

OWENS COMMUNITY COLLEGE
PROCEDURES

Assistance and Support to Veterans and Service Members

**Board Policy No.:
3358:11-3-65**

- (1) Definitions.
 - a. A service member is a person who is serving in the armed forces of the United States, as defined in Ohio Revised Code 3345.42.
 - b. A veteran is 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, as defined in Ohio Revised Code 3345.42.
 - c. A spouse is a person who is/was the spouse of a service member or veteran, including at the time of the veteran's death.
 - d. A dependent is a person who is pursuing a course of instruction and who is a child of a service member or veteran.

- (2) Designated Staff. In accordance with Ohio Revised Code 3345.421, the College employs two separate individuals for the segregation of duties, as follows:
 - a. A designated staff member who assists and advises eligible veterans and service members on issues related to earning college credit for military training, experience and coursework.
 - b. A school certifying official who certifies enrollment and completes the reporting requirements to the United States Department of Veterans Affairs.

- (3) Student Services. The Veterans Services staff and the Student Services Division will support the veterans and service members student population, including, but not limited to:
 - a. The promotion of benefits through the Department of Veterans Affairs when pursuing a degree or a certificate;
 - b. The referral of other services or assistance that support the student during their enrollment at the College.
 - c. The priority of course registration. Eligible students must complete a verification form with the Office of Veterans Services.
 - d. The allowance for the establishment of a student-led group for veterans and service members.

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- e. The conduct of a survey of the veterans and service members' student population to identify their needs and challenges; and, to share the results with faculty and staff for the purpose of improving processes and services.
 - f. The recognition of students' honorable military service during the Commencement Ceremony.
 - g. The integration of career services to link veteran and services member students with prospective employers; and the promotion of internship and co-op experiences with employers.
 - h. The collaboration and liaison with local, state and federal agencies and organizations to increase opportunities and resources for veterans and services members to transition and succeed in higher education or in the workforce.
 - i. The collaboration and liaison with regional primary, secondary schools and public and independent colleges and universities that are designated by the state as purple star schools to develop partnerships, share resources and increase opportunities, such as student mentorship programs, within existing local school districts' guidelines.
- (4) Please refer to the policies and procedures of 3358:11-2-60 Prior Learning Assessment, as related to the assessment of military credit.
- (5) Fees. In accordance with Ohio Revised Code 3345.424, the College will not charge a student who is a veteran or a service member any fee for the evaluation of, transcription of, or application for college credit for military experience.
- a. The College-Level Examination Program (CLEP) administration fee is waived for veterans, their spouses and dependents of veterans.
- (6) Military Leave of Absence. In accordance with Ohio Revised Code 3345.53, the College shall grant a student a military leave of absence from the institution while the student is serving on active duty, and for one year after the conclusion of that service. Please refer to the language of the Revised Code. The student may coordinate the course withdrawal process with the College's Office of Veterans Services.
- (7) Section 103 of the Veterans Benefits and Transition Act of 2018.
- a. Definition. A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits, of title 38, United States Code, and who is using such assistance to pursue a program of education at the College.

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- b. In accordance with federal legislation, the College permits any covered individual to attend or to participate in the course of education during the period beginning on the date on which the individual provides to the College, a certificate of eligibility for entitlement to educational assistance under chapter 31 or chapter 33 and ending on the earlier of the following dates:
 - i. The date on which payment from the U.S. Department of Veterans Affairs is made to the College.
 - ii. The date that is ninety days after the date on which the College certified tuition and fees following the receipt of the certificate of eligibility from the student.
- c. The College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the College due to the delayed disbursement of funding from the U.S. Department of Veterans Affairs under chapter 31 or chapter 33.
- d. In a case in which a covered individual's disbursement of funding amount is less than anticipated or does not fully meet the financial obligation, it is allowable for the College to require an additional payment or to impose a fee for the balance due amount that is the difference between the amount of the financial obligation and the amount of the disbursement from the U.S. Department of Veterans Affairs under chapter 31 or chapter 33.

Effective Date April 11, 2022

The procedures conform to the policy, effective June 15, 2019, as approved by the Board of Trustees.