**Buffalo Processing Procedure BPP (17-A) –** **Processing Unsatisfactory Progress, Academic Probation & Incomplete Grades under the Post-9/11 GI BILL (Chapter 33)**

*October 20, 2016*

**Reference(s):**

* [CFR 21.9725](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=503e04a90f28422accd4a869afa26555&ty=HTML&h=L&mc=true&r=SECTION&n=se38.2.21_19725) and [CFR 21.9635](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=503e04a90f28422accd4a869afa26555&ty=HTML&h=L&mc=true&r=SECTION&n=se38.2.21_19635)
* [M22-4, Part IV, Chapter 5](http://vbaw.vba.va.gov/bl/22/ref/m22-4/Part%20IV/ch05.htm)
* [M22-4, Part IV, 11.16](http://vbaw.vba.va.gov/bl/22/ref/m22-4/Part%20IV/ch11.htm)
* [Procedural Advisory - Notification of Academic Probation dated June 14, 2011](http://vbaw.vba.va.gov/bl/22/ref/advisories/33/Notification%20of%20Academic%20Probation.html)
* [Procedural Advisory - Tracking Academic Probation Data dated July 22, 2011](file:///H:\edu\Central%20Data\Policy%20Advisory\Advisory-Academic_Probation_Reporting.doc)

**Background:** Processing reminder rescinds all previous guidance released regarding CH33 unsatisfactory progress, academic probations and incomplete grades.

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program.

Some institutions allow the assignment of an "I" (incomplete) grade on a provisional basis only. If the student does not replace the "I" grade within the prescribed time period, a punitive failing grade will be assigned and recorded in the student's academic record. If at the end of the 1-year control period no report has been received from the institution to indicate that the "I" grade has been replaced, the VA will assume that the "I" grade has not been changed and it must be treated as a non-punitive grade.

**Processing Guidance:**

1. 22-1999 or a 22-1999b that states **'Unsatisfactory attendance, conduct, or progress'** effective last day of the term:

* Take proper adjudicative action
* Select **'unsat part'** as the reason in LTS
* Send CENTRAL Letter SR-3 Unsatisfactory Progress & PCLR supplemental EP
  + VCE’s should select “progress in training” as the default option unless school lists a specific reason

1. A 22-1999 or a 22-1999b that states **'Unsatisfactory attendance, conduct, or progress'** effective last day of term **and** indicates in the remarks section  **'Academic Probation'**

* Take Proper adjudicative action
* Select **'unsat part'** as the reason in LTS
* Send CENTRAL Letter SR-3 Unsatisfactory Progress & PCLR supplemental 359EP
* Print 22-1999 or 22-1999b and submit to Supervisor.

Note: If the effective date of **'Unsatisfactory attendance, conduct, or progress'** is **prior** to the last day of the term VCE must contact the school for clarification regarding if the student received punitive or non-punitive grades and confirm tuition and fee charges.

1. School is reporting student received **Incomplete Grades**

* Decline the 1999b reporting the incomplete grade from the VAONCE inbox
* Process any additional terms/documents in LTS and AUTH with payment
* Send PCGL Letter Central INFO 4 & PCLR supplemental EP
* Establish EP diary for 1 year from the date the term ended, annotate diary was set in TIMS
  + If school submits punitive grade at a later point; no additional action is necessary
  + If grade has not been completed after one year, update LTS with term completed non-punitive grades assigned and reduce credit hours and contact school for tuition and fees; VCE’s must also develop for mitigating circumstances as required.

**Questions:**

If you have any questions regarding this procedural advisory, please direct them to your Coach.

//K. Wagner//

Education Officer

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