



It is your responsibility to RETURN or FAX this form to:
Veterans Affairs Office, Auburn Hills Campus, 2900 Featherstone Rd., Auburn Hills, MI 48326
Phone: 248.232.4342 • Fax: 248.232.4349

This form must be completed by:

- 1. All VA Educational benefits recipients (including transfer students) each year;
2. Any recipient changing their degree program;
3. Any recipient returning to OCC after a two (2) semester absence.

Routing of this form:

- 1. All students must complete A, B and F. An appointment with a counselor is necessary for completion of sections C, D and E.
2. Transfer Students: Before you can meet with a counselor, an official transcript must be sent to OCC Registrar's office for any credits you have earned at other schools to ascertain if any credits apply toward your degree. The transcript evaluation must be on file before the end of your second semester in order for your benefits to continue to be certified. In the meantime, you may only be certified for developmental/prerequisite or General Education courses.

General Information:

- A specific associate degree program must be declared. OCC is not approved to certify certificate programs.
All recipients must have an up-to-date Veterans Plan of Study in their VA file before they will be certified for educational benefits.
Only courses that are required for your OCC degree will be certified to the VA. (The maximum credit that a student can request benefits is 150% of the published length [see OCC catalog] of the program. Transfer credit hours, applicable to the program are counted toward the maximum eligibility.)
A GPA of a minimum of 2.0 is required to graduate. Refer to OCC Academic Sanctions policy in the OCC catalog regarding maintenance of Good Academic Standing.

A Name \_\_\_\_\_ SS# or Student ID# \_\_\_\_\_
Address \_\_\_\_\_ E-mail address \_\_\_\_\_
City \_\_\_\_\_ State/ZIP \_\_\_\_\_

B Name of Degree \_\_\_\_\_ Program code \_\_\_\_\_

C OCC Counselor: #4 below should total the sum of 1, 2, and 3:
1. Transfer credit DIRECTLY applicable to student's degree (including DD-214 PE credit)
2. Completed OCC credits DIRECTLY applicable to student's degree
3. Required credits needed to complete the degree (including developmental, elective and/or prerequisite courses)
4. Total number of credits required for student to complete this degree (sum of 1-3)

D Courses needed for degree: Please attach PSPR and include developmental/prerequisites where necessary.

E Counselor's signature \_\_\_\_\_ Campus \_\_\_\_\_ Date \_\_\_\_\_

F Student's signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed and dated by a counselor (AT ANY CAMPUS) and the student in order to be valid.

AUBURN HILLS Counseling
2900 Featherstone Road
Auburn Hills, MI 48326
Ph: 248.232.4350

HIGHLAND LAKES Counseling
7350 Cooley Lake Road
Waterford, MI 48327
Ph: 248.942.3050

ORCHARD RIDGE Counseling
27055 Orchard Lake Road
Farmington Hills, MI 48334
Ph: 248.522.3450

ROYAL OAK Counseling
739 S. Washington
Royal Oak, MI 48067
Ph: 248.246.2450

SOUTHFIELD Counseling
22322 Rutland
Southfield, MI 48075
Ph: 248.233.2750



### Notes on Completing the Veterans Plan of Study Form

In an attempt to assure that students receive their V.A. allotment on a timely basis, the following guidelines are offered for OCC Counselors.

1. The Veterans Plan of Study must be submitted once per academic year.
2. If the student changes their academic program, a new Veterans Plan of Study must be properly submitted. Save the new academic program on PSPR.
3. Students will not be paid for classes not required for the academic program declared on the Veterans Plan of Study. A copy of the PSPR must be attached to the Veterans Plan of Study. The academic program must be saved on PSPR so that it shows up as a declared program on DATATEL.
4. Students wanting to be granted PER credits to meet graduation requirements must submit their DD 214 form for review by the Office of the Registrar. These students will be granted 4 PER credits. Students who have completed a PER class at OCC or transferred a PER credit from another educational institution do not have to process their DD 214 form.
5. It is helpful to use the OCC student I.D. number rather than the social security number. This form is for internal use only.
6. Part C:
  - a. Use the number of credits not taken at OCC and only those DIRECTLY applicable to the declared academic program. This may include the one PER credit. Required courses listed on the PSPR as TE (Transferred) should be counted.
  - b. Use only the number of completed OCC credits DIRECTLY applicable to the declared academic program. Required completed courses listed on the PSPR should be counted.
  - c. Use ALL credits that the student will be required to complete their declared academic program. Pre-requisites should be hand written, in close proximity to the required course(s), on the printed PSPR and counted. Required courses enrolled in the current semester should also be counted.
  - d. Add all of the credits indicated above. The sum may be greater than 62.

Part D: A PSPR (academic evaluation) should be attached to the Veterans Plan of Study

Part E: Sign your name clearly along with your phone extension number and your campus. It may be helpful to print your name next to your signature.

For questions, please call Michelle Jerome at **248.232.4342**.