

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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VETERANS AND SERVICE MEMBERS  
SUPPORT AND ASSISTANCE

Effective

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**(New Policy)**

(A) Columbus State Community College seeks to assist service members and veterans as they Pursue an advanced degree and/or certificate. In an effort to better serve this population the College has adopted this policy as required by Ohio Revised Code Section 3345:421(B).

(B) Purpose

To set forth the support and assistance Columbus State Community College will provide to service members and veterans.

(C) Definitions

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 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.

(D) Details

Columbus State Community College will:

- (1) Establish and maintain a service member and veteran student services office which will serve as a contact point and render assistance and advice on issues related to earning college credit for military training, experience and coursework;
- (2) Refer service members and veterans to proper local, state and/or federal agencies in the event Columbus State Community College believes that the service member or veteran is eligible for services;
- (3) Work with the Ohio Board of Regents (OBR) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;
- (4) Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively;
- (5) Promote veteran-friendly campuses by utilizing the OBR's structure to disseminate and share promising practices statewide for serving service members and veterans effectively;

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- (6) Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;
- (7) Create “safe zones” for service members and veterans through a student service member/veteran club, organization, or association and campus-wide awareness training;
- (8) Provide a portion of student orientation (or a separate session) specifically for service members and veterans;
- (9) Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day;
- (10) Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success ;
- (11) Empower those working directly with service members and veterans to provide services designed to promote educational achievement and additionally, integrate existing career services to create collaborative relationships for student service members and veterans with prospective employers, social opportunities and opportunities for internships and employment;
- (12) Survey student service members and veterans to identify their needs and challenges;
- (13) Providing training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on each campus;
- (14) Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI Bill benefits, as well as services and assistance offered by the institution;
- (15) Continue 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 all students, including service members and veterans. (This may include, but is not limited to, issues such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.); and

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- (16) Ensure the campus community is aware of benefits associated with the new Post 9/11 GI Bill and through our campus Veterans' Office and Veteran Coordinator(s) to actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

(E) Responsibilities

Military and Veteran Services Department will identify necessary procedures and update this policy as needed.

(F) Resources

Ohio Revised Code 3345.42 <http://codes.ohio.gov/orc/3345.42>  
Ohio revised Code 3345.421 <http://codes.ohio.gov/orc/3345.421>

(G) College Contacts

Military and Veterans Services Department (614-287-2644)  
[GIBILL@csc.edu](mailto:GIBILL@csc.edu)

- (H) The President shall establish procedures to administer this policy.

*New Policy*