SON OP 60.091 – Eligibility Determination Policy for the College Credits for Heroes Grant

PURPOSE
Attachment A, Section 4 requires that TTUHSC School of Nursing shall provide an eligibility determination policy and procedure document meeting the guidelines established by the grant contract. To ensure all applicants to the Veteran to BSN Program are screened and meet the eligibility requirements for grantees of the Texas Workforce Commission.

REVIEW:
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by Associate Dean for Admissions, Enrollment Management and Student Affairs in collaboration with the programmatic Associate Deans/Department Chairs, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE
1. The Transcript Coordinator in the SON Department of Student Affairs will be responsible to determine applicant eligibility for the purpose of the Veteran to BSN Program.
2. The eligibility determination process will begin when the prospect requests a) an unofficial transcript evaluation, or b) initiates an application.
3. Student records are stored under locked files in the TTUHSC SON Student Affairs Office
4. Documentation to be collected and maintained will include the following:
   a. US passport, social security card, or green card
   b. DD-214- official copy
   c. Driver’s license or affidavit of willingness to relocate to Texas
5. An audit is completed of student records prior to graduation to ensure all qualifications have been met. Records will be maintained per contract requirements.

Developed: MMJ/
Approved: SDC: 5/15
Reviewed: KC 10/01/2016
Reviewed/Editorial Changes: KC 3/2/2020