



CVMF Principles of Excellence Policies

Robert Morris University's mission is to be the gateway to engaged, productive, and successful careers and lives, and its vision is to be big enough to matter, yet small enough to care. As a student-centered institution, Robert Morris University transforms lives by building knowledge and skills, and by providing the foundations of engagement and well-being. RMU's mission and vision implicitly includes a strong commitment to best-serving its military-affiliated students. This commitment is evidenced by Robert Morris University creating the Center for Veterans and Military Families.

The mission of the CVMF is to establish itself as a place big enough to matter, yet always small enough to care for veteran and military students and their families by providing industry-leading support, services, and facilities, and by delivering focused programming for veterans and military family members that will be the cornerstone to their ongoing success.

RMU and the CVMF are also committed to abiding by the [Principles of Excellence](#), and all other applicable regulations pertaining to the administration of educational benefits set forth by the the [Department of Veterans Affairs \(VA\)](#) and the [Department of Defense \(DOD\)](#). The CVMF will participate in all aspects of admission of the student to ensure VA and DOD policies are being followed. The CVMF offers continual support and services starting during the admissions process and throughout the student's educational journey to graduation and beyond. Integrity, honesty, and compliance commitment will be adhered to at all times.

The purpose of this document is to be a consolidated reference of the policies, procedures, and services established to support RMU's military-affiliated students across.

Staff Assignments Military/Veteran Admissions:

RMU Admissions: email: admissions@rmu.edu or graduateadmissions@rmu.edu

phone: 800-762-0097

<https://www.rmu.edu/admissions/undergraduate>

<https://www.rmu.edu/admissions/graduate>

Staff Name	Staff Contact	Student Assignments
Caitlin Engel Director, First Year Admissions	engel@rmu.edu 412-397-5218	Freshman military connected
Kayla Kowalo Graduate Enrollment Manager	kowalo@rmu.edu 412-397-5204	Military connected graduate, military doctoral
Nicole Mazine Assistant Director, Transfer Admissions	mazine@rmu.edu 412-397-5224	Military connected transfer students
Anne Marie Buschiazzo Academic and Advising Enrollment Coordinator, SIHS	buschiazzo@rmu.edu 412-397-6439	CCAF after admitted through Admissions

Military/Veteran Financial Aid:

RMU Financial Aid: email: finaid@rmu.edu phone: 412-397-6250

<https://www.rmu.edu/admissions/financial-aid>

Staff name	Staff Contact	Student Assignments
Chris Schmidt Financial Aid Counselor	schmidt@rmu.edu 412-397-6256	Undergraduates
Taryn Linder Financial Aid Counselor	linder@rmu.edu 412-397-6259	Undergraduates
Dawn Geregach Financial Aid Counselor	geregachd@rmu.edu 412-397-6258	Undergraduates
Sarah Hurley Assistant Director, Financial Aid and Debt Management	hurleys@rmu.edu 412-397-6255	Graduate and doctoral students

Center for Veterans & Military Families (CVMF) Staff:

<https://www.rmu.edu/about/military>

Staff name	Staff Contact
Christie McFadden Director, Center for Veterans and Military Families	mcfaddenc@rmu.edu 412-397-5435
Jodi Hample School Certifying Official and Office Assistant	hample@rmu.edu 412-397-5498
VA VITAL Coordinator	veteransaffairs@rmu.edu 412-397-5426

Principles of Excellence Responsibilities:

<https://www.va.gov/education/choosing-a-school/principles-of-excellence/>

<ul style="list-style-type: none">• Give you a written personal summary of the total cost of your educational program (known as a shopping sheet), including:<ul style="list-style-type: none">○ The costs covered by your VA educational benefits.○ The financial aid you may qualify for.○ Your expected student-loan debt after you graduate.○ Other information to help you compare aid packages offered by different schools.	Financial Aid & CVMF
<ul style="list-style-type: none">• Give you an educational plan with a timeline showing how and when you can fulfill everything required for you to graduate.	Admissions & Center for Student Success and Personal Development
<ul style="list-style-type: none">• Assign you a point of contact who will give you ongoing academic and financial advice (including access to disability counseling)	Admissions (hand over to Advisors and Center for Student Success)
<ul style="list-style-type: none">• Military Deployment Policy allows for you to be gone for both long and short periods of time due to service obligations (service you must fulfill) for active-duty service members and Reservists. The Military Deployment Policy is also applicable to family members of active duty service members.	Admissions & CVMF
<ul style="list-style-type: none">• Make sure all new programs are accredited (officially approved) before enrolling students.	Office of the Provost & Admissions & CVMF
<ul style="list-style-type: none">• Make sure their refund policies follow Title IV rules, which guide federal student financial aid programs.	Financial Aid & Student Financial Services
<ul style="list-style-type: none">• End fraudulent (deceitful) and aggressive methods of recruiting.	Admissions & Public Relations

Student Descriptions:

CVMF student	Any US military-affiliated student, including ROTC, military (active, guard, or reserve), veterans and military family members using or not using VA educational benefits or DOD educational benefits
VA education student	Any student specifically utilizing VA educational benefits and/or DOD educational benefits

RMU Center for Veterans and Military Families Mission:

Establish RMU's Center for Veterans and Military Families as a place big enough to matter, yet always small enough to care for veteran and military students and their families.

Goals:	Actions:
Provide industry-leading support, services, and facilities to veteran and military students and their families	CVMF students will have access to the CVMF facilities including study areas, a conference room, a computer lab, a kitchenette and the ACFT Training Gym. All CVMF students will receive weekly newsletter updates from the CVMF that provide information on military specific services including the Student Veteran Association (SVA) and support and resources offered on and outside of the RMU campus.
Deliver continual transition programs for veterans and military family members that will be the cornerstone to their ongoing success	Continue to collaborate with PNC, Vets Jobs, and veteran specific employment services to hold various workshops within the CVMF. Continue to offer employment wellness weeks, career fair prep, resume writing and interview skills, as well as, wellness outreach from our on-ground Veterans Integration to Academic Leadership (VITAL) coordinator.
Increase military and veteran enrollment	In collaboration with Admissions, participate in recruiting events and increase the number of Military Open Houses.

CVMF Student Admission Process for the CVMF:

Purpose: Implemented in alignment with the VA Principles of Excellence in mind so that the RMU offices provide a smooth, seamless admission transition for the CVMF student.

- Admission Counselors coordinate new admissions to the CVMF.
- CVMF sends a welcome email that includes the new student checklist, and the semester enrollment verification form.
- CVMF follows up with the new student orientation invite.
- CVMF sends a shopping sheet to the student.

CVMF New Student Orientation:

Purpose: To provide CVMF students with an orientation that communicates the rules, regulations and policies the CVMF adheres to set forth by the VA, DOD and the SCO handbook, as well as, the facilities, resources, and services available.

- Multiple new student orientations, with different modalities, offered per semester.
- All students enrolled at RMU under the CVMF umbrella can attend.
- Refresher courses, a scaled down version of the new student orientation designed for continuing students, are offered throughout the year and accessible on the CVMF webpage. These are typically scheduled before each semester's registration period.

CVMF, VA and DoD Education Student Specific Policies:

Purpose: In accordance with the VA's Principles of Excellence, specific RMU policies have been put into place to ensure VA compliance and that each VA and DOD education student is maximizing their VA and DOD educational benefits and experience.

- Schedule changes need to be reported to the CVMF by the VA and DOD education students.
- A withdrawal form must be submitted to the CVMF if a VA or DOD education student would like to withdraw from a course(s). Military withdrawals follow the RMU financial aid withdrawal policy percentages.
 - <https://www.rmu.edu/admissions/student-financial-services/withdrawal>
 - <http://academicaffairs.rmu.edu/academic-forms>
- Active-duty, National Guard, and Reserve students and their families have the ability to utilize the RMU Deployment Policy.
 - <http://academicaffairs.rmu.edu/academic-policies/graduate/military-deployment>

- If a VA or DOD education student would like to change their major, a change of major form must be submitted to the CVMF.
 - <http://academicaffairs.rmu.edu/academic-forms>
- Student Financial Services will either not assess or waive all late fees for students receiving VA or DOD educational benefits.
 - <https://www.rmu.edu/admissions/student-financial-services>
- VA education students will submit an enrollment verification to the CVMF each semester they would like to utilize their VA educational benefits. Students will then be certified to the VA each academic semester adhering to the SCO handbook rules and regulations.
 - <https://www.rmu.edu/about/military> (located in the resources section)
- CVMF students are assigned priority registration each semester.
 - <http://academicaffairs.rmu.edu/home>
- CVMF veteran and military students can apply military experience to college credit through RMU's Credit for Life Program.
 - https://www.rmu.edu/sites/default/files/user_files/credit_for_life.pdf
- CVMF undergrad veterans/service members can use their military experience to waive the SET credits.
 - <http://elci.rmu.edu/engaged-learning/set-waiversubstitution-policy-and-procedure>
- CVMF students may be eligible for the RMU Enhanced Military Service Award.
 - <https://www.rmu.edu/about/military/faq>

CVMF Student Recruitment Practices:

Purpose: In accordance with the Principles of Excellence set forth by the VA, RMU will not participate in any unfair or aggressive recruitment practices.

- <https://www.rmu.edu/admissions>

CVMF, VA and DoD Education Student Specific Resources:

Purpose: In accordance with the VA Principles of Excellence, RMU provides CVMF students with support resources and services throughout their educational experience.

- CVMF Open House event/presentation held during RMU's campus wide orientation week.
- CVMF web page regularly updated.
 - <https://www.rmu.edu/about/military>
- VA VITAL provides an on campus counselor to RMU CVMF military/veteran students for clinical care, access to VA healthcare, and community outreach contacts.
 - <https://www.rmu.edu/about/military/vital>

- CVMF facilities (Jefferson Building 1st floor) provides direct access to SCOs, VA VITAL counselor, and Army ROTC staff plus study areas, lounge, computer lab, and a kitchenette with free snacks and beverages.
- Student Veteran Association (SVA), chartered as an official student organization and is a chapter of the National Student Veterans of America, is available to join by any RMU student.
- VA Work Study is offered each semester to qualified VA education students.
 - <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>
- CVMF veterans, service members, and military spouses are offered mentoring services through Veterati and ACP.
 - <https://www.rmu.edu/about/military>
- CVMF students also have access to all RMU services and resources:
 - Student Life <http://studentlife.rmu.edu/>
 - Center for Student Success
 - Services for Students with Disabilities
 - Counseling Center
 - Colonial Cupboard Student Food Pantry
 - Greek Life/Student Organizations
 - Campus Recreation
 - Parent & Family Programs
 - Residence Life
 - RMU Bands
 - etc
 - Career and Professional Development Center <https://www.rmu.edu/cpdc>

VA and DoD Education Student Forms:

Created to ensure compliance with VA rules and regulations:

- CVMF Student Enrollment Checklist
- CFP Supplement (portion of the VA shopping sheet)
- VR&E Student Enrollment Checklist



Center for Veterans and Military Families Enrollment Checklist

VETERAN or SERVICEMEMBER

- Has not used VA educational benefits- VA form 22-1990 (found under "how to apply"): <https://www.va.gov/education/>
- Has used VA educational benefits- VA form 22-1995 (found under "how to apply"): <https://www.va.gov/education/>
- Contact RMU Admissions: <https://www.rmu.edu/>
- Apply for FAFSA: <https://www.rmu.edu/admissions/financial-aid/process>
- Submit joint service transcripts to Admissions Counselor: <https://jst.doded.mil/official.html>
- Complete SET waiver, submit to CVMF (undergrad students only, form found under "resources"): <https://www.rmu.edu/about/military>
- Submit DD Form 214 member copy 4 or orders with SET waiver to CVMF (undergrad students only)
- Register for student va.gov account (you will manage your benefits through this account): <https://www.va.gov/>
- Review your monthly attendance verification obligation: https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp
- Submit your COE (certificate of eligibility) to CVMF
- Sign up for text monthly required attendance verification: https://benefits.va.gov/gibill/docs/GIBillStudentNewsletter_Sept2021_Section1010.pdf
- Submit enrollment verification (EV) form (required each semester, will not process your certification without this form)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news
- Review the CVMF webpage resources and FAQs: <https://www.rmu.edu/about/military>
- *Check health insurance

DEPENDENT THAT RECEIVED TRANSFERRED POST 911 BENEFITS

- Has not used VA educational benefits- VA form 22-1990e (found under "how to apply"): <https://www.va.gov/education/>
- Has used VA educational benefits- VA form 22-1995 (found under "how to apply"): <https://www.va.gov/education/>
- Contact RMU Admissions: <https://www.rmu.edu/>
- Apply for FAFSA: <https://www.rmu.edu/admissions/financial-aid/process>
- Register for student va.gov account (you will manage your benefits through this account): <https://www.va.gov/>
- Review your monthly attendance verification obligation: https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp
- Submit your COE (certificate of eligibility) or DOD authorization letter from veteran to CVMF
- Sign up for text monthly required attendance verification: https://benefits.va.gov/gibill/docs/GIBillStudentNewsletter_Sept2021_Section1010.pdf
- Submit enrollment verification (EV) form (required each semester, will not process your certification without this form)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news
- Review the CVMF webpage resources and FAQs: <https://www.rmu.edu/about/military>
- *Check health insurance

DEPENDENT (CHAPTER 35- DEA BENEFIT)

- Has not used VA educational benefits- VA form 22-5490 (found under "how to apply")
apply using veteran's file number: <https://www.va.gov/education/>
- Has used VA educational benefits- VA form 22-5495 (found under "how to apply")
apply using veteran's file number: <https://www.va.gov/education/>
- Contact RMU Admissions: <https://www.rmu.edu/>
- Apply for FAFSA: <https://www.rmu.edu/admissions/financial-aid/process>
- Register for student va.gov account (you will manage your benefits through this account): <https://www.va.gov/>
- Submit your COE (certificate of eligibility) to CVMF
- Submit veteran's file number (SS#) to CVMF (we cannot certify you without entering this into our VA system)
- Submit enrollment verification (EV) form (required each semester, will not process your certification without this form)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news
- Review the CVMF webpage resources and FAQs: <https://www.rmu.edu/about/military>
- *Check health insurance

FRY SCHOLARSHIP RECIPIENT

- VA form 22-5490: <https://www.va.gov/education/survivor-dependent-benefits/fry-scholarship/>
- Contact RMU Admissions: <https://www.rmu.edu/>
- Apply for FAFSA: <https://www.rmu.edu/admissions/financial-aid/process>
- Register for student va.gov account (you will manage your benefits through this account): <https://www.va.gov/>
- Submit your COE (certificate of eligibility) to CVMF
- Submit enrollment verification (EV) form (required each semester, will not process your certification without this form)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news
- Review the CVMF webpage resources and FAQs: <https://www.rmu.edu/about/military>
- *Check health insurance

GUARD/RESERVE- not all boxes may apply to you, please read carefully

- Notify CVMF if using tuition assistance
- Notify CVMF if using EAP/MFEP: <https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/index.shtml>
- VA form 22-1990 to use VA educational benefits (found under "how to apply"): <https://www.va.gov/education/>
- VA form 22-1995 if you have used VA educational benefits at a previous school (found under "how to apply"): <https://www.va.gov/education/>
- Contact RMU Admissions for Undergrad/Grad/Doctoral degree: <https://www.rmu.edu/>
- CCAF students contact: <https://www.rmu.edu/about/military/gem>
- Apply for FAFSA: <https://www.rmu.edu/admissions/financial-aid/process>
- Submit joint service transcripts to Admissions Counselor: <https://jst.doded.mil/official.html>


- Complete SET waiver, submit to CVMF (undergrad students only, form found under "resources"): <https://www.rmu.edu/about/military>
- Submit DD form 2384 with SET waiver to CVMF (undergrad students only)
- Register for student va.gov account if using VA educational benefits (you will manage your benefits through this account): <https://www.va.gov/>
- Review WAVE user guide (you must verify your attendance monthly if using Chapter 1606: <https://gibill.va.gov/wave/index.do>
- Submit your COE (certificate of eligibility) to CVMF if using VA educational benefits
- Submit enrollment verification (EV) form if using VA educational benefits (required each semester, will not process your certification without this form)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news
- Review the CVMF webpage resources and FAQs: <https://www.rmu.edu/about/military>
- Check health insurance

Tuition Assistance (TA)

- TA can assist in paying for your tuition. TA is approved and administered by your service base. Please start by contacting your base education officer.
- TA pays out \$250 per credit towards your tuition. TA will not cover your full tuition cost at RMU and you will be left with an out of pocket cost. Please refer to our tuition rates to calculate your total cost of attendance.
- RMU tuition rates/cost of attendance: <https://www.rmu.edu/admissions/financial-aid/costs/>
- Links for TA information per branch:
 - Army - <https://myarmybenefits.us.army.mil/>
 - Air Force - <https://www.afpc.af.mil/>
 - Navy - <https://www.navycollege.navy.mil/>
 - Marines - <https://www.marforres.marines.mil/>
 - Coast Guard - <https://www.forcecom.uscg.mil/>
- Request TA by connecting with your base education officer
- Follow the directions for creating a profile in the respective TA platform per your branch of service
- Once you receive your TA approval form, please complete the [CVMF Tuition Assistance Form](#) or contact Jodi Hample to submit a copy of your TA approval form, hample@rmu.edu, 412-397-5498.

RESOURCES

- *RMU Student Health Insurance: <http://studentlife.rmu.edu/student-health-services/student-health-insurance>
- VA Educational Benefits explanations: <https://www.va.gov/education/about-gi-bill-benefits/>
- VR&E information: <https://www.benefits.va.gov/vocrehab/index.asp>
- Edith Nourse Rogers STEM Scholarship: <https://www.va.gov/education/other-va-education-benefits/stem-scholarship/>
- RMU Military Experience Credit: https://www.rmu.edu/sites/default/files/user_files/credit_for_life.pdf
- Military Tuition Assistance: <https://www.dantes.doded.mil/FinancialAid/MilitaryTuitionAssistance.html>

	Robert Morris University CFP (College Financing Plan) Supplement	<p>Welcome to RMU! In accordance with the VA's Principles of Excellence, RMU is committed to providing you with transparent information regarding the funding of your education. Below is a worksheet you can use in connection with your CFP to estimate your total education out of pocket costs. Please reference your CFP in your Banner Self Service account, under the Financial Aid tab on the left, and then click on the College Financing tab.</p> <p><small>*The below dollar amounts do not include the RMU Military Service Award, only funds paid out by the VA so your out of pocket costs may differ once the RMU Military Service Award is applied to your account.</small></p>
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CALCULATING YOUR ESTIMATED TOTAL COST OF ATTENDANCE & STUDENT DEBT:

	VA yearly cap amount:	Entitled funds: Chapter 33-100% (Yellow Ribbon)	Entitled funds: Chapter 33-90%*	Entitled funds: Chapter 33-80%*	Entitled funds: Chapter 33-70%*	Entitled funds: Chapter 33-60%*	Entitled funds: Chapter 33-50%*	Entitled funds: Chapter 31	Chapter 35*	Chapter 30*	Chapter 1606*
Robert Morris University											
Academic year: 2022-2023	\$26,381.37	100% tuition and fees	\$23,743.23	\$21,105.10	\$18,466.98	\$15,828.82	\$13,190.69	100% tuition and fees	Rate table	Rate table	Rate table
Monthly Housing Allowance		See rates	See rates	See rates	See rates	See rates	See rates	See rates	N/A	N/A	N/A

Note: All entitled fund amounts are estimates
 *Percentage of entitled funds are based on the VA cap amount, not RMU tuition and fees
 ^Monthly rates are based on the DoD fiscal year that begins each October 1

STEP 1: Calculate estimated total cost of attendance from CFP:	
STEP 2: Subtract any estimated scholarships or grants from CFP:	
STEP 3: Subtract your estimated entitled VA funds (above):	
STEP 4: Total estimated yearly out of pocket:	
STEP 5: Multiply total estimated yearly out of pocket by your program length:	= Estimated total program out of pocket cost
STEP 6: Calculate estimated loan options from CFP:	
STEP 7: Multiply total estimated yearly loan options by your program length:	= Estimated total loan options debt

*NOTE: You can expect a 5-9% tuition and fees yearly increase. For current tuition and fee rates see the cost of attendance schedule on the Financial Aid webpage: <https://www.rmu.edu/admissions/financial-aid>

For comparison rates of RMU to other institutions please see the GI Bill Comparison Tool: <https://www.va.gov/gi-bill-comparison-tool>
 For statistical information and comparison regarding other institutions please visit the College Navigator: <https://nces.ed.gov/collegenavigator/>

RMU GRADUATION RATE:

69% Overall graduation rate within a 6 year (normal time of completion) timeframe
67% Veteran and military connected students graduation rate

Reference: <https://nces.ed.gov/collegenavigator/>

RMU CAREER OUTCOMES SUCCESS RATES:

RMU uses the phrase "Career Outcomes Success Rate" instead of "Placement Rate" in reporting. The Career Outcomes Success Rate includes graduates that are employed (full and part time), in the military, or continuing their education after graduation. Please contact David Ausman, Senior Director of the Career and Professional Development Center if you would like more information: <https://www.rmu.edu/why-rmu/campus-experience/cpdc>

2020 Career Outcome Overall Success Rate= **90%**
 2020 Career Outcome Veteran and Military Connected Students Success Rate= **93%**

TRANSFER CREDIT POLICY:

Robert Morris University will consider for up to 81 credits for transfer credit completed at other regionally or professionally accredited institutions, consistent with the Statute of Limitations Policy and subject to existing articulation agreements and accreditation requirements. A prospective transfer student's earned credits from post-secondary institutions will be evaluated by Robert Morris University. The student will be informed of transfer credits that may be awarded and their applicability to the RMU Core Curriculum or to requirements or electives in the student's intended major. A student's Joint Service Transcript (JST) and/or military experience, applicable to the Credit For Life Program, are eligible to be reviewed for transfer credits. <https://www.rmu.edu/admissions/transfer/credits-policy>

QUESTIONS:

David Ausman, Director of the CVMF, or Christie McFadden, Military & Veterans Benefits Specialist, can answer any questions that you may have. Please visit the CVMF webpage for their contact information: <https://www.rmu.edu/about/military>



VR&E Checklist

Upon RMU admission:

- Obtain RMU ID
<https://www.rmu.edu/why-rmu/campus/residence-life/id-card-office>
- Sign up for the CVMF Orientation.

Before each semester:

- Contact your VR&E Counselor if this is your first semester at RMU. They must submit your VR&E authorization to RMU each semester; they will not do this if you do not keep in contact with them and submit the necessary documentation they require.
- Submit the CVMF enrollment verification form. You can access this through our webpage, <https://www.rmu.edu/about/military>, under "important resources."
- Purchase your textbooks.
 - You are automatically enrolled into RMU's Book Bundle:
<https://www.rmu.edu/about/book-bundle>
 - Digital books will be automatically delivered to your digital bookshelf in Blackboard. You will be able to access your course materials no earlier than a week before the semester starts.
 - If you opt out of the Book Bundle or would like to request physical textbooks, contact the Bookstore via rmu@bkstr.com
 - Fall 2023- physical books can be picked up a week before the semester begins at the UPMC Events Center, contact the bookstore if you have any questions.
- Purchase your supplies through the bookstore and/or *RMUstore.com*. You will have a max of \$35 to spend on supplies unless otherwise noted in your VR&E authorization provided by your VR&E Counselor.
- Opt out of RMU's health insurance (link on the EV form) before your first semester of enrollment AND before each fall semester- VR&E will not pay for RMU health insurance.

After each semester:

- Contact your VR&E Counselor. Each VR&E Counselor has different procedures, but most of them will require a copy of your degree audit (checksheet) that can be found in your Banner account.

Helpful links:

Blackboard help: <https://www.rmu.edu/it/resources-for-students>

Technology Resources: <https://www.rmu.edu/it/resources-for-students>