MEASUREMENT & PAY

TWO YEAR INSTITUTIONS OF HIGHER LEARNING

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Calculation of Training Time
(pp. 90-94 in Handbook)

• Undergraduates measured by VA, usually at 12 semester or quarter hours = full time.

• Graduate students are measured by VA based upon the training time certified by the school. You should **NEVER** fill in the training time item on the Enrollment Certification for undergraduate students.
Equivalent Credit Hours

Undergraduate training time always based on:

- 12 credit hours = full time
- 9 credit hours = three quarter time
- 6 credit hours = half time
Standard Terms

Standard Semester = 15 - 18 weeks.

Standard Quarter = 10 - 14 weeks.

Length of Term: Divide number of days in term by 7, disregarding remainders of 3 days or less, and adding one week for remainders of 4 days or more. Deduct one week for each one week break or holiday during the term.
Equivalent Semester Hours

Semester hours pursued during a term multiplied times 18, divided by length of the term in weeks.

Equivalent Quarter Hours

Quarter hours pursued during a term multiplied times 12, divided by length of the term in weeks.
Examples

- June 9 - July 28, 2004: 50 days divided by 7 = 7 weeks one day. Seven week session.

- June 9 - August 15, 2004: 68 days divided by 7 = 9 weeks 5 days. Ten week session.

- May 12 - July 28, 2004
  - 78 days divided by 7 = 11 weeks one day. Eleven week session.
Overlapping Sessions

• Combine equivalent hours only for periods where sessions overlap and pay accordingly.

May 15-July 11 (9 weeks) 3 sem hrs = equiv 6 sem hrs
May 15-August 15 (14 weeks) 6 sem hrs = equiv 7.7 sem hrs

Award: May 15 - July 11 (13 sem hrs = full time)
July 12 - August 15 (7 sem hrs = half time)
Break Pay
pp. 90 - 92

• Pay for all breaks except where prohibited
• Generally not pay for any break which exceeds 8 weeks or where the break is longer than either the session preceding or following the break.
• Special Summer Rule: Cannot pay for break between summer sessions which exceeds 30 days & the session preceding or following the break is less than 8 weeks in length.
Non-punitive grade is one which neither applies to the student’s grade point average nor applies as credit earned towards the program.

**EXAMPLES:** W, X, NP, etc.

- A grade of I (incomplete) becomes non-punitive and should be reported as such if it is still unresolved a year after it was first issued.

- A grade of Audit is treated the same as any other non-punitive grade (this is a change from previous practice)
Mitigating Circumstances

- Defined as anything which is both unexpected and beyond the student’s control which prevents him/her from completing a course.
- **Mitigating:** Student in auto accident and hospitalized.
- **Not Mitigating:** Prior to start of term student receives orders for active duty for training to occur during the term.
- Students must submit evidence of mitigating circumstances.
We will not pay a student to re-take a course which was previously satisfactorily completed.

Doesn’t matter whether or not the student received VA education benefits for the prior attempt.

Students can repeat courses for which a D was previously earned if a C or better is required for the student’s current program.

Exception: when student is using the fill-in rule during his/her last term in that program.
Dual Enrollments
pp. 99-101

- Student enrolled at two different schools/campuses concurrently or temporarily attending another school/campus for a term or two.
- Primary degree-granting) school specifies in a letter (see our form) which courses may be taken at another specific school/campus and the fact that those courses will apply in full to the student’s current objective.
- Each school, primary and supplemental, certifies the student for courses taken at their school/campus.
Dual Degrees
pp. 105-106

- If specific dual degrees/majors are listed in school’s approved catalog along with the specific requirements for each, no additional approval action is required.
- If specific requirements not listed in approved catalog, then dual degrees/majors must be approved by the SAA on a case by case basis.
• Only for students who are applying for their first teacher certificate or a teacher certificate in another subject, grade level, or state.
• We cannot pay teachers to renew their certificate in the same subject, grade level, or state.
• Students apply to Teacher Certification in Tallahassee and get letter back which specifies which specific courses they need.
• Some exceptions where school has special prior arrangement with Teacher Certification.
Full Time Schedule in Last Term
(Fill-in Rule) pp. 111-112

• Student taking **all** courses needed to graduate, but they don’t add up to full time pursuit.
• Student can fill in schedule with **any** course to bring pursuit up to full time.
• Can do this only **ONCE** in each program.
• If student fails required course(s) we can pay to repeat that course(s) only - cannot pay to fill-in again for that program.
Credit for Prior Training
pp. 67 & 115

- Schools must review all prior education and training.
- Student has no choice - even if (s)he doesn’t want prior credit transferred, school must do the transfer & evaluation.
- Schools are not required to grant transfer credit, but must evaluate it and grant it in accordance with the rules published in their approved catalog.
- Schools should accomplish this in first two terms of enrollment to avoid repeating courses previously satisfactorily completed from transfers.
Deficiency, Remedial, & Refresher Courses

- **Deficiency course**: Secondary level course required to correct a deficiency in a particular subject matter.
- **Remedial course**: Secondary level course required to overcome a handicap such as in speech or hearing.
- **Refresher course**: A course previously taken during or prior to veteran’s military service and in which significant technological advances have occurred, e.g., computer repair or programming.
- **Courses must be necessary for or required pre-requisites to pursuit of student’s current program.**
Cooperative Training
pp. 118-119

- Alternates full time pursuit in the classroom and related on job training.
- Can alternated full time classroom with job training or can be concurrent pursuit of both at half time each.
- School pursuit must be at least half of training, i.e., school semester must be full time and at least as long as full time job semester - concurrent coop must include at least half time classroom training.
QUESTIONS?