

Cheyney University Policy Number: AA-2014-1098

Policy Title: Policy on Veteran and Active Duty Military Course Scheduling Preference

Approved by: Academic Affairs Council-October 29, 2014

History: Issued –
Revised – 10/29/14 Academic Affairs Council, 11/7/14 President’s Cabinet

Related Policies: NA

Additional References: NA

- A. **Purpose:** The purpose of this policy is to establish the policy and procedures Cheyney University will adhere to in order to be in compliance with Federal Act 46, allowing veteran student preference in course scheduling.
- B. **Scope:** This policy is relevant to All Faculty, Staff, Administrators at the University.
- C. **Definition (s):** List of terms used in the document; defines unfamiliar terms that have a specialized meaning in the policy.
- a. **Act 46-**Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at: www.education.state.pa.us
- D. **Policy and Procedures(s):**
The following criteria must be met to qualify for Veteran Priority Registration
- Must be an individual who has been accepted by Cheyney University as a matriculating student who has served or is currently serving in the United States Armed Forces, including a reserve component or National Guard
 - A student who was discharged or released from such service under conditions other than dishonorable
 - Student must reside in the state of Pennsylvania
 - A student needs to self-identify as a veteran or active duty military and provide required documentation in order to receive priority registration status.

Course Scheduling Preference:

Eligible students will receive priority registration.

Course Registration Schedule:

Enrollment dates are set for the upcoming semester, please refer to the Academic Calendar to see when registration begins. Veterans will be provided priority scheduling, and will have twenty-four (24) hours to register prior to the general population.

How to Receive Priority Registration:

Students who have provided to the Office of the Registrar a Certificate of Eligibility from the VA indicating that they are using their own benefits and not benefits transferred to them, will be provided with priority registration.

All other students who believe they are eligible for priority registration must provide to the Office of the Registrar.

- Veterans should provide a copy of their DD214
- Current service members should provide a copy of their military identification
- Documents must be submitted to the Office of the Registrar according to the following timeline:
 - Winter and Spring Terms: submit all required documents by the first class day in September
 - Summer and Fall Terms: submit all required documents by the first class day in February

Please refer to the Academic Calendar for all registration dates. Students must log into PowerCampus Self- Service for course registration.

Act 46:

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at: www.education.state.pa.us

Effective Date: No later than Summer II 2015.