

Some guidelines from the VA:

1. You may not take the same course at St. Olaf that you transferred in from another institution.
2. D- or above is passing and benefits are not given if the same course is repeated.
3. There has to be an academic reason for repeating a course for which you previously had a passing grade. For example VA students will receive benefits if a course is repeated where a grade of C or above is required for their major.
4. You will not receive VA benefits if a course you passed earlier is repeated just to raise your GPA.
5. If VA students receive an F for a course and repeat it, then benefits are awarded. If the course is completed the F is not reported to the VA. If the student is suspended then a 1999b is completed and sent to the VA.
6. First and second year students at St. Olaf must verify what their degree -BA or BM - is, but do not have to declare their major yet.
7. A VA student in their junior year must verify their major(s). It is then reported to the VA.
8. If you change your major, please notify me because you and I both have to notify the VA. You will need to fill out form 22-5485. You can pick up the form at the Registrar's Office or print the form off of their website:  
<http://www.vba.va.gov/pubs/forms/VBA-22-5495-ARE.pdf>  
Please read the instructions starting on page 3 for mail or electronic submission of the form.

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