

In compliance with state of Ohio and federal requirements, Central Ohio Technical College seeks to assist service members and veterans as they pursue associate degrees and/or certificates. To support COTC's Valuing Our Veterans: Support & Assistance Policy, COTC's faculty and staff will:

1. Increase the opportunity for service members and veterans to succeed academically.
2. Increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty.
3. Refer service members and veterans to appropriate offices regarding non-academic questions or concerns.

#### **Faculty responsibilities when a student receives active duty orders:**

1. Commit to developing a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically when a student receives active duty orders.

**OPTION A:** For students in health sciences programs, Peace Officer Training, and programs requiring labs and/or practicums, etc.

Students pursuing a degree/certificate in any health sciences program or in any program that requires a lab, practicum, etc. must see the Program Director about active duty orders. The Program Director/Program Administrator has knowledge of the regulatory and accrediting standards and requirements. Faculty in these programs do not have the sole authority to make decisions regarding what can be accomplished remotely, what course outcomes must be completed, and in what time frame those outcomes must be done. The Program Director/Program Administrator will determine the Plan of Action best suited to ensure the student's academic success and completion of the program.

**OPTION B:** For students in all other programs

If a student service member receives active duty orders (e.g. National Guard unit is activated), he/she will report immediately to the COTC Gateway. The student will be given a "Call to Duty Checklist" (attached) with directions to meet with each instructor within 48 hours. Instructors will recognize the urgency of accommodating a meeting request. Each instructor will determine if the length of the absence will allow the student to fulfill the learning outcomes assigned in the course. Instructors are encouraged to allow students to complete the work without dropping the class. If the learning outcomes cannot be accomplished due to the length of the absence, an Incomplete grade will be assigned. Possible options to facilitate the student's successful completion of the course's learning outcomes include, but not limited to:

- Consulting the Department Chair to offer the remaining class sessions virtually
- Permitting the student to complete remaining assignments in advance
- Permitting the student to write a paper summary of weekly readings
- Offering tests/quizzes virtually
- Offering the option for the student to write a paper or make a presentation about the military relating to class content
- Complete alternative clinical/lab hours, if applicable



# Valuing Our Veterans: Support & Assistance Policy

## Resource for COTC Faculty

2. Increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty.

Faculty members may schedule an appointment with COTC's Veterans Affairs Coordinator in the Office of Student Life to learn about the mindset and unique needs of service members and veterans.

### Additional resources include:

American Association of Community Colleges "Top Ten Things Student Veterans Would Like Faculty to Know"  
[aacc.nche.edu/wp-content/uploads/2017/11/21\\_Handout.pdf](http://aacc.nche.edu/wp-content/uploads/2017/11/21_Handout.pdf)

United States Department of Veterans Affairs "Community Providers Toolkit"  
[mentalhealth.va.gov/communityproviders/index.asp](http://mentalhealth.va.gov/communityproviders/index.asp)

The HSC Foundation's "Life Beyond War: Supporting the Mental Health Needs of Student Veterans"  
[hschealth.org/sites/default/files/life-beyond-war-veterans-mental-health-white-paper.pdf](http://hschealth.org/sites/default/files/life-beyond-war-veterans-mental-health-white-paper.pdf)

InSight: A Journal of Scholarly Teaching (2015) "Coming Home to School: Challenges and Strategies for Effective Teaching with Military Veterans" [pdfs.semanticscholar.org/c6e8/87fc2d033d15b9805101dd9c4d0ce318e446.pdf](http://pdfs.semanticscholar.org/c6e8/87fc2d033d15b9805101dd9c4d0ce318e446.pdf)

3. Refer service members and veterans to appropriate offices regarding non-academic questions or concerns.

Issue	Office	Contact
Admissions, Advising, Re-enrolling	Gateway	Charlene Ross
Education Benefits & Financial Benefits	Certifying Official	Shayne Mason
Counseling	Student Life	Holly Mason
Disability Services	Student Life	Connie Zang
Career Development	Student Life	Derek Thatcher
Other	Veterans Affairs Coordinator	Connie Zang