**Part 4: Chapter 11 - Enrollment Adjustments**

**11.19 GRADUATION REQUIREMENTS**

Schools are highly encouraged to report graduation or program completion information to VA. Once a student graduates from a degree program or completes a Non-College Degree program, the School Certifying Official (SCO) should submit a Notice of Change in Student Status (VA Form 22-1999b). If the student is graduating from a degree program, “Graduation” should be selected as the termination reason. If the student is completing a Non-College Degree program, "End of Term or Course" should be selected as the termination reason. The last date of the term selected will be pre-populated as the date of termination if using VA-ONCE. If subsequent terms were previously certified, VA-ONCE will prompt the SCO to terminate those enrollments, or to leave as previously certified.

Graduation should only be reported for students who graduate while using benefits.

**a. Graduation/Course Completion.**

**(1) Chapter 30, 1606, 1607, 32, and 35 awards:** VCEs should enter the appropriate End Reason Code on the 312 screen when a school or training establishment indicates that a claimant has **graduated** from a degree program or has **completed** a non-degree program. The BDN master record must be adjusted to reflect graduation or course completion under the appropriate supplemental End Product, *even if there are no subsequent enrollment periods in BDN*. Select the appropriate End Reason Code as follows:

1. If the student graduated from a degree program use End Reason Code 68.

2. If the student completed a non-degree program use End Reason Code 67.

If the adjustment only involves repeating the last award line to indicate graduation or course completion (i.e. no change to past or future payments), the BDN generated letter should be suppressed as no notification is required. However, if the adjustment shortens the term in question (or removes subsequent terms), the letter must be released (Chapters 35 and 32 require an appropriately edited PCGL (SR-1) Adverse Action Letter).

**NOTE:** When subsequent terms are removed temporarily (due to BDN limitations), the BDN letter should not be released.

If there are subsequent enrollment periods at a different school (or at same school; student is still enrolled), the VCE must reenter terms. The VCE will enter these terms using a 930 series end product. The different school or program often required different codes. (i.e. facility, objective, and or course codes) When processing this additional step, the BDN generated letter should be released.

If BDN does not reflect the graduation date in question (for example, entitlement exhausted or delimiting date expired prior to graduation), no action is necessary.

**(2) Chapter 33 awards:** VCEs will use the “add **amendment”** button in the LTS. The VCE will enter the last day of term as the effective date and tuition and fees. LTS will reflect “unchanged” on the amended term. The VCE will authorize the Work Product and clear a supplemental end product. No letter is required, provided the enrollment period has not changed.

If term (that includes graduation) was *not* paid in LTS, no action is necessary. The VCE should be sure to close any work product which may have been created. No end product credit is authorized.

**b. Reporting Issues and Actions Required.** The SCO will generally report a “graduation” or “course completion” on an amended VA Form 22-1999 (AM1999) or on a VA Form 22-1999b with one of 3 termination reasons of which each has many variants.



(1) Termination “end of term or course” effective on the last day of the enrollment period

**Non-college degree:** When a student graduates or completes the course from a non-college degree program, the school will select “end of term or course”.

**Non-Chapter 33 benefits:** No changes required in BDN when system end reason is 61, 66 or 65.

**Chapter 33 benefits:** No changes required in LTS, unless document is in the VA-ONCE inbox. If it is, the VCE should delete the document from the VA-ONCE inbox and authorize the work product. No letter is released. The VCE is not entitled to an end product for clearing the VA-ONCE inbox in LTS.

(2) Termination “end of term or course” effective before the last day of the enrollment period

**Non-Chapter 33 benefits:** VCEs will process award in BDN using STOP command changing the no-pay date appropriately. For Chapters 35 and 32, the VCE will allow the BDN system generated letter to be released and send an appropriately edited PCGL (SR-1) Adverse Action Letter.

When BDN system limitations do not allow the use of the STOP command, the VCE will use the CADJ command and update the no-pay date appropriately on the 312 screen and release the BDN system generated letter along with an appropriately edited PCGL (SR-1) Adverse Action Letter.

**Chapter 33 benefits:** VCEs will enter this change as a “correction” on the original enrollment in the LTS. The VCE should ensure the LTS letter is released.

(3) Termination “end of term or course” effective after the last day of the enrollment period in remarks

The VCE must verify and document TIMS when remarks are unclear if the SCO is reporting the date of graduation is later than previous submitted enrollment periods or if the enrollment period has been modified.

**Non-Chapter 33 benefits:** The VCE will use the CADJ command to update the no-pay date on the 312 screen and enter the appropriate end reason code ‘61’ if the student is not reported as graduated or ’67 or 68’ if reported as graduated (based upon type of training completed). VCEs will release the BDN letter. This action will be completed on a supplemental end product.

**Chapter 33 benefits:** VCEs will enter this change as a “correction” on the original enrollment in the LTS. The VCE should ensure the LTS letter is released.

(4) Termination “graduation” effective on the last day of the enrollment period

**Non-Chapter 33 benefits:** VCEs will use the CADJ command in BDN and update the no-pay end reason code ’67 or 68’ based upon type of training completed. The VCE will allow the BDN letter to release, when there are no subsequent terms. Otherwise suppress the BDN letter associated with this action.

**Chapter 33 benefits:** VCEs will enter this change with the “add amendment” button input the effective date and select graduation as reason. Tuition and fees should be reentered. VCEs should not allow the letter to release.

(5) Termination “graduation” effective before the last day of the enrollment period

**Non-Chapter 33 benefits:** VCEs will use the STOP command in BDN, change the no-pay date and enter the appropriate end reason code ’67 or 68’ based upon type of training completed. For Chapter 35 and 32, VCEs will allow the BDN letter to release and send an appropriately edited PCGL (SR-1) Adverse Action Letter.

When BDN system limitations do not allow the use of the STOP command, VCEs will then use the CADJ command to update the no-pay date and end reason code as appropriate. VCEs will allow the BDN letter to release along with an appropriately edited PCGL (SR-1) Adverse Action Letter.

**Chapter 33 benefits**: VCEs will enter as a “correction” to the original enrollment period and change the end date of the term. Then choose the “add amendment” button to input effective date as graduation date and select “graduation” as reason. Tuition and fees must be reentered. VCEs will release the LTS letter.

(6) Termination “graduation” effective after the last day of the enrollment period in remarks

VCEs should verify and document in TIMS when remarks are unclear if the SCO is reporting the date of graduation is later than previous submitted enrollment periods or if the enrollment period has been modified.

**Non-Chapter 33 benefits**: VCEs will use the CADJ command and update in BDN the no-pay date appropriately and enter the appropriate end reason code ’67 or 68’ based upon type of training completed. VCEs should release the BDN letter.

**Chapter 33 benefits**: VCEs will enter this change as “correction” to the original enrollment and change the end date of the term. Then choose “amendment” and input effective date as graduation date and select “graduation” as reason. Tuition and fees must be reentered. VCEs will release the LTS letter.

(7) Termination “other” effective on the last day of the enrollment period. Remarks are required.

**All benefits:** Review remarks for type of termination and refer to the appropriate instructions as listed above.

(8) Termination “other” effective before the last day of the enrollment period. Remarks are required.

**All benefits:** Review remarks for type of termination and refer to appropriate instructions as listed above. (i.e. Graduation, non-punitive termination, etc.).

(9) Termination “other” effective after the last day of the enrollment period. Remarks are required.

**All benefits:** Review remarks for type of termination and refer to appropriate instructions as listed above (i.e. Graduation, non-punitive termination, etc.).

**NOTE:** Schools will general report these enrollment period changes on an amended VA Form 22-1999. Remarks may indicate the completion of the course or graduation.

**c. Retroactive Updates Not Involving Changes to Enrollment Periods Issues.** There are a few exceptions when VCEs should not amend enrollment periods when graduation (or completion of term) is reported.

(1) All Non-Chapter 33 claims where the period has moved to dropped priors and payment is not affected. Since these cannot be updated in BDN, it is not necessary for the VCE to amend the enrollment period.

(2) Chapter 35 or 32 claims where payment is not affected. Updates are dependent upon scheduling that often will delay payments to a claimant. Changes involving a different school or changes involving the type of training (IHL vs. NCD) create issues with payment certifications and add time and complexity to making proper updates. VCEs should only update claims when the retroactive award is followed by continued pursuit at the same school **and** under the same type of training and training codes; A, B, C, or D.

(3) Chapter 30, 1606 or 1607 claims where payment is not affected. Changes involving school **and** changes to type of training (IHL vs. NCD) may create issues with payment certifications and significantly increases the complexity for making the proper updates. VCEs should **not** update claims when the retroactive updating is followed by pursuit at **more than one** successive school (multiple different facility codes), or when followed by pursuit at a different school and the type of training **and** training changed from IHL to NCD or NCD to IHL.

**NOTE:** Any retroactive update involving changes to an enrollment period must be adjusted, in system when feasible or out of system with the assistance of Finance through the processing of a VA Form 22-1997.