



Valuing Our Military-Connected Students: Support & Assistance

THE OHIO STATE
UNIVERSITY

University Policy

Applies to: Faculty, staff, students, and volunteers

Responsible Office

Office of Academic Affairs

POLICY

Issued: 11/10/2014

Revised: 08/06/2021 (minor revision)

The Ohio State University strives to ensure the academic success of Ohio State’s **military-connected students** by assisting them as they pursue an advanced degree and/or certificate. To better serve this population Ohio State has adopted this policy as required by [Ohio Revised Code Section 3345.421\(B\)](#).

Purpose of the Policy

To identify the support and assistance that Ohio State provides to military-connected students.

Definitions

Term	Definition
Military-connected students	Veterans, service members, ROTC cadets/midshipmen, and family members who qualify for military-related federal and state education benefits.
Service member	A person on active duty serving in the armed forces, including the national guard of any state or a reserve component of the armed forces.
Veteran	Any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

Policy Details

- I. Organization and Administration
 - A. The university maintains Military and Veterans Services to serve as the single point of contact for all military and veterans services, issues, and concerns. Military and Veterans Services manages certification, coordinates with the Department of Veterans Affairs (VA), and supports and coordinates all military-connected student programs.
 - B. Military and Veterans Services refers military-connected students to proper local, state, and/or federal agencies whenever they are eligible for services.
 - C. Staff who certify VA and other government-issued military/veteran benefits for military-connected students must be trained by Military and Veterans Services and current in the proper certification methods and latest state and federal guidance.
 - D. The university is committed to outreach and communication with eligible military-connected students about educational and training benefits, encouraging the use of GI Bill benefits and services, and assistance offered by the university.
 - E. The university offers training to faculty and staff to increase awareness of the background and unique needs of student **service members** and **veterans** returning from combat zones and/or tours of duty overseas. Faculty and staff may request training by contacting Military and Veterans Services.

- II. Programming for Military-Connected students
 - A. The university provides a specialized student orientation during autumn and spring semesters for military-connected students, focusing on specific issues and resources available on campus and in surrounding communities.
 - B. The university provides specialized programs (e.g., priority registration, interim financial aid arrangements, specialized tutoring) for military-connected students to promote trust and educational achievement.
 - C. The university recognizes the achievement and service of military-connected students at commencement.



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- III. Programming for Student Service Members and Veterans
 - A. The university allows “safe zones” for student service members and veterans through university housing, designating space in academic buildings, increasing awareness of faculty/staff, hosting visiting benefits/service agencies on campus, and supporting student organizations for service members and veterans.
 - B. The university provides programming to honor and engage student service members and veterans throughout the academic year.
- IV. Ongoing Institutional Efforts
 - A. As part of its commitment to eliminate barriers to military-connected student success, the university regularly evaluates institutional policies and procedures.
 - B. The university collaborated with the Ohio Board of Regents and Presidents of the University System of Ohio and conducted a thorough review of current institutional policies to make recommendations for improving the process of awarding college credit for military training, experience, and coursework. The results of this process were shared among Ohio institutions and are employed at Ohio State, enhancing the university’s veteran-friendly campus, and increasing the opportunity for military-connected students to succeed academically.
 - C. Military and Veterans Services is committed to continuing to work with the legislature, workforce, and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for military-connected students.

PROCEDURE

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- I. Training
 - A. Training is offered free-of-charge for faculty, staff, and students. Contact Military and Veterans Services to request.
- II. Registering with Military and Veterans Services
 - A. Military-connected students opting to use VA or other government-issued military/veteran benefits as part of their enrollment at Ohio State must register during their orientation with Military and Veterans Services prior to any benefits being extended.
 - B. Military-connected students are encouraged to visit Military and Veterans Services to register and develop a relationship with the office so the university may provide better support our military-connected student community.
- III. Referrals
 - A. Military-connected students seeking referrals to local, state, and federal agencies should contact Military and Veterans Services to schedule an appointment.
 - B. Faculty and staff may contact Military and Veterans Services for referrals or consultation related to military-connected students.
 - C. Referrals are made on a case-by-case basis and are tailored to military-connected student, whether or not the student is using their education benefit.
- IV. Benefits Certification
 - A. Military-connected students using VA benefits while attending Ohio State must verify their enrollment and eligibility for benefits by registering with Military and Veterans Services. Registration is required before VA payments will be made to the university for tuition and fees and to the individual for housing and books.



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- B. Military-connected students must notify Military and Veterans Services every time there is a change in schedule or student status.
 - C. Military-connected students must renew their Student Request for Enrollment Certification form, either in-person or electronically, with Military and Veterans Services every semester or term that they seek to draw benefits.
- V. Other University Units with Policies and Procedures Impacting Military-connected Students
- A. Units with policies, procedures, or practices that may impact military-connected students must notify and coordinate with Military and Veterans Services for help and consultation about such policies, procedures, and practices.

Responsibilities

Position or Office	Responsibilities
Military and Veterans Services	<ol style="list-style-type: none"> Administer this policy. Serve as the university's single point of contact for all military and veterans services, issues, and concerns. Refer eligible military-connected students to proper local, state, and/or federal agencies whenever they are eligible for services. Manage the certification process. Coordinate with the Department of Veterans Affairs (VA) and all local, state, and federal veterans organizations. Support student service members and veterans. Support and coordinate all military-connected student programs. Offer training free-of-charge for faculty, staff, and students. Provide consultation related to military-connected students to faculty and staff. Train staff who certify VA and other government-issued military/veteran benefits.
Military-connected students	<ol style="list-style-type: none"> Register with Military and Veteran Services as a part of orientation as set forth in the policy. Contact the Office of Military and Veterans Services for help with referrals to local, state, or federal agencies. Verify enrollment and eligibility for benefits by registering with Military and Veterans Services. Notify Military and Veterans Service with every change in schedule or student status. Renew Student Request for Enrollment Certification form, either in-person or electronically, with Military and Veterans Services every semester or term they seek to draw benefits.
Staff who certify VA and other government-issued military/veteran benefits	Be trained and stay current on the proper certification methods and latest state and federal guidance.
Units	Notify and coordinate with Military and Veterans Services regarding any unit-level policies, procedures, or practices that may impact military-connected students.

Resources

Ohio Revised Code §3345.42, codes.ohio.gov/orc/3345.42
 Ohio Revised Code §3345.421, codes.ohio.gov/orc/3345.421
 Student Request for Enrollment Certification form, contact Military and Veterans Services

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions; support and assistance	Military and Veterans Services	614-247-8387 (VETS)	milvets@osu.edu veterans.osu.edu



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History

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