

VETERAN AND MILITARY

Veterans Center of Excellence:

Penguin Union Building (PUB) 015

Phone: 360-992-2073

Email: veterans@clakr.edu

Website: <http://www.clark.edu/campus-life/student-support/vrc> (<http://www.clark.edu/campus-life/student-support/vrc/>)

The Veterans Center of Excellence connects veterans, military, and military-affiliated students with Community and Clark College resources.

Our veteran staff and VA work study students provide a welcoming environment for students to thrive academically and personally. The VCOE is a large center featuring a study room with computers, a 3-d printer, printers; snacks and drinks for refueling; and a lounge area for hanging out with a large screen TV, textbook lending library, piano, board games, Wi-Fi, and an air hockey table. Students are encouraged to visit and receive services offered at the VCOE that include:

- Navigating VA educational benefits
- Advocating for student veterans
- VA enrollment certification
- Dedicated Veteran Advisor
- On-site tutors
- Connection with college resources such as Disability Services, Workforce Education Services, Worker Retraining, Penguin Pantry, and more
- Connection with community resources such as CMAC, Clark County Veterans Advisory Committee, Washing Department of Veterans Affairs, VA healthcare services, and more
- Customized workshops covering personal finance, military history, DEI, creating great LinkedIn pages, and more
- Veteran student club

Clark College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any person or entities engaged in any student recruiting or admissions activities, or in making decision regarding the award of student financial assistance.

Selected programs of study at Clark College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTEB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Veterans Credentials

The Veterans Administration requires all veteran students to submit **official** JST or CCAF transcripts to the college for review and awarding of relevant credit for students.

****Military experience: (consideration for academic credits)**

Students can receive academic credits for experience and knowledge gained through military participation. Credits will be conferred based on ACE credit recommendations, in consultation with academic departments. Academic credit for military experience will be limited to twenty-five (25) percent of total credits required for degree/certificate completion. Students should consult the Veterans Center of Excellence

to discuss applying military credits to their degree plan. The Credential Evaluations Department will evaluate all incoming military credits upon receipt.

Clark College meets the requirements of RCW 28B.10.057 by awarding academic credit for military training. The academic credit awarded for prior military training is granted only for training that is applicable to the student's degree or certificate requirements. The individual must be enrolled in Clark College and have successfully completed any military training course or program as part of the military service that is:

- Recommended for credit by a national higher education association that provides credit recommendations for military training programs
- Included in the individual's military transcript issued by any branch of the armed services
- Documented military training or experience that is substantially equivalent to any course or program offered by the institution of higher education.

Clark College enrolled students who are veterans of any branch of the United States armed services who wish to receive transfer credit must provide an official Joint Services Transcript (JST) through the armed services in which he/she served, from the Community College of the Air Force or any other college/university attended. Upon receipt of the official transcript the following actions will occur:

- The Credentials Evaluations Office will evaluate the transcript for reading, English, and mathematics placement and any academic (general education) credits earned, posting to the student record as applicable.
- Technical classes that require more review to determine a direct equivalency will be forwarded to appropriate program faculty along with the course description and the accompanying ACE (American Council on Education) course recommendation.
- Military credit recommendations that are direct equivalents to Clark course offerings may be articulated to that specific course. If direct course equivalents do not exist, elective credit (non-direct equivalent) will be awarded when possible. Both direct and non-direct equivalents must be applicable toward the veteran's program of study.
- The Credentials Evaluations Office will post the credit to the student record and then notify the student of credits accepted with directions on how to access their records so they may view credit applicability to their program of study.
- In the case of a change of program, the veteran must notify the Credential Evaluations Office so the transfer credit may be reevaluated and applied to the student record as applicable.
- Per the Veteran's Administration, all veteran student transfer credit must be evaluated within two (2) terms of program start. After the third term, if the student does not submit all transcripts, he/she may be decertified for the use of VA education benefits.
- Veteran students using education benefits are not permitted to opt out of transfer credit evaluation.

Military credit will not be granted for:

- Non-credit courses and workshops
- Remedial or college preparatory courses

- Sectarian religious studies

Tuition and Fees

Students receiving VA educational benefits are responsible for paying outstanding tuition and fees by the tuition due date when that aid does not cover the total cost. Students cannot use the 25% veterans tuition waiver to cover that cost if they are using VA benefits.

Veterans Tuition Waiver

For all veterans who are not using VA educational benefits and who were honorably discharged, the state of Washington offers a 25% tuition waiver at all public colleges and universities. Students must submit a copy of their DD214 to the Veterans Center of Excellence to qualify. Email veterans@clark.edu for more information.

In addition, veterans rated by the Veterans Administration as 100% totally and permanently disabled qualify for a 100% tuition waiver from the state of Washington. Students must live in the state of Washington, submit a copy of their DD214, and a copy of the VA disability rating letter to the Veterans Center of Excellence to qualify. Email veterans@clark.edu for more information.

Academic Residency for Military Associated Students

Veteran Education Resources

Veterans Readiness and Employment (formerly Vocational-Rehabilitation) (Chapter 31)

Veterans must apply for this program and get accepted by the VA. Student veterans are assigned a counselor who develops the student's academic plan. Housing allowance (paid to student) and tuition and fee payment (to the college) are included with these benefits. Email veterans@clark.edu for more information.

Post 9/11 GI Bill (Chapter 33)

36 month maximum for benefits; benefits may range from 30% to 100% depending upon service completion. These benefits include a book allowance, housing allowance (paid to student), and tuition and fee payment (paid to school). Email veterans@clark.edu for more information.

Survivors and Dependents Educational Assistance Program (Chapter 35)

Dependents (spouse and eligible children) of VA-rated 100% totally and permanently disabled veterans are eligible for Chapter 35 benefits (stipend and book allowance paid to students) and possibly a State of Washington 100% tuition waiver. Washington State 100% tuition waivers and a small book stipend are provided to spouses and children of 100% totally and permanently disabled veterans who are attending Washington State colleges. Requirements for eligibility as well as a link to the RCW (Washington Law) that governs this waiver:

1. RCW link: <https://app.leg.wa.gov/rcw/default.aspx?cite=26b.15.621>
2. Disabled veteran must be a resident of Washington state
3. Child must be a resident of Washington state
4. Required documentation must be submitted to the Veterans Center of Excellence for processing:
 - a. Veteran's valid WA state issued ID or driver's license or bill in veteran's name with WA state address to verify residency
 - b. Student's valid WA state issued ID or driver's license or bill in veteran's name with WA state address to verify residency

- c. Birth certificate or marriage license
 - d. Completed 100% waiver application
 - e. A copy of the veteran's 100% disability award letter from the VA
 - f. A copy of the veteran's DD-214
5. Email veterans@clark.edu for more information. <https://www.clark.edu/campus-life/student-support/vrc/>

Programs Eligible for VA Educational Benefits

All Clark academic (for credit) programs are eligible for VA Educational Benefits except the Emergency Medical Technician program and programs offered through the Office of Continuing and Community Education (non-credit programs).

First Week Attendance Policy

To comply with federal financial aid regulations, students must attend the first class meeting of a face-to-face class or must log into an online course the first day of class and complete any assignments by their due dates. Students who fail to attend 1 or more face-to-face classes sessions during the first week of class, may be dropped. Online students who do not complete first-week course assignments may be dropped from the class.

Student Attendance Status

VA regulations define the attendance status of veteran students:

Fall, Winter, and Spring Terms

Attendance Status = Credits Per Term

- Full-time student = 12 credits
- Three-quarter-time student = 9 - 11 credits
- Half-time student = 8 credits

Summer Term

Attendance Status = Credits Per Term

- Full-time student = 8 credits
- Three-quarter-time student = 6 - 7 credits
- Half-time student = 4 - 5 credits
- Less than half-time student = 3 credits

The attendance status of student determines the level of educational benefits paid by the VA.

Dropping a Class

Holds are placed on all veteran and military students to prevent them from dropping a class. The VA regulations require students who drop a class after the free add/drop period (first week of class) to reimburse the VA for the tuition and fees for the class and the amount of monthly housing allowance paid to the student after the class was dropped. Students need to contact the Veterans Center of Excellence once they decide to drop a class so the hold can be removed.

Withdrawing from all classes

Occasionally, students have personal issues that require them to withdraw from all classes after the free add/drop period (first week of class). When this occurs, students should contact the Veterans Center of Excellence for guidance. Email veterans@clark.edu for more information or call 360-992-2073.

Satisfactory Academic Progress

Website: (https://www.clark.edu/about/governance/policies-procedures/academic_standards/)

Academic concern- The first time the term grade point average (GPA) falls below 2.0, students will be placed on Academic Concern.

- The college will send an e-mail to students' Clark e-mail accounts that offers information about the Academic Standards process and explains what happens at each stage.
- Students will receive a listing of college resources and a recommendation to take advantage of services.

Academic Intervention- The second time the term grade point average (GPA) falls below 2.0, students will be placed on Academic Intervention.

- By the third week of the subsequent term, students must attend a group workshop or meet with a designated staff member.
- Students must complete an academic success plan that outlines steps for improving academic performance.
- Students may lose the ability to carry a full course load.
- If students do not attend the workshop or meet with a designated staff member, they will be blocked from registering for classes.

One-Term Academic Dismissal

If students have previously been placed on Academic Concern and Academic Intervention statuses, and both their term and cumulative grade point averages (GPA) are below 2.0, they will be placed on One-Term Academic Dismissal.

- Students will be blocked from registering for classes while on One-Term Academic Dismissal status.
- Students may appeal One-Term Academic Dismissal.
- Students may appeal to the Academic Standards Committee for immediate reinstatement.
- The college will send an e-mail to students' Clark e-mail accounts that outlines the appeal process. The Appeal Form for One-Term Dismissal is available online.
- Students must submit a personal statement and all documents requested, and any documentation that supports their statements. The Academic Standards Committee's decisions will be made and communicated to students before the first day of classes. Factors considered in determining an appeal may include academic aptitude, change of major, extenuating circumstances, lapse of time, and relevant experience since suspension that will predict academic success.
- If students do not appeal, or if their appeals are denied, they will be administratively dropped from classes and paid tuition will be refunded.
- Students will receive information about how to return from One-Term Academic Dismissal. They must complete a Request to Return to College Form no later than three weeks before the first day of classes for the term in which they plan to return. Students will be notified about the process, expectations, and timeline to make an appointment with a designated staff member. Students must prepare a written plan in advance that includes the following items for discussion with the staff member.

- Short-term educational goals
- Specific plans to overcome barriers and improve academic progress;
- A proposed course schedule.
- The designated staff member will review the plan with the student and outline specific conditions he or she must meet for return from One-Term Academic Dismissal. Once the plan is finalized, the student will be placed on Return from One-Term Academic Dismissal status.
- Upon returning from One-Term Academic Dismissal, students must earn a term grade point average (GPA) of 2.0 or higher in order to be approved to register for the subsequent term. If they do not earn a term grade point average (GPA) of 2.0 or higher upon return from One-Term Academic Dismissal, they will be placed on Four-Term Academic Dismissal.

Four (4) Term Academic Dismissal

If students have previously been placed on Academic Concern, Academic Intervention, and One-Term Academic Dismissal statuses, and both their term and cumulative grade point averages (GPA) remain below 2.0, they will be placed on Four-Term Academic Dismissal.

- Students will be blocked from registering for classes while on Four-Term Academic Dismissal.
- There is no appeal process for Four-Term Academic Dismissal.
- Students will be administratively dropped from registered classes and paid tuition will be refunded.
- Students will receive information about how to return from Four-Term Academic Dismissal. They must complete a Request to Return to College Form no later than three weeks before the first day of classes for the term in which they plan to return. Students will be notified about the process, expectations, and timeline to make an appointment with a designated staff member. Students must prepare a written plan in advance that includes the following items for discussion with the staff member:
- Short-term educational goals
- Specific plans to overcome barriers and improve your academic progress
- A proposed course schedule
- The designated staff member will review the plan with the student and outline specific conditions he or she must meet for return from Four-Term Academic Dismissal. Once the plan is finalized, the student will be placed on Return from Four-Term Academic Dismissal status.

Upon returning from Four-Term Academic Dismissal, students must earn a term grade point averages (GPA) of 2.0 or higher in order to be approved to register for the subsequent term. If they do not earn a term grade point averages (GPA) of 2.0 or higher upon return from Four-Term Academic Dismissal, they will be placed on One-Term Academic Dismissal.

Disability services (DSS)

Students who take medications or have a health condition that can make it hard to complete exams within the time limit or take good notes in class may be eligible for some help or accommodations. Students can qualify for "accommodations" which are adjustments in your classes that can help you learn and complete your education. You do NOT have to have a VA rated disability or be using VR&E benefits to qualify for

accommodations. In fact, the college's Disability Support Services (DSS) helps all students with chronic pain, mental health conditions, temporary surgeries, learning disabilities and more receive accommodations in classes.

Email veterans@clark.edu for more information. http://www.clark.edu/campus-life/student-support/disability_support/index.php (http://www.clark.edu/campus-life/student-support/disability_support/)

Active Duty (AD) Military

Active duty military stationed in the state of Washington, as well as their spouses and dependents, qualify as residents for tuition purposes. At the time spouses or dependent family members apply for admission, documentation such as a copy of the military ID card or other appropriate documents must be presented.

Military Tuition Assistance (TA)

Clark College participates with the US Department of Defense's tuition assistance program for active duty military personnel. Here are the steps for using Tuition Assistance at Clark:

- Apply for college admission/ activate Clark student email account
- Complete assessment testing unless you are a transfer student or attended another college
- Submit transcripts from prior colleges you have attended
- Meet with an Academic Advisor to develop an Education Plan
- Submit Education Plan to military base contact
- Register in required classes based on your Education Plan.
- Submit a copy of your Education Plan and approved Tuition Assistance authorization to the Clark College Business Office, email businessoffice@clark.edu for more information.

Important Notes:

- Your Tuition Assistance Authorization will not cover college fees. Some fees are embedded in the Tuition Rate Schedule: <https://www.clark.edu/enroll/registration/tuition-fees/index.php> (<https://www.clark.edu/enroll/registration/tuition-fees/>) After you send your TA authorization, the Business Office will calculate the costs that you will be responsible to pay along with the due date and payment information.
- If your service branch denies payment of the authorized TA funds due to grades, non-attendance or any other situation, you will be responsible for the costs and must make payment to Clark College. Failure to pay these costs will restrict further enrollment and access to academic records.
- If you change your major, you must provide a revised Education plan to your military base contact and the Business Office
- Please notify the Business Office of your enrollment every quarter and your intent with utilizing tuition assistance. Please ensure that you are notifying the Business Office prior to the tuition due date to ensure that there is a protective hold placed on your account so that you are not dropped for non-payment. Please follow this link for tuition due dates: https://www.clark.edu/enroll/registration/tuition-fees/tuition_payment_process.php

You must submit a Graduation Application one quarter before completing your certificate or degree requirements and notify the Business Office of your anticipated graduation date. <https://www.clark.edu/enroll/credential-evaluation/graduation-application.pdf>

Additionally, Clark College, in partnership with the Department of Defense, wants you to be an informed consumer. Below are websites for your review.

Guard and Reserve

Resident Status- Washington National Guard members, as well as their spouses and dependents, qualify for resident tuition as long as they are domiciled in Washington.

Absences

A member of the Washington National Guard or any other military reserve component who misses any form of participation/attendance in a class due to being ordered to service for 30 days or less, or requiring medical treatment for that service, is entitled to make up academic assignments without prejudice to the final course grade or evaluation. Students must submit documentation before the absence. Email veterans@clark.edu for information.

Graduation

The college celebrates its graduates from the current year at its June Graduation Ceremony. Student participation is not required. If you wish to participate, file a graduation application and a cap and gown order by the deadline. Students completing their degree in the summer term may participate in Commencement in June before their final summer term.

Once the graduation application is submitted, they are able to access the Cap and Gown order form. There is a charge for caps and gowns.

Deadline dates are published on the Clark College website (web site link here). In May, after students have ordered caps and gowns, detailed information is sent to students about the participating in the ceremony and picking up cap and gowns.

Prospective Student Resources:

College Scorecard - <http://collegecost.ed.gov/scorecard/>

College Navigator - <http://nces.ed.gov/collegenavigator/> - A tool that provides consistent information about tuition, fees, retention, graduation, and loan default rates by college.

Paying for College - <http://www.consumerfinance.gov/paying-for-college/> - A resource that explains federal student loans and repayment options.

Financial aid Shopping Sheet - <http://www2.ed.gov/policy/highered/guid/aid-offer/index.html> (<http://www2.ed.gov/policy/highered/guid/aid-offer/>) - A standardized award letter students and their families use to compare financial aid by institution.

Clark College Student Support Services

Disability Support Services (DSS) - http://www.clark.edu/campus-life/student-support/disability_support/index.php (http://www.clark.edu/campus-life/student-support/disability_support/) - Qualified persons with disabilities can receive accommodation to assure equal access.

Financial Aid Resources & Application - <http://www.clark.edu/enroll/paying-for-college/index.php> (<http://www.clark.edu/enroll/paying-for-college/>) - Apply for Federal financial aid and find additional resources available to support education costs.

Advising, program/degree planning, Credentials/graduation application - <http://www.clark.edu/enroll/advising-services/index.php> - Academic

Advisors are available to map education plans and provide college transfer information.

Job Search Assistance - <http://www.clark.edu/enroll/careers/job-search/index.php> (<http://www.clark.edu/enroll/careers/job-search/>) - Explore career options, find employment opportunities, co-op, and internships.

Additional Resources

Other Financial Resources Available

FAFSA - The Federal Pell Grant is awarded based on financial need to undergraduate students including veteran students. Veterans transitioning from the military or full-time jobs into full-time student status may need to file a "Change in Circumstances Form" with the Clark College Financial Aid office. See the Financial Aid section and website for more information.

State of Washington Opportunity Grant - The Opportunity Grant program serves low-income students who are pursuing professional/technical programs that lead to high-wage, high demand jobs. See the Financial Section of this catalog or the website.

Scholarships - Funding for scholarships is made possible through the generous support of individuals and organizations. The Clark College Foundation is one of the largest community college foundations in the country and offers many scholarships to Clark College students each year. (<http://www.clark.edu/enroll/paying-for-college/scholarships/>)

Clark College Financial Resources

Workforce Education Services (WES)

Workforce Education Services (WES) administers a variety of programs that are designed to support students who are seeking certificates and degree programs with an employment goal, including veterans. Eligibility, including eligible degree types, vary and are dependent on individual program requirements. Fill out the WES application to find out if you are eligible, <https://apps.clark.edu/WESapplication> (<https://apps.clark.edu/WESapplication/>).

Worker Retraining Program (WRT)

The Worker Retraining program serves students discharged from the military within the previous 4 years, and are pursuing career technical programs. Eligible students must live in Washington State and be enrolled in an approved program. Email veterans@clark.edu for more information. <https://www.sbctc.edu/paying-for-college/worker-retraining-student> (<https://www.sbctc.edu/paying-for-college/worker-retraining-student/>)

Basic Food Employment and Training (BFET)

The BFET program serves students who are receiving federal basic food benefits and are pursuing professional/technical programs. Eligible students must live in Washington State and be enrolled in an approved program. Email veterans@clark.edu for more information. <https://www.dshs.wa.gov/esa/community-partnership-program-community-services-offices-csd-office-refugee-and-immigration-assistance-manuals/basic-food-employment-and-training-bfet> (<https://www.dshs.wa.gov/esa/community-partnership-program-community-services-offices-csd-office-refugee-and-immigration-assistance-manuals/basic-food-employment-and-training-bfet/>)