

**GRAMBLING STATE UNIVERSITY
Veterans Services Office**

Veterans Affairs Information

Grambling State University is approved for the training of VA students and certifies the student's enrollment to the appropriate VA Regional Office upon request. The GSU Veteran Services Office, located in Grambling Hall, Registrar's Office, Suite 18, coordinates services to all veterans, dependents, guardsmen, and reservists attending classes who are eligible for veteran's benefits. Any veteran who is enrolled at GSU who is eligible for VA educational benefits should notify the GSU Veterans Affairs Office when he/she wishes to be certified. The GSU Veterans Affairs Office is currently staffed by one Veteran's Certifying Official.

Where Do I Start?

<p>New Students</p>	<p>Your first step is to apply for your educational benefits on the GI Bill Website (www.gibill.va.gov) using the Veterans On-line Application Process (VONAPP). If you prefer, download and complete a paper application and submit it to the Registrar's Office (VA Form 22-1990 for Veterans, VA Form 22-5490 for dependents or VA Form 22-1990E for Post 9/11 Transfer of Entitlement). Also submit along with the paper application provide a copy of your N.O.B.E (Notice of Basic Eligibility) for Reservists and copies of any kickers. Once approve by the processing office, you will receive your Certificate of Eligibility. A copy of this certificate will need to be sent to the VA Certifying Official. Then a VA Semester Benefits Form will need to be completed and submitted to the Registrar's Office before payments can begin.</p>
<p>Continuing Students</p>	<p>If you are continuing from the previous semester, complete a GSU VA Semester Benefits Form and submit to the VA Certifying Official.</p>
<p>Transfer Students</p>	<p>You will need to submit all transcripts from previous universities along with a copy of your Certificate of Eligibility. Then a VA Semester Benefits Form will need to be completed and submitted to the Registrar's Office before payments can begin.</p>

We require a copy of your Certificate of Eligibility for continuous processing. You must certify your attendance EVERY MONTH with the VA for Chapters 30 and 1606 only. You can either call the office in Muskogee, OK, at 1-877-823-2378 or certify online at [eBenefits](#). Other VA

information can be obtained by contacting the VA Regional Office in Oklahoma at 1-888-GIBILL-1 (1-888-442-4551).

Reservist and National Guard Mobilization/Activation Policy

1. Awarding of Academic Credit/Grades

- A. Mobilization/Activation during the first fourteen (14) class days of a regular semester [seven (7) days for summer sessions] will result in the complete withdrawal of the student from the university without penalty and without punitive grade.
- B. Mobilization/Activation during the period between the fifteenth (15th) class day [eight (8th) class day for summer sessions] and the last day to withdraw from classes with a grade of "W" will result in the awarding of the grade of "W" in all classes in which the student is officially enrolled.
- C. Mobilization/Activation during the period between the next class day after the last day to withdraw from classes with a grade of "W" and approximately one (1) to two (2) weeks [five (5) to ten (10) class days] prior to the end of a regular semester [three (3) to six (6) class days for a summer session] will result in the student:
 - 1) choosing to take the grade of "W" in all courses in which the student is officially enrolled; or
 - 2) requesting with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. Students are cautioned that prolonged absence may affect their ability to complete the coursework required for removal of incomplete grades. The student may choose to take the grade of "W" in some courses and request the grade of incomplete (with the instructor's concurrence) in other courses.
- D. Mobilization/Activation during the last five (5) to ten (10) class days of a regular semester [three (3) to six (6) class days for a summer session] will result in the student:
 - 1) choosing to take the grade of "W" in all courses in which the student is officially enrolled; or
 - 2) requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. The student may choose to take the grade of "W" in some courses and request the grade of incomplete (with the instructor's concurrence) in other courses; or
 - 3) requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to receive a final grade in some

or all of his courses based upon the student's work in the courses up to the date of mobilization/activation. The student may request incomplete grades (with the concurrence of course instructors) in some courses, choose the grade of "W" in some courses, and request final grades based on coursework completed (with the concurrence of course instructors) in some courses; or

- 4) requesting, with concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an early final examination in some courses in order that the instructor can determine a final course grade for the student. The student may request in some courses (with the concurrence of the course instructors) to: receive a final grade based upon coursework prior to the date mobilization/ activation, request incomplete grades, choose the grade of "W", and request early final exams.
2. *Time Limit for Removing Incomplete Grades:* If the mobilized/activated student requests (with the concurrence of the course instructors involved) incomplete grades in all or some of the courses in which he/she is officially registered, the student shall have no longer than one year after conclusion of the involuntary term of active duty to meet with university officials and work out a timetable for removing the incomplete grade(s).
 3. *Academic Status Upon Reenrollment:* When students whose higher education academic careers are interrupted by mobilization/ activation reenroll in the same institution within one year of completing their involuntary term of active service, the university will make every possible effort to place these students back into their academic studies track as close as possible to the same place the student occupied when mobilized/activated. The normal readmission application fee will be waived for these students. This will allow students to continue their academic studies with as little interruption as possible.

Useful Information for VA Students:

- [WAVE](#) Monthly enrollment verification for all MGIB-Active Duty-Chapter 30 or MGIB Selected Reserve-Chapter 1606
- [GI Bill Home Page](#)
- [Guide to Paying for College – Education Affordability for Vets](#)
- [Education Forms:](#) (Veteran) 22-1990, 22-1995, (Dependant) 22-5490, 22-5495 (Work-Study) 22-8691
- [Request For Military Records](#) (DD-214) – Standard Form 180 – National Personnel Records Center
- [Selective Service Verification](#)