

University System of Ohio (USO) Military Credit Survey

Governor Kasich signed the Executive Order 2013-05K in June of 2013 to increase the number of servicemembers (active, reserve, and veterans) earning degrees, certificates, and licenses and to ultimately improve their employment. The executive order requires the Chancellor of the Ohio Board of Regents (OBOR) to conduct a thorough review of current institutional policies and practices to simplify the process of awarding college credit for military training, experience, and coursework.

Therefore, OBOR is seeking your assistance in understanding your institutional processes and policies regarding awarding of college credit for military training, experience, and coursework and any other means such as internal and external examinations. We would like to know what happens from the moment a servicemember contacts your campus to the moment he/she enrolls and from the front office to behind-the-scenes business processes, including evaluation and posting of credit.

Please complete the survey by no later than Friday, August 2, 2013. Please note that successfully completing this survey may require a team of individuals from your campus to come together and lend their expertise to best answer the variety of questions asked.

Some of the questions might sound similar, but they are different depending on the stage in the process (e.g. questions about staff vs. faculty, credit evaluation process vs. credit posting process). Please read the questions very carefully.

Survey Questions

1. Prospective Students

- a. When a servicemember or veteran contacts your institution to learn about how to earn college credit for his/her prior learning through the military, who would be the first point of contact on your campus to whom the student would be referred? Please provide the position/title of that person(s).
- b. Where (what office) is the first point of contact housed?
- Choices: Admissions, Registrar, Veterans Affairs, Financial Aid, Academic Advisors, One-Stop Center, Others (specify)
- c. What happens during the first contact? (i.e. the type of advising that takes place during the initial contact, outline/explanation of the process for awarding of college credit to the student)
- d. Does your institution have a specific office dedicated to serving military servicemembers and veterans in general? Yes/No
- e. If yes, what are the name and the functions of that office?

2. Process for Credit Evaluation

- a. When does the evaluation of credit occur? Prior to or after Acceptance into the Institution
- b. Does your institution have a policy statement on awarding of college credit for military training, experience, and coursework, as well as other means of prior learning assessment? Yes/No
- c. What is your institution's policy statement on awarding of college credit for military training,

experience, and coursework, as well as other means of prior learning assessment? If the statement is available on the institution's website, simply please provide the URL. If it is unavailable online, please type in the policy statement.

Documents

- a. What documents are needed and/or requested in order to assess college credit for prior learning through the military?
- b. What happens to those documents once your institution receives them?
- c. How many staff members process the documents received for servicemembers?
- d. Who trains them on how to process the documents? Please provide the title/position of the trainer(s).
- e. How are they trained to process the documents?
- f. In your opinion, does your institution have the capacity to process military documents?
Yes/No
- g. Does your institution request a DD214 from all servicemembers who have retired, separated, or been discharged from active-duty military for the purpose of evaluating college credit for military training, experience, and coursework? Yes/No
- h. What information on the DD214 does your institution use in relation to evaluation/articulation of college credit?
- i. Are there any future plans to utilize the information in the DD214 in the process for evaluation/articulation of college credit? Yes/No
- j. If yes, please describe that future plan.

Determining Course Equivalencies

- a. Does your institution evaluate military training, experience, and coursework for course equivalencies? Yes/No
- b. If no, does your institution simply award college credit toward general electives? Yes/No
- c. Who determines course equivalencies?
Staff Only Faculty Only Both Staff and Faculty
- d. Who decides when faculty needs to be involved in the course equivalency evaluation? Please provide the title/position of the individual(s).
- e. Are your answers to the above questions based on the institutional policy statement? Yes/No

Staff

If staff are involved in the course equivalency evaluation, please respond to the following questions.

- a. In what office is the staff involved in course equivalency evaluations housed?
- b. How many staff members evaluate military training, experience, and coursework for course equivalencies?
- c. What type of training do they receive?
- d. On average, how long does the evaluation process by staff take?
- e. If needed, does the staff do any preparation for faculty review? Yes/No
- f. If yes, what type of material is prepared to help faculty/staff determine course equivalencies?

Faculty

If faculty are involved in the course equivalency evaluation, please respond to the following questions.

- a. How many faculty members are involved in course equivalency evaluations?
- b. How are faculty evaluators informed and trained to prepare for the review of military training, experience, and coursework? (e.g., campus-wide or individual training sessions offered, the number of training sessions that take place, use of a training manual)
- c. On average, how long does it take to complete a review by the faculty?
- d. Who trains faculty evaluators? Please provide the title/position of the trainer(s).

ACE Guide Online and ACE Recommendations

The statewide directive on awarding of college credit for military training, experience, and coursework instructs institutions to use the American Council on Education (ACE) Guide Online when evaluating for course equivalencies.

- a. What type of information on the Guide has been helpful in determining course equivalencies?
- b. What has been the challenges in using the Guide in determining course equivalencies?
- c. How does your institution use the ACE recommendations in the credit evaluation?

Cost

- a. Is there a cost to students to have their prior learning evaluated for credit (whether based on military training, experience, coursework, examinations, or portfolio)? Yes/No
- b. If yes, to which scenario does the cost apply?
- c. What is the cost for each scenario?

3. Process between Evaluating and Posting of Credit

- a. If a course equivalent was identified, is the equivalency entered into your transfer articulation database, so that the equivalency could be applied to other students with the same training, experience, or coursework? Yes/No

4. Process for Credit Posting

- a. When does the posting of credit occur? Prior to or after Acceptance into the Institution
- b. Who posts the awarded credit? Please provide the title/position of the processor(s) and the name of the office.
- c. How are the awarded credit posted?

Cost

- a. Is there a cost to students for awarded credit (whether based on military training, experience, coursework, examinations, or portfolio)? Yes/No
- b. If yes, to which scenario does the cost apply?

- c. What is the cost for each scenario?

5. Policies

Federal Policies

- a. What federal policies affect your credit evaluation process?
- b. What federal policies affect your credit posting process?
- c. What changes would you recommend for the federal policies?

State Policies

- a. What state policies affect your credit evaluation process?
- b. What state policies affect your credit posting process?
- c. What changes would you recommend for the state policies?

Institutional Policies

- a. What other institutional policies affect your credit evaluation process?
- b. What other institutional policies affect your credit posting process?
- c. What changes would you recommend for the institutional policies?

6. Rating of the Institutional Process

Evaluation Process

- a. What are the assets of your institution's business process for evaluating college credit from military training, experience, and coursework?
- b. Why do you consider them to be assets?
- c. What are the challenges of your institution's business process for evaluating college credit from military training, experience, and coursework?
- d. Why are they challenges? .
- e. Overall, how do you rate the effectiveness of your institution's evaluation process? (Scale of 1 Low to 5 High)
- f. How would you improve the current evaluation process for military training, experience, and coursework at your institution?

Credit Posting Process

- a. What are the assets of your institution's business process for posting college credit for military training, experience, and coursework?
- b. Why do you consider them to be assets?
- c. What are the challenges of your institution's business process for posting college credit for military training, experience, and coursework?
- d. Why are they challenges?
- e. Overall, how do you rate the efficiency of your institution's process for posting college credit for

military training, experience, and coursework? (Scale of 1 Low to 5 High)

- f. How would you improve the current process for posting college credit for military training, experience, and coursework?

7. Notification to Students

- a. Which office on campus notifies students about their awarded credit?
- b. How are they notified?
- c. Is there an appeal process for students in order to contest the articulated credit? Yes/No
- d. If there is an appeal process, how often is the appeal process being used by students?
- e. What happens next for students after the notification for awarded credit was sent to them?
Please outline what happens next after notification up to the point of enrollment (registration for classes and payment of fees).

8. Resources

- a. Does your institution have a webpage containing policy information/statement about awarding of college credit for military training, experience, and coursework and other means of prior learning through the military? Yes/No
- b. If yes, please provide the URL.
- c. Does your institution have or use a website (internal and/or external) for students to find out about course equivalencies from the military to college courses/credit? Yes/No
- d. If yes, please provide the URL.

9. Opinions

- a. Which institution in Ohio (public or private) has best practices in the area of awarding college credit for military training, experience, and coursework?
- b. Why do you believe that institution does it well?
- c. What are your expectations from the Ohio Board of Regents in terms of policies, procedures, and resources in relation to awarding of college credit for military training, experience, and coursework?