

# Administrator Bootcamp

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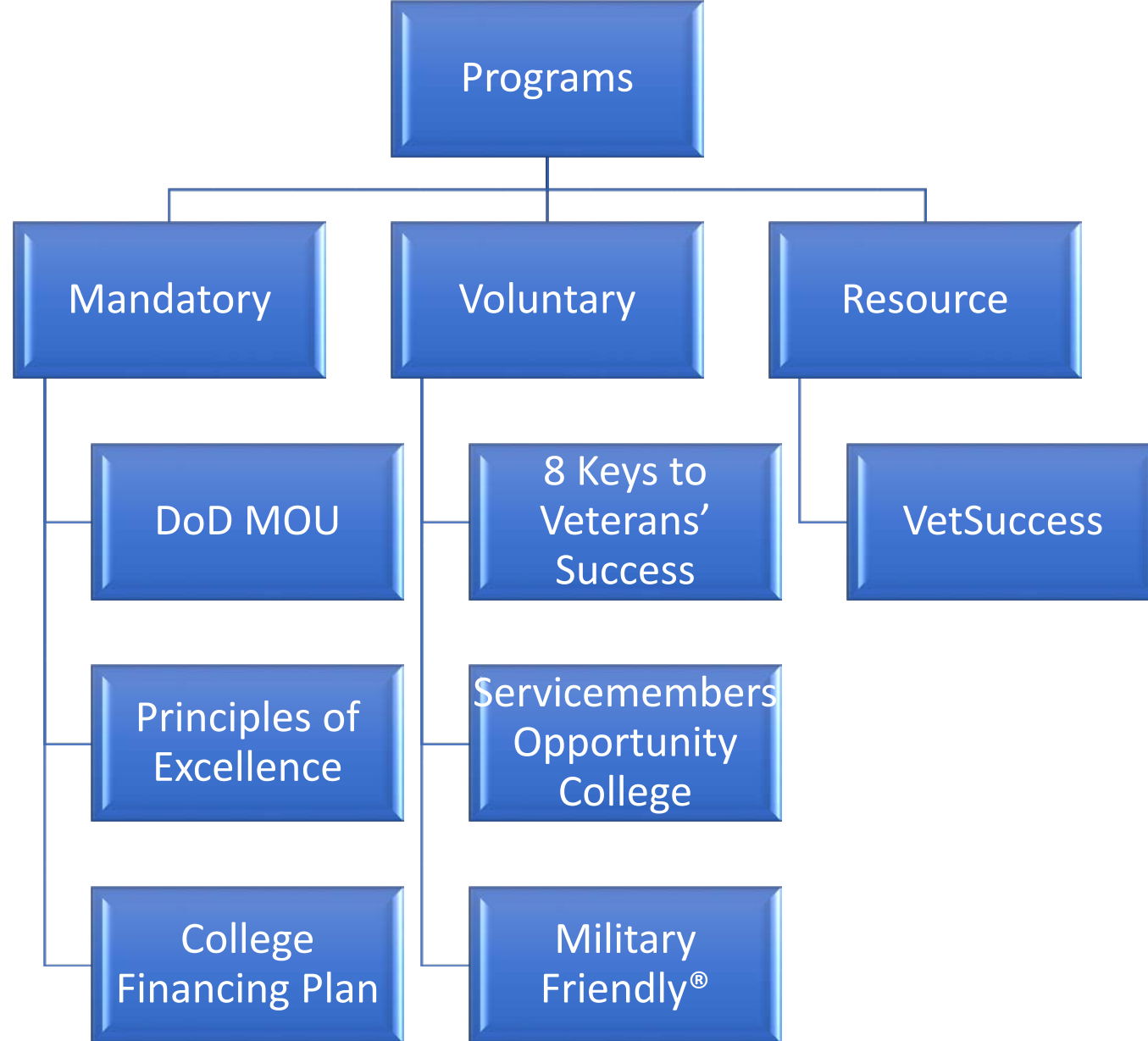
SUNY New Paltz

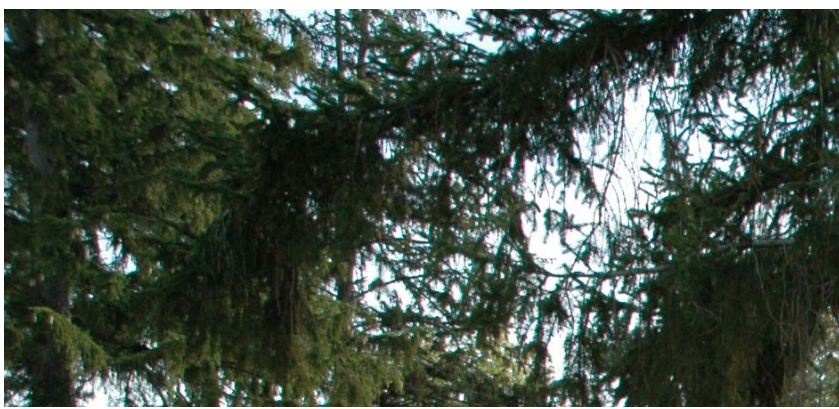
Co-author: Kelsey Valencia



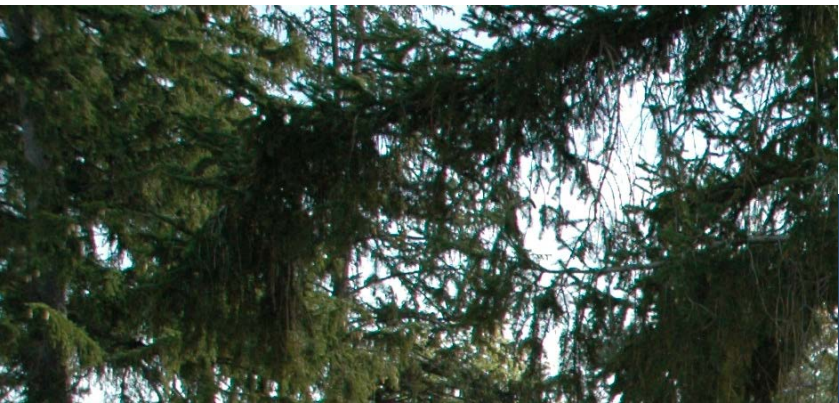
# Learning Objectives

- Distinguish between federal mandatory funding policies and voluntary commitments
- Understand what is required for mandatory and voluntary commitments
- Understand the risks of non-compliance
- Identify additional resources that can be utilized and how to connect with these resources
- Consider options for developing institutional initiatives for operationalizing federal policies





# Mandatory for Funding



# Benefits Mandatory for Funding

- Authorizes tuition assistance and GI Bill® for military-affiliated students
- Provides military-affiliated students with information to make informed decisions
- Generates guidelines for institutions to effectively support and assist these students:
  - Financial
  - Academic
  - Social
  - Career
  - Health
- Prospective students can see which institutions adhere to these programs



# **Department of Defense (DoD) VOLUNTARY EDUCATION PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU)**



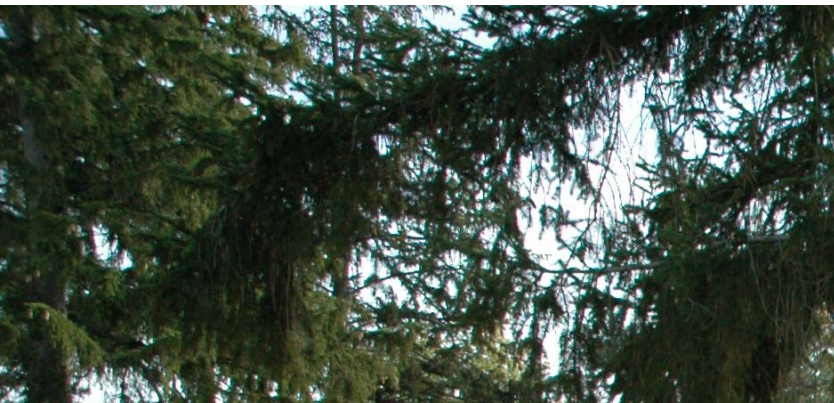
The State University  
of New York

# Department of Defense (DoD) VOLUNTARY EDUCATION PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU)

- The DoD MOU articulates the commitment and agreement educational institutions provide to the DoD when accepting funds through each Military Services' tuition assistance program in exchange for education services
- The DoD's Tuition Assistance Program (TA) provides financial assistance to Service members for voluntary off-duty education programs
- In order to TA payments from a Service Branch, educational institutions must sign and adhere to the requirements of the MOU and the Service-specific addendums as appropriate

# Requirements for Tuition Assistance

- Be accredited by an accrediting agency recognized by the Department of Education, approved for VA funding, and certified to participate in federal student aid programs through the Department of Education
- Comply with regulatory guidance by the DoD MOU, the Services, and with state authorization requirements
- Participate in Third Party Education Assessment process when requested (i.e., being audited for compliance)



# Requirements for Tuition Assistance Continued

- Before enrolling a Service member, provide information to locate and use:
  - The College Scorecard
  - The College Navigator
  - The Financial Aid Shopping Sheet
  - The “Paying for College” webpage
- These informative planning tools are provided by the Department of Education and Consumer Financial Protection Bureau



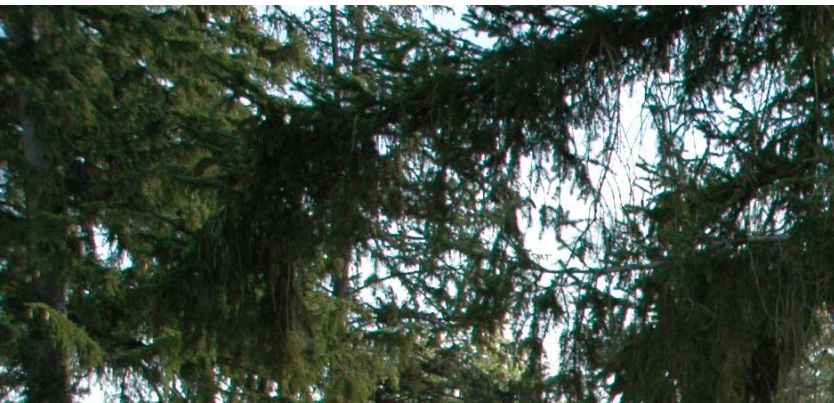
# Requirements Cont.

- Designate a point of contact or office for academic and financial advising to assist Service members with academics and career activities
  - Have a basic understanding of:
    - ✓ Military tuition assistance program
    - ✓ Department of Education Title IV funding
    - ✓ VA educational benefits
    - ✓ Familiarity with institutional services
- Before offering or enrolling a Service member for private student loans, provided access to a financial aid advisor



# Requirements Cont.

- Have a readmissions policy that allows Service members, Reservists, or National Guardsman to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements
  - Follow the regulations by the Department of Education 34. C.F.R 668.8
- Have policies in place compliant with program integrity requirements related to restrictions on misrepresentation, recruitment, and payment of incentive



# Requirements Cont.

- Refrain from automatic program renewals, bundling courses, or enrollments. Student and Service Branch must approve each course enrollment before the start date
- Obtain approval of your accrediting agency for any new course or program offering, if required

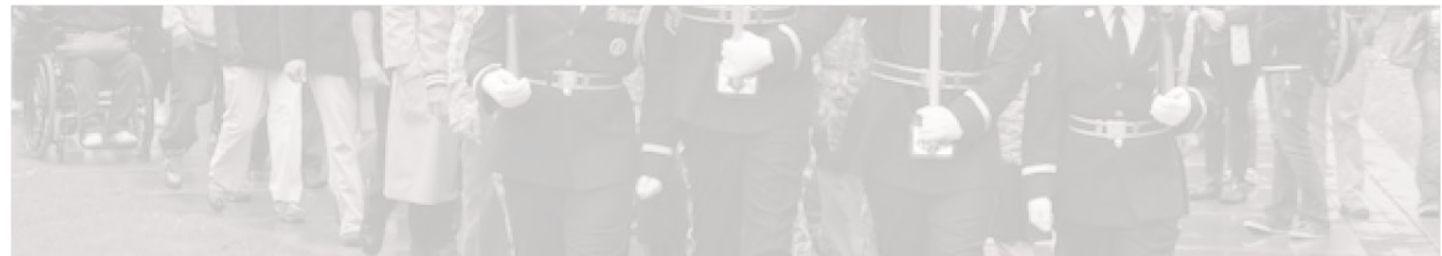


# Requirements Cont.

- If an institution is not a member of the SOC, in addition, the institution will disclose:
  - Transfer credit policies and agreements before enrollment
  - Policies on how they award academic credit for prior learning
    - If policy permits, award credit transfer credit or credit for prior learning
    - Replace a required course within the major; Apply as an optional course within the major; Apply as a general elective; Apply as a basic degree requirement; or Waive a prerequisite
  - Academic residency requirements
  - The institution's programs, costs, and other charges
  - Drop/Add, withdrawal, and readmission policies and procedures
  - Conduct academic screening and competency testing

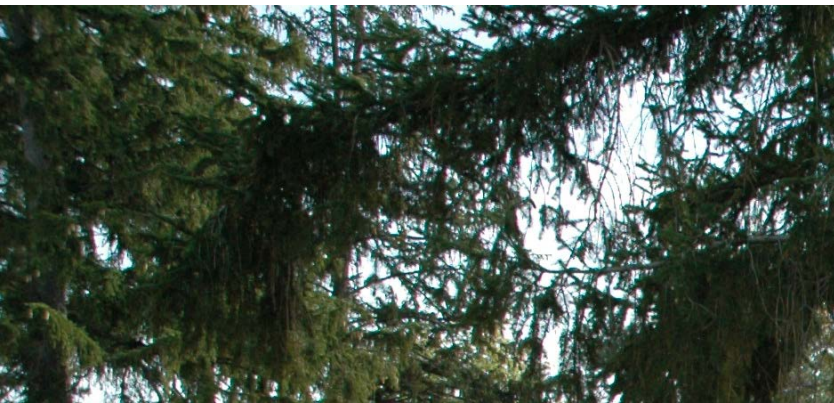
# TA Program Requirements

- One single tuition rate
- Course enrollment information
- Disclose general degree requirements
- Provide an evaluated educational plan
- Enroll service member who decides to use TA, after the TA is approved by the individual's service
- Follow guidelines for utilizing financial aid with TA



# TA Program Requirements Cont.

- Provide TA in accordance with DoD MOU and Service branch appropriate regulations and comply with requirements for return of TA funds
- Notify for class cancellations
- Ensure course materials are readily available
- Follow graduation achievement recognition guidelines
- Provide electronic reports on all DoD TA recipients for programs and courses offered to personnel



# Risks of Non-Compliance

- Letter of warning
- Denied opportunity to establish new programs
- MOU terminated
- Approval for TA withdrawn by Service Branch concerned
- Removal from participation in DoD TA program
- Can influence recruitment

Learn more at: [dodmou.com](http://dodmou.com)

# Principles of Excellence

# Principles of Excellence

- President Obama announced in 2012 the Principles of Excellence in the Executive Order 13607, which requires schools that receive federal funding through programs, such as the GI Bill, to follow certain guidelines
- Ensures that educational benefits programs provide veterans, Service members, spouses, and their eligible family members with the information, support, and protections they deserve

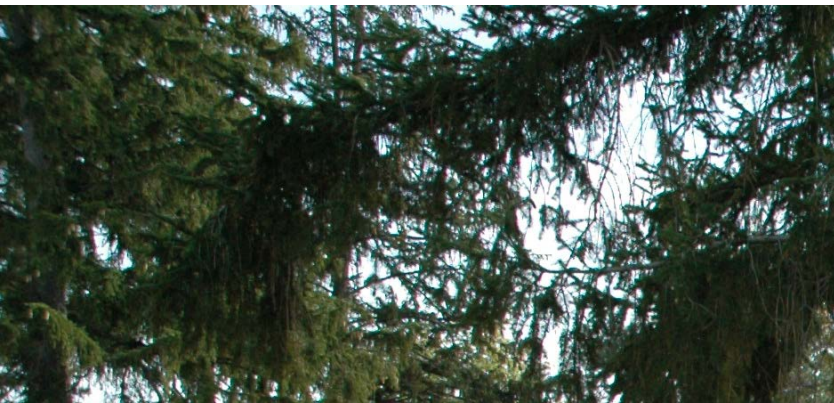
# The Principles of Excellence

- Give a written personal summary of the total cost of the educational program
  - i.e. Financial Aid Shopping Sheet
- Give an educational plan with a timeline showing how and when to fulfill everything required to graduate
- Assign a point of contact who will give ongoing academic and financial advice, including disability counseling to assist in successful completion of academics and job search



# The Principles Cont.

- Allow Service members, Reservists, and National Guard to be readmitted to a program if they are unable to attend class or must suspend studies due to service requirements, and take additional steps to accommodate short absences due to service obligations
- Agree to an institutional refund policy that is aligned with the Department of Education's Return of Title IV Funds rules
- Obtain accreditor approval for new courses or programs before enrolling students in such courses or programs



# The Principles Cont.

- End “fraudulent and unduly aggressive” recruiting techniques, misrepresentations, payment of incentive compensation, and failure to meet State authorization requirements
- Inform students who are eligible to receive military tuition assistance and veterans education benefits of the availability of federal student financial aid under Title IV of the Higher Education Act



# Risks of Non-Compliance

- VA GI Bill Feedback Tool
  - Allows students to file complaints against schools failing to follow the Principles of Excellence
  - VA reviews and forwards the complaint to the institution and that State Approving Agency
  - Complaint data is shared with state and federal law enforcement agencies as necessary
  - Complaints are posted on the GI Bill Comparison tool, a tool that thousands use to help determine what school they will attend
- Not listed as participating through the VA
  - Can influence recruitment

Learn more at:

[https://www.benefits.va.gov/gibill/principles\\_of\\_excellence.asp](https://www.benefits.va.gov/gibill/principles_of_excellence.asp)

# Financial Aid Shopping Sheet

# Financial Aid Shopping Sheet

- According to the Department of Labor, this tool is now called the **College Financing Plan** to more accurately reflect to the fact that students are making a financial transaction that may involve loans, which must be repaid, when enrolling in an institution
- It is a consumer tool to simply provide information for prospective students about costs and financial aid to make informed decisions about what institution to attend
- Required under the DoD MOU and the Principles of Excellence

# The College Financing Plan

- Form that allows students to compare institutions based on:
  - Estimated cost of attendance
  - Grant and scholarship amounts
  - Net costs
  - Graduation rates
  - Loan default rates
  - Median borrowing
  - Estimated monthly loan payments after graduation

University of the United States (UUS)

Student Name, Identifier

MM / DD / YYYY

Download

Costs in the 2018-19 year

<b>Estimated Cost of Attendance</b>	<b>\$X,XXX / yr</b>
Tuition and fees	\$ X,XXX
Housing and meals	X,XXX
Books and supplies	X,XXX
Transportation	X,XXX
Other education costs	X,XXX

Grants and scholarships to pay for college

<b>Total Grants and Scholarships</b> ("GIF" Aid; no repayment needed)	<b>\$X,XXX / yr</b>
Grants and scholarships from your school	\$ X,XXX
Federal Pell Grant	X,XXX
Grants from your state	X,XXX
Other scholarships you can use	X,XXX

What will you pay for college

Net Costs

(Cost of attendance minus total grants and scholarships)

\$X,XXX / yr

Options to pay net costs

Work options

Work-Study (Federal, state, or institutional)	\$ X,XXX
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Loan Options\*

Federal Perkins Loan	\$ X,XXX
Federal Direct Subsidized Loan	X,XXX
Federal Direct Unsubsidized Loan	X,XXX

\*Recommended amounts shown here. You may be eligible for a different amount. Contact your financial aid office.

Other options

<b>Family Contribution</b>	<b>\$X,XXX / yr</b>
(As calculated by the institution using information reported on the FAFSA or to your institution.)	
Payment plan offered by the institution	Military and/or National Service benefits
Parent or Graduate PLUS Loans	Non-Federal private education loan
American Opportunity Tax Credit*	

\*Parents or students may qualify to receive up to \$2,500 by claiming the American Opportunity Tax Credit on their tax return during the following calendar year.

Customized information from UUS

Graduation Rate

Percentage of full-time students who graduate within 6 years

XXX%

Low Medium High

Repayment Rate

Percentage of borrowers entering into repayment within 3 years of leaving school

XXX%

X.X% National Average

This Institution

Median Borrowing

Students who borrow at UUS typically take out \$X,XXX in Federal loans for their undergraduate study. The Federal loan payment over 10 years for this amount is approximately \$X,XXX per month. Your borrowing may be different.

\$

Repaying your loans

To learn about loan repayment choices and work out your Federal Loan monthly payment, go to: <http://studentaid.ed.gov/repay-loans/understand/plans>

For more information and next steps:

University of the United States (UUS) Financial Aid Office

123 Main Street

Anytown, ST 12345

Telephone: (123) 456-7890

E-mail: [financialaid@uus.edu](mailto:financialaid@uus.edu)

# The College Financing Plan Cont.

- Institutions that have agreed to comply with the DoD MOU and the Principles of Excellence are expected to use the College Financing Plan to provide the required personalized and standardized form with financial aid information for Service members, veterans, military spouses, and other military family members
- Other institutions are expected to utilize this tool as a part of their commitment and responsibility to supply information in a clear and consistent manner for prospective students and families to make decisions and understand their obligations
- To find the appropriate documentation to implement this year's College Financing Plan, go to: <https://ifap.ed.gov/ifap/>

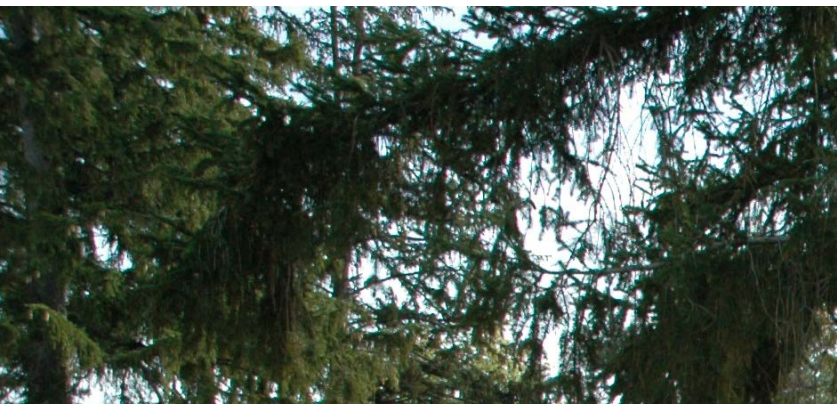
# Risks of Non-Compliance

- Not adhering to DoD MOU requirements or Principles of Excellence
  - Risks of non-compliance for these mandatory programs
- Can influence recruitment



# Summary

- The DoD MOU is mandatory for institutions that want to receive funds through the Service's tuition assistance program
- The Principles of Excellence are mandatory for institutions that receive federal funding
  - In complying with the DoD MOU and the Principles of Excellence institutions must provide military-affiliated students with the College Financing Plan
- Institutions need to know what they are committing to and the risks of not adhering to the guidelines
  - Lose funding
  - Complaints against the institution
  - Fail to support this population
  - Lose interest in attending from this population



# Voluntary Commitment

# Benefits of Voluntary Commitments

- Provides supportive practices and services for military-affiliated students
- Creates a positive and knowledgeable campus community
- Prospective students can see what institutions have voluntarily committed to serving and assisting military-affiliated students
- Students can identify what areas they are being served and supported



# 8 Keys to Veteran Success

# 8 Keys to Veteran Success

- 8 Keys are a voluntary initiative through the Department of Education, the VA, and the Department of Defense
  - Developed following the Principles of Excellence and was implemented as strategies to aid military-affiliated students reach their educational goals
- These are steps that institutions can take to assist military-affiliated students transitioning to higher education and preparing for careers
- Those listed by the Department of Education are those that have voluntarily affirmed their support for the 8 keys



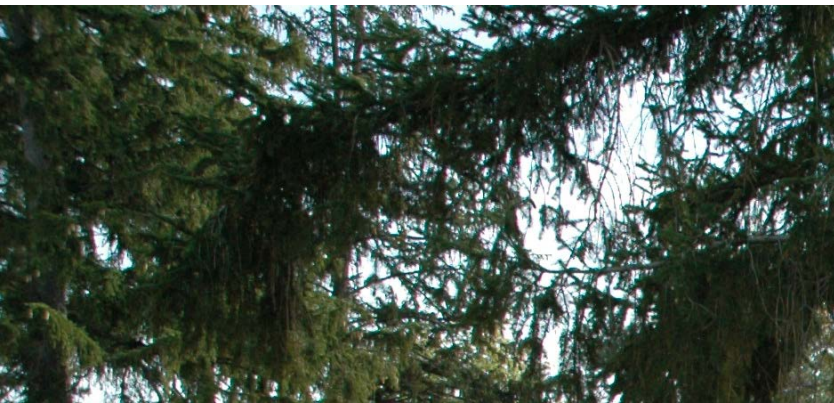
# The 8 Keys

1) Create a culture of trust and connectedness across the campus community to promote well-being and success for veterans

2) Ensure consistent and sustained support from campus leadership

3) Implement an early alert system to ensure all veterans receive academic, career, and financial advice before challenges become overwhelming

4) Coordinate and centralize campus efforts for all veterans, together with the creation of a designated space for them



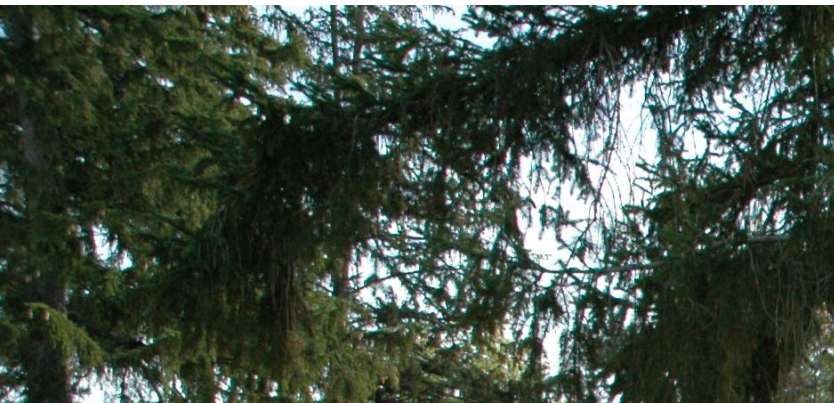
# The 8 Keys Cont.

5) Collaborate with local communities and organizations, including government agencies, to align and coordinate various services for veterans

6) Utilize a uniform set of data tools to collect and track information on veterans, including demographics, retention, and degree completion

7) Provide comprehensive professional development for faculty and staff on issues and challenges unique to veterans

8) Develop systems that ensure sustainability of effective practices for veterans



# Risks of Non-Compliance

- Not included on the Department of Education's list of colleges and universities that have committed to supporting veterans as they strive for their educational and career goals
- Can influence recruitment
- Learn more at: <https://www.ed.gov/veterans-and-military-families/8-keys-success-sites>



# Military Friendly School® Designations



# Military Friendly School® Designations

- MILITARY FRIENDLY is a standard that measures an institutions commitment, effort, and success in creating a long lasting and profound opportunity for military-affiliated personnel
- Request and take the survey
- Public data sources
  - Following federal programs
  - Precautionary flags
- The Military Friendly® designation is a prestigious standard that military-affiliated students can easily identify

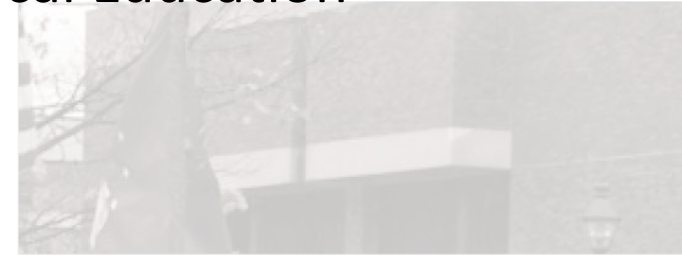


# Servicemembers Opportunity College (SOC)



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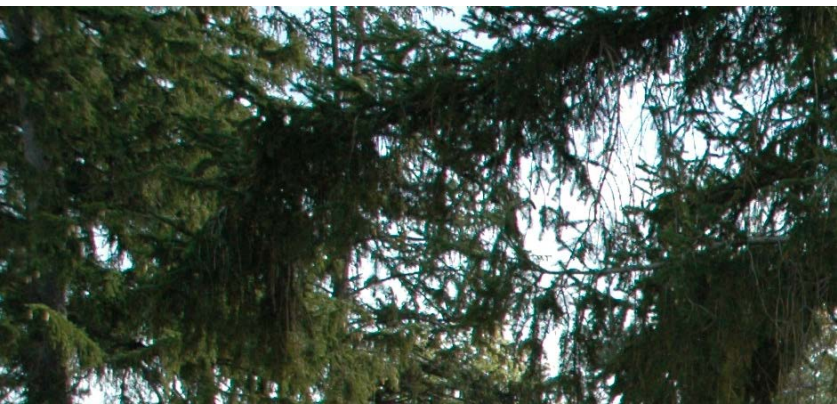
- The Department of Defense (DoD) sunset the Servicemembers Opportunity Colleges (SOC) Degree Network System (DNS) and Career Technical Education (CTE) resource list on March 29, 2019 to focus on initiatives that better reflect today's higher education landscape.
- All references to SOC, SOC DNS, and SOC CTE should be removed from institution web sites, digital media, emails, and marketing materials by March 29, 2019.



# Summary

- Institutions can voluntarily commit to be a part of recognized and established standards
- In doing so, institutions are committing to follow specific practices that assist military-affiliated students achieve their academic goals, engage with peers on campus, and prepare for their careers
- Prospective students can see what institutions are designated or participate in these commitments



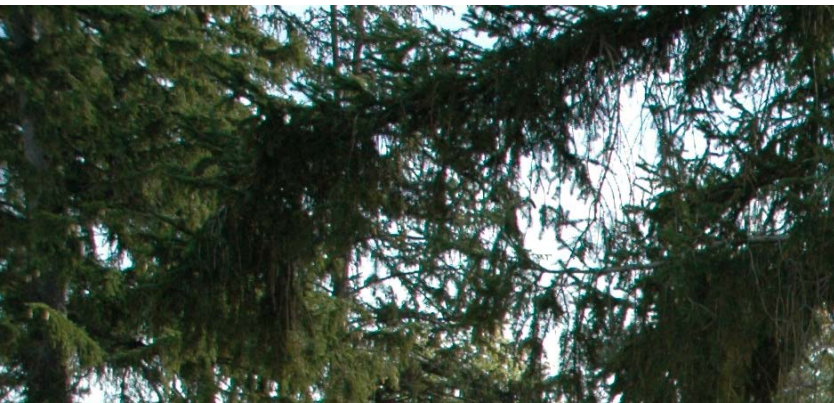


# Resource

# Vet Success on Campus (VSOC)

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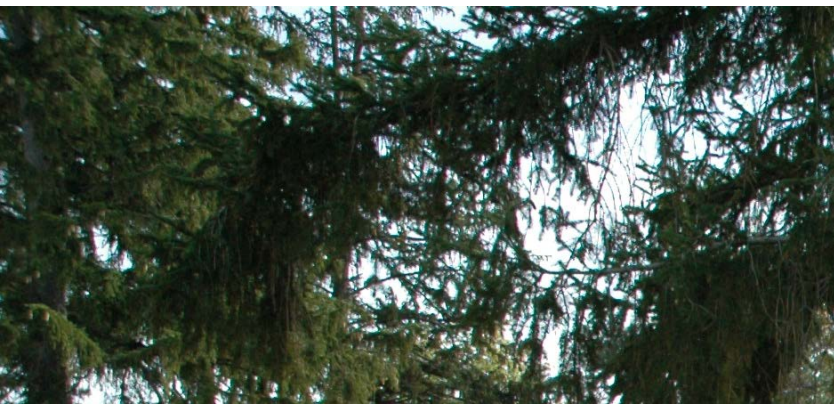
- The VSOC program operates under the Department of Veterans Affairs' (VA) education and career counseling program, or Chapter 36 authority, administered by VA's Vocational Rehabilitation and Employment (VR&E) program
- Assists military-affiliated students through a coordinated delivery of on-campus benefits assistance and counseling, leading to completion of their education and preparing them to enter the labor market in viable careers
- VA assigns Vocational Rehabilitation Counselors (VRC) to each VSOC school



# VSCO Services

- VSOC Counselors Provide:
  - Adjustment counseling to help complete education programs and find employment
  - Vocational testing
  - Educational and career counseling
  - Expedited VR&E services
  - Support and assistance
  - Provide referrals for health services





# Selection Criteria

- Selection Criteria is based on:
  - Size of the school's student Veteran enrollment
  - Willingness and ability to accommodate a full-time VSOC Counselor
  - Proximity to VA regional office, VR&E out-based office, Vet Center, or VA medical facility
  - Supportive campus with strong Veterans' support services
  - Established relationship with VA
  - Campus leadership support

- Learn more at:

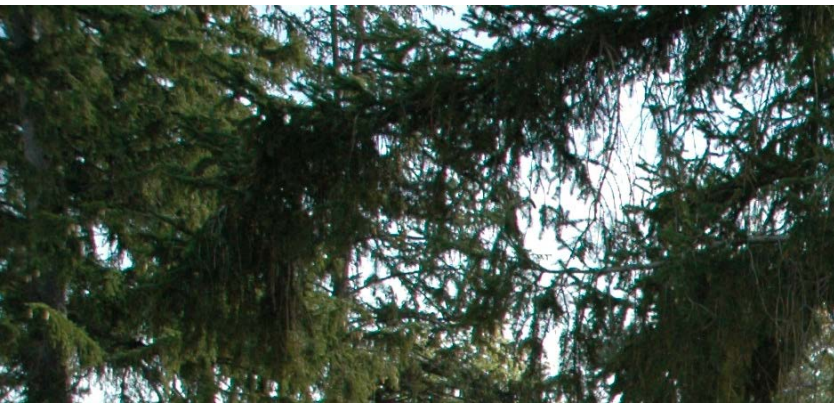
<https://www.benefits.va.gov/vocrehab/vsoc.asp>



# Benefits of VetSucces

- Provides additional services to military-affiliated students
- Students can receive more assistance on campus beyond what on-campus services can provide
- Demonstrates the commitment to effectively serve military-affiliated students





# Institutional Initiatives

# Benefits of Institutional Initiatives

- Recruitment
- Retention
- Graduation
- Student Experience
- Exposure

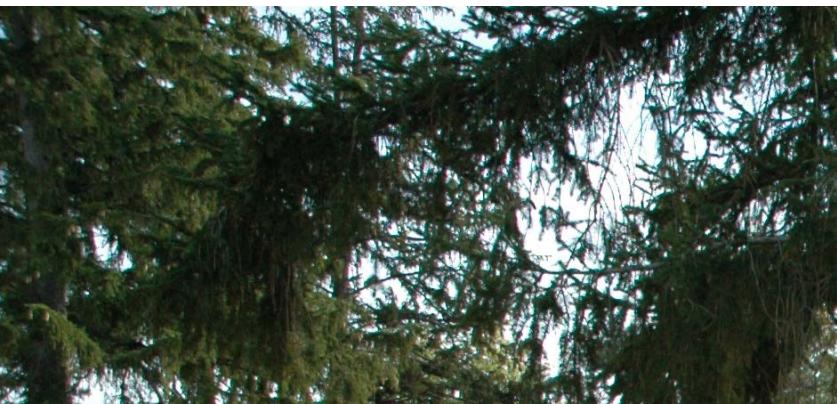


# Policies

- SUNY New Paltz Examples:
  - [College-Wide Degree Requirements](#)
  - [Course Cancellation Policy](#)
  - [Course Placement](#)
  - [Department of Defense \(DoD\) Voluntary Education Partnership Memorandum of Understanding \(MOU\)](#)
  - [Dropping, Adding, or Withdrawing from Courses](#)
  - [Exam Proctoring Policy](#)
  - [Housing Policy for U.S. Service Members](#)
  - [In State Tuition Policy for U.S. Armed Service members, Veterans, and their Dependents](#)
  - [Meal Plan Policy for U.S. Service Members](#)
  - [Military Leave of Absence Policy](#)
  - [Presidential Executive Order 13607 of April 27, 2012 - Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and other Family Members](#)

# Policies

- SUNY New Paltz Examples Cont.:
  - [Readmissions Policy for Graduate Students](#)
  - [Readmissions Policy for Undergraduate Students](#)
  - [Service members, Veterans, and Dependents' Recruitment Policy for Graduate School](#)
  - [Service members, Veterans, and Dependents' Recruitment Policy for Extended Learning](#)
  - [Service members, Veterans, and Dependents' Recruitment Policy for Undergraduate Admissions](#)
  - [Transfer Credit Policy for Undergraduate Students](#)
  - [Tuition Assistance \(TA\) Approved Eligible Course\(s\) Policy and Procedure](#)
  - [Undergraduate Academic Appeals Policy](#)



# Questions?