



UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title: *547 Priority of Service for Veterans*

Existing Policy Number and Title: *547 Priority of Service for Veterans (Temporary Emergency)*

Approval Process*

<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	

*See UVU Policy #101 *Policy Governing Policies* for process details.

Draft Number and Date: Stage 4, January 28, 2106
President's Council Sponsor: Michelle Taylor **Ext.** _____
Policy Steward: Margaret Bellon **Ext.** _____

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision

Entrance Date: 07/16/2015

University Entities Review

Entrance Date: 08/27/2015

University Community Review

Entrance Date: 11/19/2015

Open Feedback: 11/19/2015

Close Feedback: 01/19/2016

Board of Trustees Review

Entrance Date: 01/28/2016

Approval Date: MM/DD/YYYY

POST APPROVAL PROCESS

Verify:

- Policy Number
- Section
- Title
- BOT approval
- Approval date
- Effective date
- Proper format of Policy Manual posting
- TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: _____

Date posted and verified: MM/DD/YYYY



POLICY TITLE	Priority of Service for Veterans (Temporary Emergency)	Policy Number	547
Section	Student Affairs	Approval Date	
Subsection	Student Rights	Effective Date	
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 In compliance with the federal Jobs for Veterans Act and the federal *Priority of Service for Covered Persons* implementing regulations, these procedural guidelines provide veteran priority services in qualifying programs for eligible veterans and eligible spouses, including widows and widowers as defined in applicable laws and regulations.

2.0 REFERENCES

- 2.1** 38 United States Code, Section 101 (2)
- 2.2** 38 United States Code, Chapters 41 and 42
- 2.3** *Priority of Service for Covered Persons Final Rule*, Fed. Reg. 78132, CFR Part 1010

3.0 DEFINITIONS

3.1 Eligible spouse: Students who are the spouse of a veteran (1) who died of a service-connected disability; (2) who has been considered missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power, all for a total of more than 90 days; (3) who has a total service-connected disability as evaluated by Veterans Affairs; or (4) who has died while the disability was in existence. A spouse whose eligibility is derived from a living veteran or service member would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

3.2 Qualifying program: Any workforce preparation, development, or delivery program or service directly funded, in whole or part, by the Department of Labor.

3.3 Eligible veteran: Someone who has served at least one day in active military services and who was honorably discharged or released under conditions other than dishonorable. This includes full-time or



active duty federal service in the National Guard or Reserves that have been mobilized by the federal government.

4.0 POLICY

4.1 Utah Valley University abides by all applicable laws regarding veteran priority of service and shall:

- 1) Provide priority of service for eligible veterans and eligible spouses in qualifying programs; and
- 2) Abide by federal and state grant requirements regarding veteran priority of service, including all programs fully or partially funded by federal or state grants requiring veteran priority of service.

4.2 As a recipient of Department of Labor funds for qualifying job training programs, the University shall, at the point of entry to a qualifying program, either in person or electronically, notify eligible veterans and eligible spouses of their eligibility for priority of service. To obtain priority, an eligible veteran or eligible spouse must meet the statutory eligibility requirement(s) applicable to the specific program from which services are sought.

4.3 The University provides priority registration for eligible veterans and eligible spouses who meet all program and course pre-requisites and requirements in qualifying programs.

4.4 Priority in Admissions and Qualifying Programs

4.4.1 Eligible veterans and their eligible spouses receive precedence over other students in qualifying programs funded in whole or in part by the Department of Labor. The University may provide them with access to a service or training earlier or, if access is limited, instead of or before other students. In the case of a waitlist for a program, priority service requires that qualified persons advance up the program waitlist ahead of others.

4.4.2 Persons who qualify must still meet the program eligibility requirements. When “low income” is a program qualification, the University must disregard any active duty military pay, allowances, or disability or survivor benefits when determining income levels.

4.4.3 Priority of service is not used to take the place of other students who have already been approved for funding and are already enrolled in a program.

4.4.4 The University may set priority of service applications deadlines consistent with program acceptance and enrollment deadlines established for all university students.

4.5 Priority of Service in Course Registration

4.5.1 Eligible veterans and eligible spouses who are given priority registration are permitted to start registering for courses on the first day of priority registration as defined by the Office of the Registrar.



5.0 PROCEDURES

5.1 Eligible veterans and eligible spouses who qualify for priority services are responsible to identify themselves to the Veteran Student Success Center personnel, who will facilitate priority registration.

5.2 University employees admitting students into qualifying programs or managing a waitlist shall work with the University’s veterans’ coordinator to verify the applicants’ eligibility and provide priority of service for qualified applicants.

5.3 University Methods of Notification of Priority of Services to Qualified Veterans

5.3.1 At the time of admissions, veterans shall be notified electronically that they may contact the Veteran Student Success Center about programs or courses that provide priority of services to eligible veterans and eligible spouses.

5.3.2 Veterans may visit the UVU Veterans webpage to find detailed information about programs or courses currently offered with priority of service to eligible veterans and eligible spouses.

5.3.3 Departments with qualifying program or course offerings that provide veteran priority of services shall maintain a list of eligible veterans and eligible spouses requesting priority of services for submission to the Registrar. If early registration is available, the Registrar will flag the eligible veteran’s or eligible spouse’s record to be opened during early registration.

5.3.4 Academic advisors shall provide information to eligible veterans and eligible spouses about programs or courses providing veterans priority of service.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

