



Applies to: Faculty, staff, students, and volunteers.

Responsible Office

Office of Military and Veterans Services

POLICY

Issued: 11/10/2014

Revised: 07/01/2015

The Ohio State University strives to ensure the academic success of Ohio State’s student service members and veterans 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

The purpose of this policy is to identify the support and assistance that Ohio State provides to student service members and veterans.

Definitions

Term	Definition
Service member	A person who is serving in the armed forces of the United States.
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 Ohio State University maintains an Office of Military and Veterans Services to serve as the single point of contact for all military and veterans services, issues, and concerns. The office manages certification, coordinates with the Department of Veterans Affairs (VA), and supports and coordinates all student service member and veteran issues and programs.
 - B. The Office of Military and Veterans Services refers student service members, veterans, and their dependents to proper local, state, and/or federal agencies whenever an individual and/or dependent(s) is eligible for services.
 - C. Staff who certify VA and other government-issued military/veteran benefits for student service members and veterans must be trained and remain current in the proper certification methods and latest state and federal guidance.
 - D. The university is committed to outreach and communication with eligible student service members and veterans 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.
- II. 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, identifying trained faculty/staff, hosting visiting benefits/service agencies on campus, and supporting student organizations for service members and veterans.
 - B. The university provides a specialized student orientation during autumn and spring semesters for student service members, veterans, and their dependents, focusing on issues specific to student service members and veterans on campus and resources available to them on campus and in surrounding communities.



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- C. The university provides specialized programs (e.g., priority registration, interim financial aid arrangements, specialized tutoring) for student service members and veterans to promote trust and educational achievement.
 - D. The university recognizes the achievement and service of student service members and veterans at commencement and provides programming to honor and engage student service members and veterans throughout the academic year.
- III. Ongoing Institutional Efforts
- A. As part of its commitment to eliminate barriers to student service member and veteran success, the university regularly evaluates institutional policies and procedures.
 - B. The university has collaborated with the Ohio Board of Regents and presidents of the University System of Ohio to conduct a thorough review of current institutional policies and practices and to make recommendations for simplifying and improving the process for 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 student service members and veterans to succeed academically.
 - C. The Office of 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 student service members and veterans.

PROCEDURE

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- I. Training
 - A. In-person and online training is offered free-of-charge for faculty, staff, and students. Contact the Office of Military and Veterans Services to request and schedule in-person training
 - B. Online training is available at veterans.osu.edu/faculty-and-staff/veterans-on-campus-training/.
- II. Registering With The Office Of Military And Veterans Services
 - A. Student service members and veterans 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 the Office of Military and Veterans Services prior to any benefits being extended.
 - B. Student service members and veterans and their dependents are encouraged to visit the Office of Military and Veterans Services to register and develop a relationship with the office so the university may better support our student service member and veteran community.
- III. Referrals
 - A. Student service members and veterans seeking referrals to local, state, and federal agencies should contact the Office of Military and Veterans Services to schedule an appointment.
 - B. Faculty and staff may contact the Office of Military and Veterans Services for referrals or consultation related to student service members or veterans.
 - C. Referrals are made on a case-by-case basis and are tailored to the student service member and veteran, whether or not the student service member or veteran is using her or his education benefit.
- IV. Benefits Certification
 - A. Student service members and veterans using VA benefits while attending Ohio State must verify their enrollment and eligibility for benefits by registering with the Office of 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.
 - B. Student service members and veterans must notify the Office of Military and Veterans Services every time there is a change in schedule or student status.



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- C. Student service members and veterans must renew their *Student Request for Enrollment Certification* form, either in-person or electronically, with the Office of Military and Veterans Services every semester or term that they seek to draw benefits.
- V. Other University Offices With Policies And Procedures Impacting Student Service Members And Veterans
 - A. Units with policies, procedures, or practices that may impact student service members or veterans must notify and coordinate with the Office of Military and Veterans Services for help and consultation about such policies, procedures, and practices.

Responsibilities

Position or Office	Responsibilities
Office of 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 student service members, veterans, and their dependents to proper local, state, and/or federal agencies whenever an individual and/or dependent(s) is eligible for services. Manage the certification process. Coordinate with the Department of Veterans Affairs (VA) and all local, state, and federal veterans organizations. Support and advocate for student service members and veterans. Support and coordinate all student service member and veteran issues and programs. Offer training free-of-charge for faculty, staff, and students. Provide consultation related to student service members or veterans to faculty and staff Make referrals on a case-by-case basis that are tailored to the student service member or veteran Train staff who certify VA and other government-issued military/veteran benefits
Faculty, staff, students	<ol style="list-style-type: none"> Request in-person training by contacting the Office of Military and Veterans Services. Access online training at veterans.osu.edu/faculty-and-staff/veterans-on-campus-training/. Contact the Office of Military and Veterans Services for referrals or consultation related to student service members or veterans.
Student service members and veterans and their dependents	<ol style="list-style-type: none"> Register with the Office of Military and Veteran Services as a part of orientation. 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 the Office of Military and Veterans Services. Notify the Office of Military and Veterans Service with every change in schedule or student status. Renew the Intended Use and Enrollment form, either in-person or electronically, with the Office of Military and Veterans Service every semester or term they seek to draw benefits.
Units	Notify and coordinate with the Office of Military and Veterans Services regarding any policies, procedures, or practices that may impact student service members or veterans.

Resources

Ohio Revised Code §3345.42, codes.ohio.gov/orc/3345.42
 Ohio Revised Code §3345.421, codes.ohio.gov/orc/3345.421
 Online training, veterans.osu.edu/faculty-and-staff/veterans-on-campus-training/
Student Request for Enrollment Certification form, contact Office of Military and Veterans Services

Contacts

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

History

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