



## **Kutztown University Policy ACA-082**

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### **Veteran and Active Duty Military - Course Scheduling**

#### **A. Purpose**

To provide course scheduling preference to veteran students, active duty service members, and individuals using veteran's educational benefits under the GI Bill.

#### **B. Scope**

This policy applies to all individuals who qualify under Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46), active duty service members, and individuals using veteran's educational benefits under the GI bill.

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at [www.education.state.pa.us](http://www.education.state.pa.us).

#### **C. Key words and phrases:**

“Veteran student” refers to an individual who: (a.) has served in the United States Armed Forces, including a reserve component and National Guard; (b.) has been discharged or released from such service under conditions other than dishonorable; (c.) has been admitted to Kutztown University; and, (d.) resides in Pennsylvania while enrolled at Kutztown University.

“Active duty service member” refers to an individual who (a.) is serving in the United States Armed Forces, including a reserve component and National Guard or Department of Homeland Security; (b.) has been admitted to Kutztown University; and, (c.) resides in Pennsylvania while enrolled at Kutztown University.

“Individual using veteran's educational benefits under the GI Bill” refers to an individual who (a.) is a child or spouse using veterans' educational benefits under the GI Bill; (b.) has been admitted to Kutztown University; and, (c.) resides in Pennsylvania while enrolled at Kutztown University.

Policy ACA-082

**D. Policy & Procedure(s)**

Each semester, all Kutztown University students are notified by the Office of the Registrar of the date and time students will be able to view their specific registration appointment time in MyKU; this date varies from semester to semester. The University will provide a student who qualifies under this policy with the opportunity to register for classes earlier than a student who does not qualify to enable this student a better chance of enrolling in a full course load and maximizing veterans' education benefits before they expire.

A veteran student who is not receiving benefits but has self-identified as a veteran is responsible for providing documentation (e.g., DD214 Member 4 copy) to the Kutztown University Office of Veterans Services showing that he or she was discharged or released from such service under conditions other than "dishonorable," in order to be eligible for early registration.

The Higher Education Course Scheduling Preference for Veteran Students Act Guidelines can be obtained online at: <http://www.legis.state.pa.us/cfdocs/legis/li/Public/index.cfm>

Questions regarding this policy can be addressed to the Office of the Registrar or the Office of Veterans Services.

**E. Effective Date**

Spring, 2015

**F. Approved By**

University President Approved – November 2014

**G. Last Reviewed**

August, 2015

August, 2016

August, 2017

August, 2018