



Degree Plan Requirements for Veterans Education Benefits

Academic Requirements:

You are required to complete a working degree plan with your advisor before you will be certified for your second term. Please provide a copy of your Degree Plan to the VA School Certifying Official (SCO). Below is a description of the degree plan and your responsibilities for creating one. This list below will help you meet the requirements and allow us to submit your enrollment certification to the Veterans Administration.

Degree Plan:

- Please make sure you have submitted your military transcripts to the Admissions office and to your SCO (SCO can receive an unofficial copy of the transcripts).
- Degree plans must be started during your first term and will be required for the enrollment certification of your second term. Please make an appointment with your advisor to start your degree plan right away. (If you delay completing degree plans, contracts, or finalizing registration, your housing allowance and/or tuition payments may be delayed.)
- You must receive approval for the degree plan and all updates from your advisor and any graduation committee members listed on your degree plan.
- **The VA will not approve any Placeholders or Mentored Studies.**
- Your degree plan must reflect all courses you are registered for and course codes must match your schedule exactly. Please be thorough when entering course codes and titles. If these do not match the course you are taking, you will not be certified and the VA may send you a bill for the courses you are taking.
- All transfer credits that appear on your Prescott College transcript, including military credits, must be accounted for on the degree plan as Liberal Arts Requirements, Supporting Coursework, or within a Competence or Breadth.
- All names of courses you have taken previously at Prescott College, as well as current courses that are for the current degree you are seeking, must also be listed on the degree plan.
- Degree plan edits throughout your semesters at Prescott College may be necessary to continue using your education benefits. You must notify your SCO at the same time you add/drop a course.
- You will need to update your degree plan and have it **signed** by your advisor and graduation committee member **every time** you add or drop a class. You must notify your SCO of the changes and your plan will need to be shared with your SCO as soon as the changes are recorded.
- If you need to make changes, please email or call your advisor and your SCO to set up a meeting ASAP.
- If you are unsure if your program of study has a checklist, please contact your advisor and notify your School Certifying Official (SCO) for more information.