if you attended the duration of the course (an earned F) or if you stopped attending past the deadline to receive a W.
6. **Course Repeat:** Only grades of F, NC, or W can be repeated and be paid again by the VA. A “D” is usually considered a passing grade. If you receive an “incomplete”, you must complete the course work within one year. Speak to your instructor about the default grade if work is not completed.
7. **Satisfactory Academic Progress:** Students receiving VA educational benefits must maintain satisfactory academic progress. Students who fall below a 2.0 grade point average will be placed on academic probation.
8. **Semester units:** Be aware of what your selected chapter pays for. Full time units in spring and fall are 12, summer courses depend on the number of units and weeks assigned to each course.
9. **Monthly Verification:** Chapter 30 and Chapter 1606 must verify their enrollment each month by calling (877) 823-2378 or go to www.gibill.va.gov for enrollment verification.

I, the undersigned, do hereby affirm that I have received, read, understand and will comply with the Student Statement of Responsibility. I further affirm that I understand I will be liable for any overpayment caused by my failure to adhere to this document and will advise Diablo Valley College VA Certifying Officials of any changes in my enrollment.

Signature _____ Date _____