

Academic Policies for Veterans Retraining Assistance Program (VRAP) Students

Sessions College is approved to offer programs to students eligible for Veterans Retraining Assistance Program (VRAP) funding from the Department of Veteran's Affairs. In return for this trust, Sessions College is charged with ensuring that students are successful in their programs.

All certificate students receiving VRAP funding must therefore meet the following policies for attendance, program start, and satisfactory academic progress. Students who fail to comply with these policies may be dismissed from the program, resulting in a loss of eligibility for education benefits.

PROGRAM STARTS

Certificate programs start each month on the first of the month. After completing Orientation, students are provided immediate access to their first scheduled certificate program classes. In order to be considered a program start, a VRAP certificate student must submit at least one assignment during his or her first week. Students who fail to submit assignment during their first week will be considered non-starts.

ATTENDANCE POLICY

All students are provided a detailed schedule of assignment due dates at the beginning of the program. Weekly submission of class assignments is essential to maintaining good academic standing. Unless special permission is granted by Student Services, any VRAP student who fails to submit scheduled assignments for three consecutive weeks will be considered an unofficial withdrawal and may be removed from the class. An unofficial withdrawal results in a grade of AF (Administrative Failure) for the class.

SATISFACTORY ACADEMIC PROGRESS

All VRAP students must meet satisfactory academic progress (SAP) standards for certificate programs. Satisfactory academic progress is determined by cumulative grade point average (GPA) and progress made through the program. Satisfactory academic progress is tracked on a month-to-month basis and reviewed at program midpoint. Students must meet the following requirements for satisfactory academic progress:

- Maintain a cumulative GPA of 2.0 (C average)
- Complete a minimum of 50% of scheduled assignments each month

DEPARTMENT OF VETERAN'S AFFAIRS POLICIES

The Department of Veteran's Affairs outline specific policies for maintaining eligibility in the VRAP program:

- Students must maintain full-time status and verify their attendance each month using the WAVE system.
- Students must pass all courses. Any student who fails a course will need to retake it and pass it in order to maintain continued funding.
- Students who withdraw from a course may be dismissed as they are no longer considered a "full time" student by the VA.

DISMISSAL AND APPEALS PROCESS

Students who fail to comply with the school's program start, attendance or satisfactory academic progress policies will receive a notice of academic warning and be provided a timeframe to meet the requirements of an academic action plan.

Students who do not meet these requirements will be dismissed from the program, in which case a termination letter (Form 22-1999b) will be sent to the VA.

The submission of Form 22-1999b discontinues VA benefits for your enrolled program. Any student may appeal an academic dismissal decision by submitting a written appeal letter explaining the mitigating circumstances that prevented their attendance or academic progress. Appeals must be in writing and sent to the attention of the Academic Appeals Committee at appeals@sessions.edu within two weeks of dismissal.