

Attendance and Academic Progress

Burrell College of Health Sciences (BCHS)

Burrell College of Health Sciences (BCHS) is approved for the training of qualified veterans and their eligible dependents. Veteran students are responsible for initiating all documentation required for U.S. Department of Veterans Affairs (VA) education benefits. For general information and applications, students should refer to the official VA education benefits website, <https://www.va.gov/education/>

Role of VA School Certifying Officials

BCHS VA School Certifying Officials (SCO) serve as liaisons between students and faculty, staff, service organizations, and the Department of Veterans Affairs. Their role is to assist students in understanding and maintaining their VA education benefits.

Required Documentation and Admission Status

- Students must submit all required VA documentation by the time of program orientation.
- Evaluation of prior postsecondary training, experience, or education is required as part of the admissions process, and is completed through the national application process. Any missing transcripts will be requested and included in the VA documentation
- Official transcripts from all prior post-secondary institutions must be provided at the time of application.
- A student must be fully admitted and enrolled in their program of study at BCHS before the institution can certify the student to the VA and before the student can begin receiving VA education benefits.

General Expectations and Policies

Veterans and eligible dependents are expected to adhere to all BCHS policies, <https://burrell.edu/about-bcom/governance/institutional-policies> or Standard Operating procedures at <https://burrell.edu/about-bcom/sop>, including but not limited to:

- Attendance Policy – As set forth in BCHS institutional policies.
- Academic Progress Policy (Satisfactory Academic Progress – SAP)
- Student Conduct Policies and Procedures
- Operating Procedures – As set forth in BCHS operating procedures.

- Course-Specific Attendance Requirements- Specific course attendance requirements will be addressed in each course syllabus and enforced at the discretion of the course director. These may include mandatory attendance for certain sessions, laboratories, or clinical activities.
- Consequences of Excessive Absences - Any student having excessive absences from curricular activities, laboratories, or required clinical experience may be deemed in violation of Professionalism Core Competency. Such violations may be referred to by the appropriate Student Progress Committee (SPC) for disciplinary action, up to and including dismissal from the student program at BCHS.

Impact on VA Education Benefits

- If a student does not maintain satisfactory attendance and/or satisfactory academic progress (Pass), their VA education benefits will be terminated.
- BCHS will promptly notify the Department of Veterans Affairs of the students' last date of attendance following termination of benefits or withdrawal.
- The student's attendance record will be retained in the veteran's file for VA and State Approving Agency (SAA) audit purposes.

Application to Dependents - All policies stated above apply equally to dependents who are eligible for VA education benefits based on their parent's or spouse's military service.

Unique Situations and Leave of Absence

- BCHS recognizes that student veterans may face unique circumstances that can affect their attendance. In such cases, students should refer to the BCHS Student Handbook (available via the institutional policies URL above) for procedures regarding:
- Excused absences, and
- Leave of absence requests.

Clinical and Rotational Course Limitations

- BCHS acknowledges that some courses – such as clinical rotations and residency-related training have unique content and scheduling requirements. In these courses, it may not be possible for a student to receive an extension on assignments. However, accommodation will be made whenever feasible. The collective goal of BCHS is to assist student veterans in successfully completing their program of study.

Student Name: _____

Date: _____

Las Cruces, NM Campus
3501 Arrowhead
Drive Las Cruces, NM

BURRELL COLLEGE
of
HEALTH SCIENCES

Melbourne, FL Campus
150 West University
Blvd. Melbourne, FL

Student Signature:
