



# **Veteran's Affairs**

## **Benefits Handbook**

**August 2023 – July 2024**

Veteran Student Services  
University of Management and Technology

1901 Fort Myer Drive, Arlington, VA 22209-1609  
(703) 516-0035 phone (703) 516-0985 fax  
[www.umtweb.edu](http://www.umtweb.edu)

## Table of Contents

1	Principles of Excellence for Military Students .....	2
1.1	Academic Credit for Incomplete Coursework .....	2
1.2	Reinstatement.....	2
1.3	Documentation .....	2
1.4	Disciplinary Actions.....	2
2	Financial Aid.....	3
3	Course Registration .....	3
4	Withdraw Effective Date .....	3
5	Graduation Checklist and Timeline.....	3
5.1	Graduation Checklist .....	3
5.2	Graduation Timeline .....	4
6	Accreditation and New Programs Approval .....	4
7	Important Contact Information .....	4

The University of Management and Technology (UMT) Veteran Student Services (VSS) provides support services to active duty service-members, veterans, reservists, and their family members.

The purpose of this handbook is to provide general information on VA education benefits as they pertain to UMT students. For more specific information students should contact UMT VSS staff at [registrar@umtweb.edu](mailto:registrar@umtweb.edu) or the U.S. Department of Veterans Affairs directly.

UMT publishes and maintains the university's general policies in the University Catalog annually by the start of the academic year in October. UMT also publishes and maintains a Federal Student Aid (FSA) Student Handbook by the start of the FSA award year in July. In addition, UMT updates federally required information in its Consumer Information Disclosures. The URLs for these documents are:

UMT University Catalog: <https://www.umtweb.edu/pdfdocs/UniversityCatalog.pdf>

FSA Handbook: <https://www.umtweb.edu/pdfdocs/FSAHandbook.pdf>

Consumer Information Disclosures: <https://www.umtweb.edu/GI.aspx?key=id&typ=none>

## 1 Principles of Excellence for Military Students

In accordance with Sec 2 (e) of the 2012 Executive Order "Establishing Principles of Excellence" covering treatment of US service members, veterans, and their families, UMT abides by the following requirement: "... take steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies."

### 1.1 Academic Credit for Incomplete Coursework

When a student is unable to finish a course or courses on time, due to military service, an Incomplete grade will be assigned at the time the course is scheduled to be completed. When the student satisfactorily completes the course, the incomplete grade will be replaced by the final grade. Since all coursework is online, the student has a degree of flexibility in completing the unfinished work. Most students are provided an additional 90 days to complete the course(s) except those in FSA cohort-based who have an additional 30 days.

### 1.2 Reinstatement

Each degree program has a defined maximum program length. For example, MS in Criminal Justice students are given three years to complete their program and MBA students are given five years. Refer to maximum program length in a specific program the University Catalog. Within the applicable program length, if military students are required to dedicate their time to military service, they can resume their studies without requesting reinstatement.

Outside the applicable program length, military students desiring to continue their studies need to work with UMT's Student Services to determine the best way to move forward. This includes those who have a cumulative absence of five years or three years after the completion of the period of service. UMT Student Services provides individual counseling and guidance to assist military students to resume their studies.

There is no requirement for a new application, or any fees for military students to return to study.

Military students are always accepted for enrollment to start their first course at any time within the applicable maximum program length. Deferral of enrollment is not an issue at UMT.

### 1.3 Documentation

There is no requirement for specific documentation when students are absent on military duty. However, the students are encouraged to notify UMT and the reason for the disruption in their studies, often via an email or a phone call.

### 1.4 Disciplinary Actions

Military students are required to follow the university's policies on proper student and academic conduct as any other students. Pertinent policies are detailed in the University Catalog under the categories of *Academic Ethics*, *Academic*

*Integrity, Student Conduct, and Plagiarism and Cheating.* Any disciplinary action that might be taken will not discriminate against nor favor military students.

## 1.5 Grievance Policy

“The Virginia State Approving Agency (SAA) approves education and Virginia training programs. Our office investigates complaints of GI BILL® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).” “GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.”

## 2 Financial Aid

Refer to the *Financial Assistance* section in UMT University Catalog for financial options available at UMT. Refer to the *Types of Federal Student Aid* section in FSA Handbook for types of FSA available at UMT. Refer to the Department of Education FSA website for more guidance on how to find and apply for scholarships: <https://studentaid.gov/scholarships>.

Veteran students are assigned a counselor prior to enrollment and will be informed of the various types of federal financial aid.

By law, the GI Bill does not decrease eligibility for Federal Title IV Aid (Grants and Loans provided by the U.S. Department of Education). Grants do not need to be repaid. Loans must be repaid 6 months following the completion of the degree program or after 6 months without being enrolled at least ½ time. For more information see FSA Handbook. The Free Application for Federal Student Aid (FAFSA) website is: <https://fafsa.ed.gov>. UMT’s school code is 041103.

## 3 Course Registration

Student must self-register for courses in the UMT Student Portal each enrollment term. Courses should be taken in the order listed on the Individual Learning Plan. To maintain continuous enrollment, be sure to promptly re-register upon course completion.

Courses will be certified with the VA once registration is complete and approved.

## 4 Withdraw Effective Date

When a student does not finish a course, UMT must report the withdraw effective date to the VA.

- If a student officially withdraws, the date the student withdrew is the date reported.
- If a student stops attending without officially withdrawing, the actual last date of academically related activity is determined and reported.

Academically related activities include completing exams, submitting assignments, participating in discussion boards, reading course modules, reading Think & Reviews, and reading the syllabus.

## 5 Graduation Checklist and Timeline

### 5.1 Graduation Checklist

- Officially accepted
- Successfully passed Proctored Exam
- Return all loaned UMT textbooks (if applicable)
- No balance due
- Request graduation via UMT Student Portal
- Pay Graduation Fee via UMT Student Portal (fee will be paid by VA if using Ch33 or Ch31)
- Complete Exit Counseling (if used Federal Student Aid)

## 5.2 Graduation Timeline

UMT graduation is processed monthly. Once graduation process is complete, you will receive an email from the Registrar's office. Your graduation package containing the diploma and transcript are mailed to your mailing address in the UMT system via USPS once graduation processing is complete.

## 6 Accreditation and New Programs Approval

UMT is chartered by the State Council of Higher Education of Virginia (SCHEV) and accredited by the Distance Education Accrediting Commission (DEAC). UMT is exempt from its certification by SCHEV in 2008. UMT seeks approval from DEAC prior to offering any new programs.

## 7 Important Contact Information

### VA Education Benefits Toll-Free Numbers:

VA GI Bill® Hotline 888-442-4551

VA Direct Deposit. 877-838-2778

VA Monthly Verification of Enrollments (WAVE) 877-823-2378

### Other VA Toll-free Numbers:

VA Debt Management 800-827-0648

CHAMPVA 800-733-8387

VA Health Benefits Service Center 877-222-8387

### UMT Numbers:

Toll-free 800-924-4883

Direct 703-516-0035

### UMT Point of Contact Email Addresses:

Academic Counseling [studentservices@umtweb.edu](mailto:studentservices@umtweb.edu)

Financial Counseling [studentaccounts@umtweb.edu](mailto:studentaccounts@umtweb.edu)

Federal Student Aid [fsa@umtweb.edu](mailto:fsa@umtweb.edu)

Disability Counseling [studentservices@umtweb.edu](mailto:studentservices@umtweb.edu)

Other Information Regarding Completing a Course or Education: [studentservices@umtweb.edu](mailto:studentservices@umtweb.edu)

### Other Websites:

VA GI Bill <http://www.gibill.va.gov>

VA Post 9/11 GI-Bill Info [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp)

VA BAH - Determine BAH <https://inquiry.vba.va.gov/weamspub/buildSearchCountryCriteria.do>

VA eBenefits <https://www.ebenefits.va.gov>

VA Ask A Question [https://gibill.custhelp.com/app/utils/login\\_form/redirect/ask](https://gibill.custhelp.com/app/utils/login_form/redirect/ask)

WAVE [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)

VA Request for Records <http://vetrecs.archives.gov>

VA Vets.gov <https://www.vets.gov/>

VA Benefits Overview [http://www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp)

## **8 Update Concerning Public Law 117-328 Section 3691A**

Public Law 117-328 – Section 3691 protects any enrolled student who is a member of the Armed Forces (including reserve components) receives orders “to perform a period of service” (i.e., active duty, inactive duty training, or state service). When possible, documentation for such a period must be provided in advance. If preparations are not made in advance, documentation will be due upon the student’s return.

### **8.1 While a student is on orders for a period of service, UMT will not:**

Assign the student a failing grade

Reduce the student’s grade point average

Characterize the student’s absence(s) as unexcused, or

Assess a financial penalty on the student because of a withdraw or leave of absence due to receiving orders for service.

### **8.2 When a student withdraws due to receiving orders for a period of service, UMT will:**

Refund all tuition and fees paid for the academic term to the appropriate party. Please note that VA’s interpretation of academic term is the term as reported to your State Approving Agency and VA.

### **8.3 When a student takes a leave of absence from a course(s) due to receiving orders for a period of service UMT will:**

Assign a grade of incomplete for the course(s) during the term, and provide the opportunity to complete the term after the period of service.