

TO: UWF ACADEMIC ADVISORS

FROM: Terry Genton, Student Service Representative and VA Certifying Official
Office of the Registrar

SUBJECT: UWF Students receiving veterans educational benefits

In order for a student to receive Veteran Educational Benefits, the Department of Veterans Affairs requires that a student be seeking a degree or a VA approved certificate. Prior to submitting a request for certification , our office must verify that each course is required toward a degree plan

As of the spring 2007 semester the Veteran Service Office will no longer need a Program Description Sheet if the student has an on-line SASS to verify all course requirements. PDS's will still be required for students that do not have a SASS audit. It is imperative that advisors keep the students SASS up to date. Courses list as "other" on the SASS will not be approved for benefits. Substitution of courses must be reflected in the SASS audit before they can be certified for VA benefits.

Important information needed for all veterans;

- Please email tgenton0@uwf.edu the number of hours needed for graduation for all new students. This should include all pre/co requisites needed to complete the degree.
- Please list any pre/Co requisites that the student may need. Courses must be listed in a student SASS or they will not be given credit with the Department of Veterans Affairs.

University of West Florida – Veterans Services

PROGRAM DESCRIPTION SHEET (PDS)

Note: Only required if student does not have SASS audit

Student Data

Name _____ **Student Number** _____
Last, First, Middle Initial Last four digits of the Social Security Number

Degree _____ **Major** _____
B.S., B.A., B.F.A., M.S., M.B.A., Ed.S., Ed.D., etc. Math, Music, Educational Leadership, etc.

Start Date _____ **Anticipated Graduation Date** _____
Semester of first registration this program Semester and Year

Transfer Evaluation

The academic department has accepted _____ (transfer) hours into the Major listed above. (If none, so state. If using a departmental form for core/major and prerequisites/electives area, please indicate specific transfer course with the abbreviation “TR” in an appropriate area.) **VA needs to know only the number of hours accepted in major.**

Core/Major Courses

(Department form may be attached and used in lieu of completion of this section. Please complete total hours.)

Course Number	Short Course Title	Sem	Credit Hours	Course Registrd	Course Number	Short Course Title	Sem	Credit Hours	Course Registrd
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Prerequisites/Electives

(Department form may be attached and used in lieu of completion of this section. Please complete total hours.)

Course Number	Short Course Title	Sem	Credit Hours	Course Registrd	Course Number	Short Course Title	Sem	Credit Hours	Course Registrd
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

TOTAL HOURS: Must be the total of hours in transfer, core/major, and prerequisites/electives areas.

The student will require _____ hours to complete the program listed above.

Signatures

Signature of Student _____ Date _____ Signature of Academic Advisor _____ Date _____

Print Name _____ Last four digits of the SSN _____