

TITLE: COURSE SCHEDULING PREFERENCE FOR VETERANS AND ACTIVE DUTY STUDENTS AND STUDENTS RECEIVING GI BILL EDUCATIONAL BENEFITS

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: NOVEMBER 8, 2014

For the purpose of this policy, a “veteran” is defined as an individual who has served in the United States Armed Forces, including a reserve component and National Guard, and was discharged or released from such service under conditions other than dishonorable. Veterans who completed their obligated service in the Reserves and National Guard but were not deployed to active duty are included in this definition.

As of the effective date of this policy, schedules developed for course registrations for major semesters will allow for veterans and active duty members of the U.S. Armed Forces and students receiving GI Bill educational benefits who have been admitted to Luzerne County Community College to be given preference in course scheduling, meaning these students will be able to register for courses sooner than students with the same class standing. If any of the above are enrolled in a competitive program, he/she will receive preference provided all other eligibility criteria are equal (i.e., GPA, class standing, etc.).

To be eligible for course scheduling preference, eligible students must provide appropriate documentation to verify their veteran/active duty/GI Bill benefit recipient status prior to the first day that preferred course scheduling begins. Veterans can provide a copy of their DD-214, DD-215, NGB-22/22a, U.S. Department of Veterans Affairs Proof of Service/Verification of Honorable Service Card, or other official documentation verifying veteran status. Veterans discharged before January 1, 1950, may provide the WD AGO 53, WD AGO 55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD, and the NAVCG 553. Active duty service members must provide a letter from their unit commander documenting active duty status, a copy of active duty military orders, or other official documentation verifying active duty status. Students receiving GI Bill educational benefits must provide some form of evidence of receipt of those benefits.

Course registration schedules are announced via the College web site at www.luzerne.edu, on the LCCC Student Intranet, and through other communications. Veterans and active duty service members and students receiving GI Bill educational benefits will be given two (2) business days to register before students with the same class standing are able to register each major semester.

Questions regarding course scheduling preference and other services and programs for veterans, active duty service members and students receiving GI Bill educational benefits should be directed to the Veterans Counselor in the Counseling Office.

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.