

## GRADUATION

Schools are required to report graduation or program completion information to VA. Once a student graduates from a degree program or completes a Non-College Degree program, you should submit a Notice of Change in Student Status. 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. Unlike in VA-ONCE, if subsequent terms were previously certified, Enrollment manager (EM) will not prompt you to address those enrollments. Ensure that the certified information is accurate.

'Graduation' or 'End of Term or Course' should only be reported for students who completed their program while using benefits at the time they completed all required courses in their program of study.

### Examples:

If....	Then....
Student exhausts entitlement or reaches their delimiting date in the middle of the term (no automatic extension to the end of the term).	<i>No need to report graduation.</i>
Student exhausts entitlement or reaches their delimiting date in the fall term but won't complete all required courses until the end of the spring term.	<i>No need to report graduation.</i> If the student is charged a mandatory graduation fee during the spring term, it <b>can't</b> be retroactively added to the fall term's enrollment certification.
Student completed all required courses while using VA benefits in the fall term, but graduation is held only at the end of the spring term.	Report graduation at the end of the fall term. If the student is charged a *mandatory graduation fee for the fall term, it <b>can</b> be added to the fall term's enrollment certification.
Student completed all required courses while using VA benefits but can't graduate due to outstanding fees owed to the school that weren't covered by VA benefits.	Report graduation at the end of the last enrollment.

<p>Student has finished all required courses while using VA benefits but has overlapping terms that end on different days.</p>	<p>Report graduation on the term that ends last.</p>
<p>Student has finished all required courses while using VA benefits but has overlapping terms that end on the same day.</p>	<p>Report graduation on either of the terms that end on the last day of the term.</p>
<p>Student received an Incomplete in the fall for the final remaining required course and completes the course.</p>	<p>Report graduation at the end of the fall term once the student has completed the course.</p>
<p>Student in an NCD clock hour program has absences that do not violate the school's attendance policy and does not complete the required program hours by the program end date certified.</p>	<p>Report End of Term or Course based on the original end date reported when the student completes the required hours.</p>
<p>Note: Only mandatory graduation fees can be certified:</p> <ul style="list-style-type: none"> <li>• The graduation fee must be charged as a part of the student's enrollment for their graduating term and must be required for every student graduating.</li> <li>• Graduation fees charged separately at the end of the program may not be certified because they are not associated with the student's enrollment.</li> <li>• If the graduation fee is charged only for the VA student's participation in a <i>voluntary</i> graduation exercise or otherwise is not charged to <i>all</i> graduating students, it may not be certified to VA.</li> </ul>	