



# Veteran's Information Bulletin

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## University Contact Information

### Address

3601 North Military Trail  
Boca Raton, FL 33431

### Phone Numbers

Main: +1 561-237-7000 | 1-800-994-5966  
Admission: +1 561-237-7900 | 1-800-888-5966  
Student Financial Services: +1 561-237-7185

### Veterans Affairs School Certifying Official

Travis Williams, MBA  
*Assistant Director of Financial Aid*  
*VA School Certifying Official*  
Phone: + 561-237-7185  
Email: [twilliams@lynn.edu](mailto:twilliams@lynn.edu)

## **About Lynn University**

Lynn University is an independent college based in Boca Raton, Florida, with nearly 3,500 students from over 100 countries. U.S. News & World Report has recognized Lynn for its innovation, international students and value. Lynn's NCAA Division II Fighting Knights have won 25 national titles, its Conservatory of Music features a world-renowned faculty of performers, and its nationally recognized Institute for Achievement and Learning empowers students with learning differences.

The school's Dialogues curriculum and award-winning iPad program help Lynn graduates gain the intellectual flexibility and global experience to fulfill their potential in an ever-changing world.

## Accreditation

### University accreditation

Lynn University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctoral degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lynn University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling +1 404-679-4500, or by using information available on SACSCOC's website. © 2023 Lynn University

**In addition to the official accreditation statement, the following statement is used to describe the university to other accrediting bodies:**

Lynn University, founded in 1962, is a private, independent college based in Boca Raton, FL. The university is accredited by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's and doctoral degrees. Lynn University offers instructional delivery at its main campus at 3601 N. Military Trail, Boca Raton, FL 33431, at all of its SACSCOC approved off-site locations, and via online delivery. © 2023 Lynn University

### Burton D. Morgan College of Aeronautics

The Lynn University Burton D. Morgan College of Aeronautics is accredited by the FAA and holds a CFR Part 141 certificate authorizing the university to conduct flight training for multiple Pilot School Ratings. The following are authorized courses:

- Private Pilot
- Commercial Pilot
- Instrument Rating
- Instructor Pilot
- Additional Flight Instructor
- Additional Aircraft Category and Class Rating
- Pilot Ground School

Contact the U.S. Department of Transportation Federal Aviation Administration at 2895 SW 145th Ave., Suite 120, Miramar, Florida 33027.

### **College of Arts and Sciences**

The Master of Science (M.S.) in clinical mental health counseling at Lynn University is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), Council of Accreditation of Counseling and Related Educational Programs, 1001 North Fairfax Street, Suite 510, Alexandria, VA 22314, +1 703-535-5990.

### **College of Business and Management**

The College of Business and Management at Lynn University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. See the list of accredited programs.

### **IACBE annual report**

The IACBE annual report shows a breakdown of the degree programs offered and conferred, as well as performance measures regarding achievement. The IACBE Public Disclosure of Student Achievement is available for you to learn more about Lynn University's College of Business and Management.

### **College of Education**

The Lynn University College of Education is accredited by the Florida Department of Education. See the accredited programs.

Bachelor of Science in:

- Elementary Education Grades K–6

Master of Education in:

- Educational Leadership: School Administration K–12

In addition, the Master of Education in exceptional student education (ESE) program is certified by the Florida Department of Education (FLDOE). Students who meet all of the FLDOE's requirements will be endorsed in reading, English speakers of other languages and autism spectrum disorders.

### **Conservatory of Music**

The Lynn University Conservatory of Music is accredited by the National Association of Schools of Music. Contact the NASM at 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248 or call +1 703-437-0700 for the accreditation of the Conservatory of Music.

## **Lynn University Counseling Services**

Lynn Counseling Center has been accredited by the International Accreditation of Counseling Services.

## **Admission**

Please find the admission requirements to Lynn University. For more information, please visit <https://www.lynn.edu/admission/apply-to-lynn>

In addition to the university admission requirements, certain academic programs have additional admission requirements. Please contact an admission advisor, or the school VA certifying official for more information.

### **Undergraduate Admission Requirements**

- Completed application.
- Personal statement.
- Official transcripts from all previously attended schools, colleges and/or universities.
- Official ACT/SAT scores or an indication that your application is test optional.
- Supportive documents:
  - Letter of recommendation from a high school counselor or teacher
  - [Transfer report](#) from each college/university attended.
  - Activity resume listing extracurricular activities, volunteer work and/or hobbies.

### **Graduate Admission Requirements**

- Bachelor's degree from accredited institution
- Completed application.
- Personal statement
- Official transcripts from all previously attended colleges and/or universities
- Current resume
- Supportive document:
- Letter of recommendation from a professor or employer

### **Admission requirements for veterans**

- Completed application (application fee waived)
- Essay
- Official transcript from all previously attended colleges or universities
- Military transcripts



- Form DD214
- Meet with an admission counselor
- Meet with Lynn's Veterans Association Certifying Official (VCO)
- Certificate of eligibility (COE)

### **Military transcripts**

We offer credit for military training, which can help reduce the amount of time it will take you to complete your degree. Discover more about military transcripts from your military branch.

- [Army \(AARTS transcript\)](#)
- [Navy and Marine Corps \(SMART transcript\)](#)
- [Air Force \(CCAF transcript\)](#)
- [Coast Guard \(USCG transcript\)](#)

## Veteran benefits

### Aid

Education grants and scholarships are available to military personnel, veterans and their families. [View aid.](#)

### Direct deposit

To enroll in direct deposit for VA benefits you must:

- Be eligible for [MGIB-Active Duty \(Chapter 30\)](#) or [Selected Reserve \(Chapter 1606\)](#) benefits.
- Attach a voided personal check or provide the bank account name and 9-digit routing/transit number and account number when completing the Application for VA Education Benefits (VA Form 1990 Part III (Direct Deposit Information), OR
- Log in to [Web Automated Reference Materials System](#) (new users must create an account). Click on and complete the “Direct Deposit Enrollment Form.” Submit it electronically or mail it to your local RPO, OR
- Call the VA Direct Deposit Center at +1 877-838-2778.

Direct deposit is not available for Dependents and Survivors Educational Benefits–DEA (Chapter 35) and VEAP (Chapter 32).

### Correspondence

Using VA educational benefits will generate a lot of correspondence. We encourage you to keep a file for all communications and a copy of checks you may receive.

Watch for enrollment certifications and notification about student status changes from the VA, and Verification of Enrollment forms from the DVA RPO. Please read all correspondence carefully. Contact Lynn’s VCO immediately with any questions.

### Additional resources

- [VA Education Service](#) includes benefits and VCO services.
- [Enrollment Manager](#) provides electronic certification details.
- [VA Forms](#) (Requires the latest version of Adobe Acrobat PDF.)
- [Web Automated Reference Materials System](#) provides access to VBA reference management manuals, directives, circulars, Title 38 Code of Federal Regulations and other useful materials.
- [Web Automated Verification of Enrollment](#) allows you to submit monthly verification of enrollment.

## Veterans Benefits Certification Request Form

Per US Department of Veterans Affairs, any student seeking to use VA education benefits must submit a Veterans Benefits Certification Request Form (VCR) for each enrollment period to the School Certifying Official (SCO). Your enrollment as a student will not be certified until you submit a VCR for each enrollment period for which you are seeking to receive benefits. For Fall, Spring, Summer you will need to submit one separate form for each semester. It will cover all terms within that semester. We encourage you to complete the form within 30 days of the start of the term. Below is the link to initiate the process. Once you submit the documentation, please allow 5 days for the estimated benefit to be reflected on your student account statement at Lynn University. The form can be completed [here](#).

## Yellow Ribbon Program

Lynn University participates in the Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program), which is a provision of the Post – 9/11 Veterans Educational Assistance Act of 2008. The institution is in agreement with the U.S. Department of Veterans Affairs (VA) to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution.

For the 2022-2023 academic year, Lynn University 's commitment to the Yellow Ribbon program is capped at \$13,000 for undergraduate, \$6,000 for graduate and \$5,000 for doctoral students, which means the Veterans Administration (VA) will also commit to \$13,000 for undergraduate, \$6,000 for graduate and \$5,000 for doctoral students.

The Ch. 33 benefits will cover \$26,381, bringing the total VA benefits up to \$52,381 for undergraduate students. Additional costs beyond \$52,381 will be borne by the undergraduate student.

For graduate and doctoral program students, the Veteran benefit of \$26,381 and the Yellow Ribbon will cover the students' total tuition, if they are enrolled in six (6) credit hours per term. Additional costs will be borne by the student.

The GI Bill ® is a registered trademark of the U. S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at [benefits.va.gov/gibill](https://benefits.va.gov/gibill).

## How the Process Works

Please provide both your Certificate of Eligibility and DD-214 to your School Certifying Official (SCO) at Lynn.

Once you are registered for classes, your SCO will certify your enrollment to the VA.

Day Undergraduate SCO: Travis Williams, [twilliams@lynn.edu](mailto:twilliams@lynn.edu)

Online/Graduate SCO: Angel Cook, [aacook@lynn.edu](mailto:aacook@lynn.edu)

## **Tuition insurance**

If you are using VA benefits, you will be asked to waive the tuition insurance at Lynn University. Please contact [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu) to request the waiver form. You will not need this coverage and no need to incur the additional expense, if VA benefits pay your tuition. The VA will not pay for tuition insurance costs.

## Types of Veterans Benefits

### **Chapter 33 - Post 9/11 GI Bill**

This benefit covers up to 100% of tuition and fees and provides a monthly living stipend. Beneficiaries qualifying at the 100% level automatically qualify for Yellow Ribbon. This benefit may be used toward a flight program.

### **Chapter 31 - VA Vocational Rehabilitation**

This benefit covers up to 100% of tuition and fees and provides a monthly living stipend. This benefit may be used toward a flight program.

### **Chapter 35 - DEA, Dependents Educational Assistance**

This benefit exists for dependents of veterans and provides the beneficiary with a direct monthly deposit. Beneficiaries will need to provide their SCO with the DD-214 of the veteran who earned the benefit.

## **Tuition Assistance (TA)**

The Tuition Assistance (TA) program pays the cost of tuition and some additional fees. Nearly all active duty military service members are eligible for TA. However, each service branch determines

eligibility criteria that often reduce access. Tuition Assistance covers up to 100% Tuition and Fees, not to exceed \$250 per semester credit or \$4,500 per fiscal year.

All Active-Duty Service Members (including Guard and Reserve) must contact their Education Service Officer (ESO) or Education Counselor within your branch of service prior to enrolling any college or university.

Tuition Assistance Application Procedures for Military Services:

- Army
- Navy
- Coast Guard
- Marines
- Air Force

## Financial Aid

[How to complete the FAFSA](#)

[Completing missing documents](#)

Using VA educational benefits will generate a lot of correspondence. We encourage you to keep a file for all communications and a copy of checks you may receive.

Watch for enrollment certifications and notification about student status changes from the VA, and Verification of Enrollment forms from the DVA RPO. Please read all correspondence carefully. Contact Lynn's SCO immediately with any questions.

## Veterans & Military Students Resources

Lynn University has supported the educational goals of our men and women in uniform since its inception in 1985. We offer support and counseling services to help veterans, active duty Service members, spouses, and dependents successfully receive all of their military benefits.

Lynn University resources

- Academic counseling: [Ruth Benavides](#), Director of Academic Advising
- Financial counseling: [Travis Williams](#), Primary School Certifying Official (SCO)
- Disability counseling: [Adriana Egocheaga](#), ADA Coordinator

- Career counseling/post-graduate opportunities: Barbara Cambia, Executive Director of the Hannifan Center for Career & Alumni Connections
- Other information regarding completing a course of education: [Travis Williams](#), Primary SCO

#### Other resources

- [VA Education Service](#) includes benefits and VCO services.
- [Enrollment Management](#) provides electronic certification details.
- [VA Forms](#) (Requires the latest version of Adobe Acrobat PDF.)
- [Web Automated Reference Materials System](#) provides access to VBA reference management manuals, directives, circulars, Title 38 Code of Federal Regulations and other useful materials.
- [Web Automated Verification of Enrollment](#) allows you to submit monthly verification of enrollment.

## **Student course load**

### **Undergraduate day division**

Undergraduate day students can enroll each semester in a minimum of nine (9) credit hours to a maximum of 16 credit hours in any combination of the semester blocks. There is a charge for additional credit hours (overload) at a tuition rate of \$1,140 per credit hour. Approval from the Academic Dean is required for more than 18 credits per semester.

Students requesting a special exception to enroll in the day division for less than 12 credit hours must file a part-time approval form with the Office of Student Financial Services. A student enrolling in day terms and online accelerated terms simultaneously will be assessed the full-time day tuition rate if the combination of credit hours adds up to between nine (9) and 16 undergraduate credit hours. Graduate level courses are assessed additional costs and are above the undergraduate costs. Graduate credit hours cannot be combined with the undergraduate hours for billing purposes. The full-time undergraduate tuition rate is \$19,900 per semester.

## **Requirements for Financial Aid**

### **Online bachelor's and graduate division**

For online bachelor's and graduate degrees, a minimum of three (3) credit hours is required in a given term; however, the student must register for two (2) consecutive terms. A student must stay enrolled in at least three (3) credits each consecutive term thereafter to maintain in-school status loan programs. Maintaining in-school status refers to not going into repayment. It does not indicate that a student can be enrolled in three-credit courses and be eligible for a loan. For the Florida aid programs (i.e., Florida Effective Access to Student Education Grant), credit hour requirements are as follows:

Spring I January–March (eight [8] weeks) 6 credits

Spring II March–April (eight [8] weeks) 6 credits

Fall I August–October (eight [8] weeks) 6 credits

Fall II October–December (eight [8] weeks) 6 credits

### **Drop/add process/overload charge deadline** **Undergraduate day division**

Students are permitted to drop/add prior to the beginning of the term without any penalty toward the daytime tuition charge. Once the term has begun, additional fees will be assessed. Changes to tuition charges will be determined by the end of drop/add process by the following dates:

**Day students**

August 24, 2022  
January 11, 2023  
May 10, 2023

Students will be billed for credit hours registered as of the above date(s) for the remainder of the semester. Any courses added subsequently will be assessed at the full rate. Drops will not be permitted after these dates for that term; the student may opt to withdraw from the course. In that instance, no credit will be assessed on fees for course withdrawals.

**Online Bachelor’s and Graduate Students Refund Policy**

Tuition is fully charged for all courses enrolled on the first day of the term. If the course is subsequently dropped during the drop/add period, the student will be entitled to a 90% credit on tuition for the dropped course. After the drop/add period, all tuition remains as assessed. There will not be any credit assessed on fees for course withdrawals.

**Dual majors and financial aid**

Dual major students must decide on both majors prior to their final year of study and take courses concurrently in order to be eligible for federal financial aid. Students cannot complete their first major and then decide to take the additional 30 credits for a second major and receive federal financial aid.

**Remedial courses for undergraduate day division**

Students who must take remedial classes may have their financial aid reduced if credit course load toward their degree is less than 12 hours for the semester. Currently, Lynn University does not offer remedial courses.

**Repeat Courses effect on Financial Aid**

Federal financial aid funds can be paid for only one (1) repetition of a previously passed course. Passing grades are “A,” “B,” “C,” “D,” and “P.” A student may repeat a failed course until it is passed and use federal financial aid funds.

**Academic transcript and enrollment verification release**

Official academic transcripts and enrollment verifications will be withheld for failure to pay tuition, default on an education debt, failure to repay an education grant overpayment, or not completing the federal mandatory loan exit counseling session.

In case of a bankruptcy, a student under an automatic stay will be an exception until the case is closed, dismissed or a discharge is granted or denied.

In the case of withholding status, the university will allow the student to receive a single unofficial copy of the academic transcript. The transcript will be marked “Unofficial.”

In cases of payments from collection agencies or checks, there is a 5-10 business day processing time for financial clearance and release of the official transcript.



## **Standards of satisfactory academic progress**

### **Standards of Satisfactory Academic Progress for Financial Aid – undergraduate day, online bachelor’s and graduate divisions**

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress (SAP) toward a degree. Students on federal financial aid (Title IV) will be evaluated annually, both qualitatively and quantitatively, at the end of the spring semester for undergraduate day division students and at the end of the spring II term for online bachelor’s and graduate division students. To assess the quality of a student’s work, Lynn University uses the Fixed Standard which indicates that all students must meet their degree grade point average (GPA) requirement at the end of spring/spring II semester(s). Associate’s/bachelor’s students must have a cumulative GPA of 2.0, master’s degree students must have a cumulative GPA of 3.0 and doctoral students must have a cumulative GPA of 3.25.

Students receiving Title IV funding must complete their degrees within a maximum time frame as shown below. The maximum timeframe is 150% of the published length of the program, measured in credit hours:

**Associate’s degree** (60 credits hours required)

Maximum timeframe: 90 credit hours

**Bachelor’s degree** (120 credit hours required)

Maximum timeframe: 180 credit hours

**Master’s degree** (37 credit hours required)

Maximum timeframe: 54 credit hours

**Doctoral degree** (51 credit hours required)

Maximum timeframe: 76.5 credit hours

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

**Associate’s/bachelor’s degree** Full-time: 20 credits (annually)

Part-time: 10 credits (annually)

**Master's degree**

Full-time: 24 credits (annually)

Part-time: 12 credits (annually)

**Doctoral degree**

Full-time: 12 credits (annually)

Part-time: 6 credits (annually)

A course that receives a grade of “W” for a course withdrawal, a grade of “I” for an incomplete, a failing grade of a “F,” or an “NP” for Not Pass will be evaluated as a non-completed course. Non-completed courses will jeopardize the student’s ability to be able to meet the Standard of Satisfactory Academic Progress for Financial Aid.

In order to improve their knowledge of a subject and cumulative GPA, students may elect to repeat a course in which they have earned a less than satisfactory grade, especially a “D” or an “F.” The higher grade will contribute toward the cumulative GPA. Lynn University does allow repetition of a course in a student’s enrollment status for a term as long as the student has never passed the course. Students can retake a passed course once to improve the initial grade and receive Title IV funds. In situations where the course needed to be repeated is no longer available or offered, a similar course may be substituted with the approval of the dean of the college. A course in which a grade of “F” was earned at Lynn University can be repeated only at Lynn University. The repeated course is only counted once in the SAP calculation.

Transfer courses that are completed at another approved university or program while the student is receiving Title IV aid from Lynn University will be counted towards the student’s completion rate. Transfer courses that were completed at another school prior to the student being enrolled as a matriculating student at Lynn University, and that apply to the student’s current degree program, will be counted towards their overall completion rate. Although credits from other institutions transfer, grades do not. Transfer courses are listed on the transcript with a grade of ‘T,’ ‘CP’ or ‘CC.’ A student’s Lynn grade point average is based solely on courses completed at Lynn University.

A student requesting academic forgiveness at Lynn University due to a change in their major, specialization or minor is allowed to discount up to two (2) courses in the abandoned program, but they are not eligible to change their federal status for meeting the Standards of Satisfactory Academic Progress for Financial Aid. Therefore, eligibility for federal student aid must include all courses attempted and taken in evaluating the student’s Satisfactory Academic Progress for Financial Aid eligibility.

Courses taken during any of the summer terms are treated as a header to the current academic year and those courses are counted towards a student's cumulative GPA and degree progression during the SAP review process.

If a student takes courses that count towards their current program during a period of enrollment in which the student did not receive federal student aid, those courses still count in the student's progress towards degree evaluation.

In summary, all students must meet both criteria; the grade point average requirement and degree time frame completion, in order to continue to receive financial assistance. In essence, at least 67% of the cumulative courses attempted must be completed with a 2.0 or above cumulative GPA for the associate/ bachelor's program, 3.0 or above cumulative GPA for the master's program and 3.25 or above cumulative GPA for the doctoral program.

A student who does not meet one or both of the criteria will lose their eligibility for federal student aid for the upcoming academic year (fall & spring), however, the student may appeal these standards if there has been undue hardship (i.e., medical, death, divorce or other special circumstances).

### **Summer school awards**

There are no institutional scholarship programs available for the summer terms. The four (4) programs available for the summer terms are Federal Direct Loans, the Federal Direct Parent Plus Loan, private loan programs and Florida Bright Futures. The student must be enrolled in at least six (6) credits for the summer. If the maximum loan limit has been used for the year, the student must be intending to return for the fall semester for at least six (6) credits to obtain a loan or the loan will be pro-rated.

### **Lynn's Accelerated Degree Program**

Students invited to the Accelerated Degree Program must complete the degree in six (6) full-time consecutive semesters, which can include three (3) summer terms. Students cannot exceed 120 attempted credits. The student is responsible for tuition costs on all credits over the 120 maximum. Students are required to electronically accept participation in the "Accelerated Degree Program" with the Academic Advising Center before participation and to ensure accurate billing.

Lynn University's Accelerated Degree Program provides a way for high achieving students to complete their 120 credit, undergraduate degree in three (3) years. After demonstrating academic excellence in their first year, participating students can take additional classes during the subsequent summer, fall, and spring terms at no additional tuition cost.

First year students who successfully complete at least 16 credits their first semester with a grade point average (GPA) of at least 3.0, with no grades of 'D' or 'F,' will be conditionally invited

into the Accelerated Degree Program. Participants in the program may enroll in additional credits starting with the summer semester of their first year through the end of the summer term in their third consecutive year at Lynn University. There will be no additional tuition charges for overload credit hours as long as all the courses count towards the undergraduate degree, and the student does not exceed 120 attempted credit hours. Any additional credits that exceed the 120 credit hour maximum will be billed at the current overload tuition rate. Graduate level courses which are not applicable to the undergraduate degree program will be billed at the current graduate credit hour rate. The Accelerated Degree Program will not cover dual majors. Change of Major Forgiveness declarations will be counted as part of the accelerated degree credit hours attempted. Academic minors will be considered part of the 120 credits attempted.

### **Requirements for admission into the Accelerated Degree Program**

- Successful completion of at least 16 credits within the first semester at Lynn University, and at least 15 credits the second semester
- Achieve a GPA of at least 3.0 each semester of the first year
- Once in the program, student must maintain a 3.0 GPA or above. No grades of ‘D’ or ‘F’.
- Less than 15 transfer credits; students with IB or AP credits will be considered on a case-by-case basis.
- Student will be enrolled into the Lynn Scholars program and must complete the required Resilience and Coping curriculum badge.

## Flight Training Policies

The required flight training hours and associated costs defined in the [Cost and refund policy](#) are the maximum amounts the Veterans Administration would consider. If flight training exceeds the amount approved by the V.A., any additional training expenses must be paid by the student and not the V.A.

Students enrolled in any program other than Professional Pilot will not take any flight courses as part of their curriculum. Students who are interested in pursuing a career in flying are recommended to consider the Professional Pilot program instead.

V.A benefits only cover flight training as part of a program degree requirement. Only Bachelor of Sciences in Professional Pilot is the only program where flight training is an academic requirement.

VA benefits will cover flight courses only as part of the professional pilot degree program requirements. Students who receive VA benefits towards programs other than the professional pilot program cannot take flight courses as electives or to fulfill other academic requirements. The flight courses taken outside the professional pilot program will not be covered under VA benefits.

## Elective Courses

All students are required to take elective courses to fulfill their academic credit requirements. Students can choose electives with the help of their advisors, who will guide them on which electives are appropriate for their program.

### Free Elective

Free electives refer to courses that are not mandatory for fulfilling general education, major, or minor requirements. Some majors have a specified number of free elective credits for students to complete their degrees. Free electives allow students to take courses in their field of study or gain additional skills, explore other majors, or take courses for personal interest. Please note that "free" does not imply that the courses are free of charge.

### Upper-level Elective

Some degree programs require upper-level elective courses designated as 300 and 400-level courses. Upper-level electives are available in all colleges and can be taken in a different discipline from the student's major or degree program.

Disclaimer: Courses offered as part of special programs and specialty courses, such as music and drama, cannot be taken as electives. Students are advised to consult with their advisor to confirm their eligibility for elective courses.

### **Change of Academic Program**

As a requirement for receiving V.A. benefits, all students must obtain the signature of the School's Certifying Official on the [Change of Degree Program Form](#). It is the responsibility of the student to discuss with the SCO the potential implications on their V.A. benefits when changing their program of study.

## **Veteran's Information Bulletin Acknowledgment**

I hereby acknowledge that I have received a copy of the Veterans Information Bulletin for my enrollment at Lynn University. This bulletin contains essential information including rules, regulations, course completion requirements, and costs for the program. I understand that the policies and information contained in the bulletin are effective during the current academic year. I am also aware that any updates or changes to policies and procedures will be communicated through a catalog addendum and made available on the Lynn University website.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this page with your signature to:

Lynn University  
Student Financial Services  
3601 North Military Trail  
Boca Raton, FL 33431

Or by scanning to [SFSdocs@lynn.edu](mailto:SFSdocs@lynn.edu)