A TRANSFER GUIDE:

Understanding Your Military Transcript and ACE Credit Recommendations

American Council on Education
Military Programs

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www.acenet.edu/militaryprograms/transferguide

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Acknowledgments

A guide such as this cannot be produced by one or two people working alone. On the contrary, this publication required the cumulative work of many generous and dedicated colleagues who believe that this information is vital to the service member and higher education.

The development of this *Transfer Guide* involved the cooperation of a number of key players. We appreciate the leadership of James Selbe, assistant vice president, Center for Lifelong Learning, at the American Council on Education (ACE). He provided the balance and perspective indicative of ACE's strong commitment to veterans and military service members. We especially thank him for the leadership, support, and "lively" discussions that challenged us to see the issues from all sides.

Ms. Jolene Passut, senior manager, Transfer Credit, QA and Training, American Military University, contributed many long hours, developing content for frequently asked questions and sharing feedback to ensure contextual accuracy and readability. Her firsthand experiences with service members continued to validate that we were on the right track.

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The combined efforts of these individuals were tireless and resulted in what we trust is a publication that affords comprehensive guidance to service members. We are honored to have pioneered such a challenging project and to have brought the vision of this guide to fruition. We are proud to serve those who serve.

Cynthia Bruce, Director
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American Council on Education

Michele S. Spires, Assistant Director
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Welcome to the Transfer Guide

This guide is based on the simple principle that if you have a clear understanding of your military transcript and basic information about transfer policies and issues, you can more successfully navigate your way through the process of transfer credit for military training and experience. This publication will serve as your resource for understanding military credit recommendations, transcripts, and their use when you wish to transfer to an academic institution.

The topics are presented in a straightforward, non-technical manner that allows you to quickly understand the American Council on Education (ACE) credit recommendations and transfer credit policies. After the main topic of each section, we provide you with examples of the "how" and "what" of military transcripts, transfer credit, transfer practices, and online resources. You also will find a friendly transfer credit checklist and a section that answers frequently asked questions.

We hope that you will find this *Transfer Guide* informative as you make your transition into higher education.

DEFINITION OF TERMS

Before you start to read this guide, here are some key terms to assist you in understanding the language and terminology of academic institutions.

Academic hours (SH and QH)

Academic course credits are measured and listed in either semester hours (SH) or quarter hours (QH). These measurements are formulated on the basis of the Carnegie unit.

Admissions

The admissions department of an academic institution is responsible for the application process. Once the admissions department has received and reviewed all documents required to complete a student's file, he or she is granted an admission status to the institution.

Adviser

An adviser directs a student to select the correct courses to fulfill the requirements for his or her selected degree path and helps the student with any academic issues that may arise.

Catalog/Bulletin
College catalogs (or bulletins) provide institutional history, philosophy, policies, accreditation information, degree plans, and schedules. Each catalog applies to a particular academic year, and is considered the official policy source and contract between the student and the academic institution.

Course description
The course description is a basic overview and explanation of the college-level course. Course descriptions can be found in the catalog/bulletin and on the institution's web site.

Curriculum or degree plan
The curriculum plan (or degree plan) is the outline of expectations for a student's degree requirements. This will include core courses (general education requirements), departmental courses, electives, and any special requirements such as internships. The registrar uses this as a checklist to determine the student's progress in meeting the program requirements.

Dean
The dean is the person in charge of an academic department or division for a college or university. A dean's responsibilities typically include managing and overseeing curriculum, policy requirements, accreditation issues, faculty support, and student services.

Electives
In addition to taking the expected courses required to complete a degree, students may also choose courses of interest to them. These elective courses may or may not apply to the total number of credits required to fulfill a specific degree.

General education requirements
General education requirements are the core courses all students must take in order to graduate. These courses typically fall under such disciplines as English, history, humanities, science, math, social science, political science, and literature.

Grade point average (GPA)
The average percentage grade the student earns for the semester or term.

Major
The courses required in a student's primary selected degree path or area of study that focus on a specific subject area.

Minor
Some students chose a secondary discipline to study. This is called a minor and has fewer required courses than the major but has very narrow course options due to the specific program requirements.

Registrar's Office
The registrar's office maintains all academic records, information on class enrollments, student enrollment, honor roll, retention, and special programs eligibility. Transcripts are also issued by the registrar's office.

Residency requirements
Most colleges and universities have an academic residency requirement, which obligates a student to earn a specific number of credits from that institution in order to be awarded a degree or credential.

Syllabus
A course syllabus outlines specific dates, assignments, and policies so that students understand what the professor's expectations are for successful course completion.

Types of Credit

Within a curriculum or degree plan, course credit is defined by type, based on the academic rigor and content of each course. Credit is divided into four types:

Vocational

This type of coursework is normally found in yearlong certificate programs that are designed to provide students with occupational skills. Course content is specialized, and the accompanying training emphasizes procedural (hands-on) rather than analytical skills (theory).

Lower division

This type of course emphasizes learning basic principles that have broad judgmental applications. Coursework at the lower division is typically found in programs leading to an associate degree or in the first two years of a baccalaureate program and is commonly numbered 100- or 200-level courses.

Upper division

The content of this type of course usually involves specialization of a theoretical or analytical nature beyond the introductory level. Coursework at the upper division is usually found in the last two years of a baccalaureate program and is commonly numbered 300- or 400-level courses.

Graduate

This category describes courses with content found in graduate programs. These courses require one or more of the following: independent study, original research, critical analysis, and the scholarly or professional application of the specialized knowledge or discipline. Students enrolled in such courses normally have completed a baccalaureate program.

Transfer Credit and ACE Credit Recommendations

Earning college credit can be accomplished in a number of ways. Some individuals take college-level courses directly. Other students may have professional training or experience that is determined to be equivalent to classroom courses. Based on your military experiences and training, you may have college credit recommendations to apply toward a degree requirement or program of study.

WHAT IS TRANSFER CREDIT?

Transfer refers to the movement of students from one college, university, or other education provider to another, and to the process by which credits representing educational experiences, courses, degrees, or credentials are accepted or not accepted by a receiving institution (Joint Statement on the Transfer and Award of Credit; see **www.acenet.edu/Content/NavigationMenu/ProgramsServices/CLLL/Joint.htm**).

Acceptance of transfer credit is determined by the receiving institution. When the college or university determines whether and how much credit to apply to your individual record, that credit will then appear on your transcript. Typically, grades are not included with the transfer process, so they are not factored in as part of the grade point average (GPA).

WHAT ARE ACE CREDIT RECOMMENDATIONS?

The American Council on Education (ACE) convenes teams of teaching faculty who travel to military installations to evaluate military training courses and occupation-based skills, knowledge, and abilities. These evaluations are conducted to determine the learning acquired through these experiences. Team members review training materials for programs of instruction, including lesson plans, instructor materials, and examination materials. The evaluators also interview service members, their supervisors, and subject-matter specialists.

Review teams then determine if the demonstrated learning outcomes are equivalent, in part or in whole, to the learning outcomes derived from college-level coursework. Equivalencies are then expressed as credit recommendations that are quantified in terms of semester hours and qualified in terms of course titles or academic areas.

For example, an Army soldier took the Medical Specialist Course (300-91A10) at the Academy of Health Science in Fort Sam Houston from May 1988 to July 1988. A team of college faculty members reviewed the specific training materials

for the course, depicted the learning outcomes, and made the following credit recommendation:

> **Learning Outcomes:** Upon completion of the course, the student will be able to measure and assess vital signs, complete and maintain records, perform CPR, administer oxygen, manage a patient with artificial airways, manage wounds, administer injections and immunizations, treat chemical injuries, initiate measures to prevent spread of communicable diseases, and perform basic field sanitation procedures.
>
> **Credit Recommendation:** In the lower-division baccalaureate/associate degree category, 2 semester hours in physiology, 2 in first aid, and 1 in nursing care.

The service member that completes this course will see this training documented on his AARTS transcript.

HOW DO COLLEGES AND UNIVERSITIES USE ACE CREDIT RECOMMENDATIONS?

Transfer decisions are most often made by academic deans, department chairs, or chief academic officers (sometimes called provosts), while the award of credit is administered by the appropriate office (i.e., admissions, registrar, transfer center, etc.). In making these decisions, colleges consider comparability of credit to be transferred to the receiving institution and appropriate applicability of the credit in relation to the student's selected program of study.

In determining comparability, the receiving institution must have evidence that the learning acquired through the student's military training course or experience directly relates to the objectives of the academic courses that the institution offers. For example, a student with a credit recommendation for technical mathematics might be awarded credit for a similarly titled course, but will not be awarded credit for college algebra.

The student's selected program of study will also have a significant impact on the amount and type of credit that will be awarded. A student with several credit recommendations in a technical area such as electronics who is enrolled in a Bachelor of Science in Psychology program will find that very few, if any, of these credit recommendations will result in the award of transfer credit.

Students should not be discouraged by the prospect that credit recommendations may not be comparable or appropriately applicable. In many cases, these recommendations may result in the award of free elective credit.

HOW DO I RESEARCH AND UNDERSTAND TRANSFER POLICIES?

Academic institutions establish their own transfer credit policies and procedures. It is recommended that you identify and locate these policies first to help you understand the process and set a plan for making the most of your credit recommendations.

When you research these policies, you will want to understand the details listed in the institution's catalog or bulletin. Oftentimes, the transfer policies will be general in nature. As you continue to research transfer information, look for more specific requirements for credit being transferred from another accredited academic institution, the military, professional training, or testing.

Many institutions also post their transfer policies on the institutional web site. You may want to search for keywords such as *transfer credit*, *military transfer credit*, or *transfer policies*.

In some cases, academic divisions or departments establish supplemental policies related to transfer. These divisions still follow the institution's overarching policy, but may refine how credit can be applied, how much credit can be transferred, and the nature of credit accepted.

To review some sample transfer credit policies, reference Appendix A.

WHAT ARE THE DIFFERENT TYPES OF DEGREE REQUIREMENTS?

General education requirements describe the core courses all students must take in order to graduate. Courses include but are not limited to communication, mathematics, problem solving, natural sciences, social sciences, humanities, and arts.

Degree requirements for the selected major represent the core courses required to complete study in the selected field of concentration.

Electives in the major are courses in the selected field of study that are required above and beyond the core requirements within the selected major.

Free electives include courses outside the selected major.

HOW MUCH CREDIT CAN I EXPECT TO RECEIVE FOR MY MILITARY TRAINING?

Students often find that they do not receive as many credits as expected. This is especially common when the institution's policies are not transparent or when a student is enrolled in a program of study that is different from his or her military occupation.

The type and amount of credit awarded will first depend on the institution's transfer policies. Transfer policies vary, especially with respect to credit awarded for military training and experience. Some colleges will award credit for military training courses but not for military occupational specialties (MOS). Others award credit for all degree requirements, while others award credit only for free electives. Still others will award credit only for lower-division courses and yet others restrict transfer credit to those recommended at the upper division.

The award of credit will also depend on the appropriateness to your selected major. The military transcript of a student with 12 years of military experience as a computer technician is likely to include several credit recommendations not only in the technical area but also for leadership, management, and supervision. And yet, other students enrolled in what would appear to be similar areas of concentration may not receive the same credit. This normally occurs when there is a gap in comparability between a student's military training and the academic courses required for the degree. For example, a Bachelor of Science in computer science degree program is unlikely to require courses in computer repair and troubleshooting or technical math. At the same time, these courses may be part of a degree program in electrical or computer engineering technology.

HOW DO I APPEAL A TRANSFER DECISION?

Academic institutions have the authority and responsibility to determine the applicability of university transfer credit against specific degree requirements. Separate policies and procedures are generally maintained by institutions regarding how to respond to appeals of applicability decisions. Obtain a copy of these policies from your institution.

If you wish to challenge the transfer credit policy, or if your courses are not accepted for transfer, you must submit an appeal in writing. Contact your institution to determine the proper recipient of this written correspondence.

When you submit an appeal, be specific and concise. Provide supplemental information such as a syllabus, course description, a letter from a faculty member, or a text reference that will support your position and document the learning and credit recommendation alignment. In some cases, you may have to complete an accompanying form or application.

WHAT ARE CURRICULUM MAPS OR DEGREE PLANS?

An institution's catalog typically includes a curriculum map or degree plan for each program of study. This tool will assist you, and your academic adviser, in mapping out the courses you will need to complete for your program of study. It's also a useful reference in identifying potential courses for transfer.

Your transfer coursework must be evaluated and deemed acceptable based on its content and comparability relative to the institution's curricula and alignment to degree plans. The comparability of course descriptions is not usually a sole determinant of which credit is transferred. However, it is a valuable reference in the process.

Many academic departments want to review transfer coursework on a case-by-case basis, so they instruct the transfer credit evaluator or designee to award general credit. College offices may advise students who receive general credits to have the coursework further evaluated to determine a specific course equivalency, if possible. This action helps students avoid registering for courses that may duplicate previous coursework.

Some degree plans are compartmentalized by lower- and upper-division requirements. Others are divided by general education requirements, major requirements, and then electives. Review your curriculum plan and do not hesitate to ask questions. You will find some sample degree plans in Appendix B.

HOW DO ACE CREDIT RECOMMENDATIONS AND COURSE DESCRIPTIONS COMPARE?

Transferring courses involves determining the direct alignment of specific subject matter to the courses that are part of a detailed curriculum plan. Therefore, a computer applications course will not meet the foreign language requirement of a degree plan. An engineering credit recommendation may not meet the specific requirements of a mathematics course, though math is included with the engineering recommendation.

On the next page are some sample ACE credit recommendations from military training courses. Review the ACE description and then consider the sample academic course comparisons from various academic institutions. How are the course descriptions similar? Are theory and analytical components aligned?

ACE CREDIT RECOMMENDATION	SAMPLE COURSE COMPARISON
3 SH in Aircraft Systems Fundamentals (lower division) Topics include communication systems, electrical systems, fire detection and protection, hydraulic systems, instrument systems, mechanical systems, navigation systems, oxygen systems, pneumatic systems, pressurization systems, and utility systems.	**Landing Gear, Hydraulic, and Fuel Systems** Advanced concepts of commercial fuel and hydraulic systems, landing gear, pneumatic systems, and safety. **Basic Aviation Maintenance** Knowledge of basic theory and mechanical skills required for entry-level training on specific aircraft; includes selection and use of hand tools, aircraft hardware, manufacturer's technical publications, ground handling, operational theory of aircraft systems, care and use of ground support equipment scheduled inspections, corrosion identification, and control and safety.
3 SH in Computer Applications (lower division) Topics include basic computer skills; business-oriented problem solving; data entry; inventory software; presentation development; and software applications (Microsoft Word, Excel, and PowerPoint).	**Business Computer Applications** Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. **Computer Concepts and Applications** Computer Concepts and Applications provides an overview of computers, focusing on historical development; hardware; application software; communications; Internet use; how to purchase, install, and maintain a computer; information systems; system analysis and design; programming; careers in the computer field; security, ethics, and privacy issues; and multimedia. The "laboratory" portion of the course features the use of Microsoft Office and Windows.
3 SH in Principles of Management (upper division) Topics include academic advisement, career counseling, controlling, coordinating, handling extraordinary issues, leading, mentoring, organizing, staffing in a complex, multifaceted environment, volunteer and community relations, and work teams. (*This example demonstrates how titles of the subject areas are exactly the same, but content of the descriptions really do not match.*)	**Principles of Management** Survey of the principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. **Principles of Management** This course is a study of fundamental management theories, examining the manager's role in today's global business world. Among the topics explored are the role of managers in the environment, strategies for planning and decision making, organization and controls, leadership, motivation and staffing, and managing change.

Official Military Transcripts

Military transcripts are an important component to your education and training portfolio. These official transcripts:

- ★ Provide a description of military schooling and work history in civilian language.
- ★ Serve as a counseling tool for academic and career counselors in advising soldiers and veterans.
- ★ Serve as an aid in preparing resumes and explaining military work experience to civilian employers.

WHAT IS THE FIRST STEP?

The first step to reviewing and using your credit recommendations is to request a transcript from your military service. Each service provides unofficial personal copies that are accessible online. Each service branch has its own system for recording military education and experience credits.

The use of military credit recommendations spans a broad scope of applicability. For example, official military transcripts are beneficial to support goals related to:

- ★ Degree completion
- ★ Training and certification verification
- ★ Employment
- ★ Job advancement
- ★ Skills documentation
- ★ Advanced college placement
- ★ Courses in certificate programs
- ★ State credentials verification

A service member's military transcript can also be viewed as his or her personal education portfolio. It's important to monitor and maintain the transcript by conducting periodic audits to ensure accuracy.

HOW DO I GET AN AARTS TRANSCRIPT?

The Army/American Council on Education Registry Transcript System (AARTS) transcripts have been in existence since 1987 and are convenient, computer-generated documents that carefully track a soldier's or Army veteran's military training and coursework. AARTS transcripts are available to Army personnel who are:

- ★ Regular Army: those who have been enlisted with the Regular Army.
- ★ Army National Guard, to include Army Guard Reserve (AGR) members of the Army National Guard: those who are or have been enlisted with the Army National Guard.
- ★ U.S. Army Reserve, to include AGR members of the Army Reserve: those who are or have been enlisted with the Army Reserve.
- ★ Officers/Warrant Officers with prior enlisted service that meets any of the above criteria.

AARTS transcripts are available to all soldiers and veterans with a Basic Active Service Date (BASD) of 1 October 1981 or later. Transcripts can be requested from the web site at **aarts.army.mil**.

Soldiers with a BASD before 1 October 1981 should use their DD214, DD295, or request a Verification of Military Experience and Training (VMET) transcript at **https://www.dmdc.osd.mil/appj/vmet/**.

AARTS Contacts

ACE does not generate military transcripts. The AARTS transcript is a product of the Army and must be ordered from:

AARTS Operations Center
298 Grant Avenue
Ft. Leavenworth, KS 66027-1254

Fax: (913) 684-9497
Web Site: aarts.army.mil
E-mail: leav-aarts@conus.army.mil

For more details on reviewing an AARTS transcript, reference Appendix C.

HOW DO I GET A SMART TRANSCRIPT?

Eligible service members for the Sailor/Marine/ACE Registry Transcript (SMART) include active duty and Reserve Sailors and Marines, Navy veterans who separated or retired after January 1975, and Marines who separated or retired on or after June 1999. More historical data are becoming available for service members with service periods prior to these dates. These individuals are advised to seek further information by calling the SMART Transcript Operations Center at (877) 253-7122 to determine if they are eligible.

SMART Contacts

ACE does not generate any military transcripts. The Sailor/Marine/ACE Registry Transcript (SMART) is a product of the Navy and Marine Corps and must be ordered from:

SMART Operations Center
NETPDTC, N2
6490 Saufley Field Road
Pensacola, FL 32509

Phone: (877) 253-7122 (toll-free)
Web Site: https://smart.navy.mil
E-mail: ncc@navy.mil

For more details in reviewing a SMART, reference Appendix D.

HOW DO I GET A USCG TRANSCRIPT?

The Coast Guard Institute's (CGI) mission is to champion Team Coast Guard Career Learning by developing, implementing, managing, and supporting programs and policies that promote excellence in training and education. The Institute provides training and education services, information, and guidance for all CG members. Coast Guard Education Services Officers (ESO) assist members in pursuing advancement, qualifications, and voluntary education by conducting an assessment of training. An ESO is assigned to most, if not all, units in the Coast Guard. This assessment must be completed prior to requesting an **Official Transcript**, as it forms the basis for the transcript.

Once the service member has chosen a college or university to attend, the next step is to complete an Official USCG Transcript Request Form, CGI-1564 (**www.uscg.mil/hq/cgi/downloads/forms/cg_form_1564.pdf**).

The transcript documents the service member's military learning experiences and is compiled from ACE credit recommendations based on: (1) rate history, (2) military training history, (3) military correspondence course history, (4) college course completion history, (5) examination testing history, and (6) certifications history.

The information on the transcript is extracted from documentation provided by:

- ★ The student
- ★ Personnel management information system
- ★ Official documents
- ★ Coast Guard Institute database of nonresident courses

CGI Contacts

ACE does not generate any military transcripts. The Coast Guard Institute transcript is a product of the Coast Guard and must be ordered from:

U.S. Coast Guard Institute
5900 SW 64th Street
Oklahoma City, OK 73169-6990

Phone: (405) 954-0072
Web Site: www.uscg.mil/hq/cg1/cgi/default.asp
E-mail: CGI-PF-Ed_Advisor@uscg.mil

For more details on reviewing a Coast Guard transcript, reference Appendix E.

HOW DO I GET A CCAF TRANSCRIPT?

The Community College of the Air Force (CCAF) was established April 1972 at Randolph AFB, Texas. The program model combined the technical education offered by Air Force schools, a core of general education from regionally accredited civilian institutions of higher education, and management education from Air Force or civilian sources.

The Community College of the Air Force is regionally accredited by the Commission on Colleges, which accredited the college in December 1980 and reaffirmed its accreditation in 1986; accreditation was reaffirmed again in 1997 by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number (404) 679-4501).

Service members who started an Air Force course after April 1972 can obtain a Community College of the Air Force (CCAF) transcript at **www.au.af.mil/au/ccaf/transcripts.asp**

The transcript may be used to request transfer of credit to another academic institution or to otherwise document college-level learning.

ACE evaluates a number of Air Force officer courses sponsored by approved military schools. These courses can be viewed in the *Military Guide Online* (see page 17).

CCAF Contacts

Service members are encouraged to obtain transcripts directly from the web site.

CCAF/RRR
130 West Maxwell Boulevard
Maxwell Air Force Base, AL 36112-6613

Phone: (800) 646-1858
Web Site: **www.au.af.mil/au/ccaf/**
E-mail: **registrar.ccaf@maxwell.af.mil**

The transcripts are free. Official transcripts will be mailed only to institutions.

For more details on reviewing a CCAF transcript, reference Appendix F.

WHAT IS THE ACE NATIONAL GUIDE?

Service members who attended training provided by a corporation or other non-military governmental agency also may receive college credit for those courses, provided they have been reviewed by the American Council on Education. Some examples of participating companies include New Horizons Computer Learning Centers, Business Management Research Associates (BMRA), the Office of Personnel Management (OPM), and Education Direct. To find out if a course has been reviewed by ACE, visit the web site of ACE's National Guide to College Credit for Workforce Training at **https://www.acenet.edu/NationalGuide/**. (See Figure 1.)

WHAT ARE ACE NATIONAL REGISTRY TRANSCRIPTS?

Service members who would like their corporate training credit accepted by a college or university must first request an official transcript from the ACE Credit Service. Service members should inform ACE of their military affiliation status when requesting the transcript, and must first register via the ACE web site (**https://www.acenet.edu/transcripts/register/**) and select the courses attended from the ACE database. ACE will confirm the information with the original source and then send the official transcript. (See Figure 2.)

ACE Contacts

For further information, contact the ACE Lifelong Learning Resource Center.

Phone: (202) 939-9434
Toll-Free: (866) 205-6267
Transcript Web Site: https://www.acenet.edu/transcripts/

National Guide Online: https://www.acenet.edu/NationalGuide/
E-mail: credit@ace.nche.edu

Figure 1

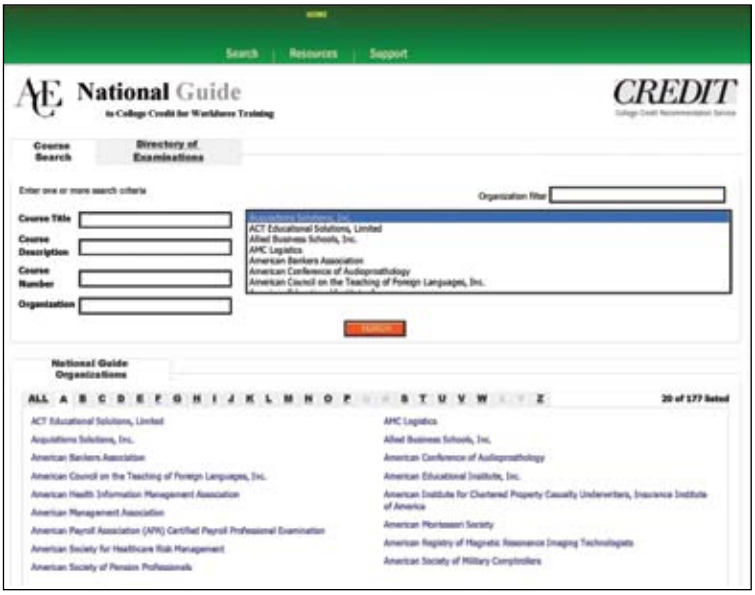
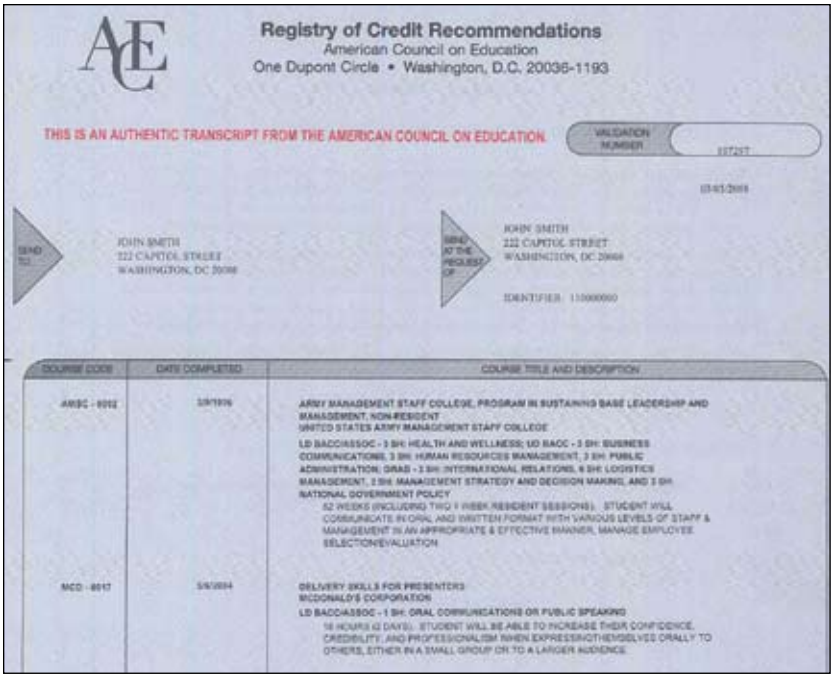


Figure 2



An Important Resource: The Military Guide Online

For more than a half century, the *Guide to the Evaluation of Educational Experiences in the Armed Services* has been the standard reference work for recognizing learning acquired in the military. Presented now in online format, the *Guide Online* contains ACE recommendations for formal courses and occupations offered by the services as individual exhibits. (See Figure 3.)

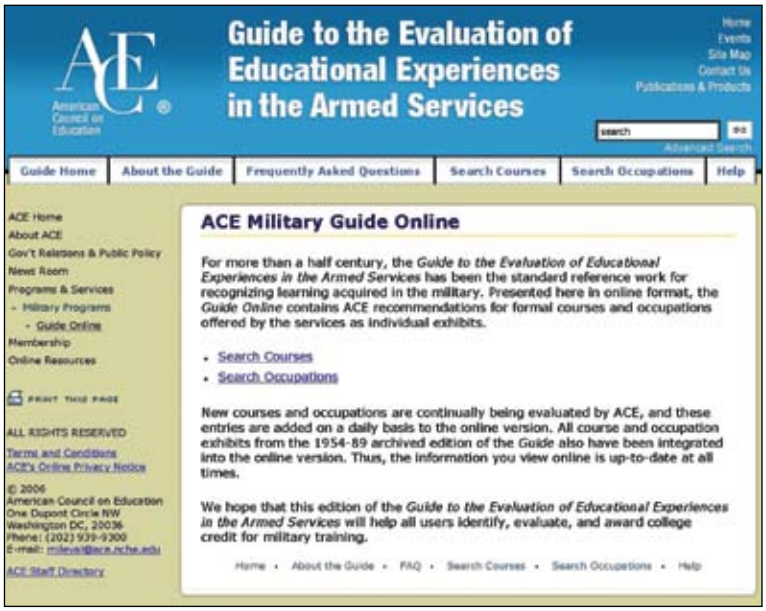
New military training courses and occupations are continually being evaluated by ACE, and these entries are added daily to the online guide.

All course and occupation exhibits from the 1954–89 archived edition of the *Guide* have been integrated into the online version, making the online information up-to-date at all times.

The *Guide to the Evaluation of Educational Experiences in the Armed Services* helps all users identify, evaluate, and award college credit for military training.

Log on to find the *Military Guide Online* at www.militaryguides.acenet.edu.

Figure 3



HOW DO I CONDUCT A COURSE SEARCH?

When searching for military training courses in the *Military Guide Online*, the *Search Courses* page contains six fields for entering search criteria:

- ★ Service
- ★ Keywords
- ★ Course Number
- ★ School/Location
- ★ Date
- ★ ACE ID

Figure 4

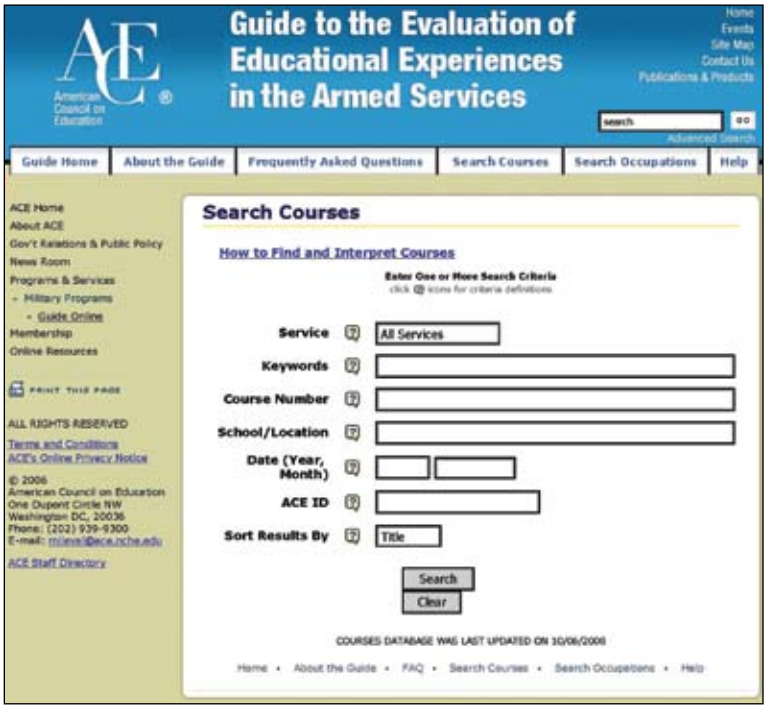
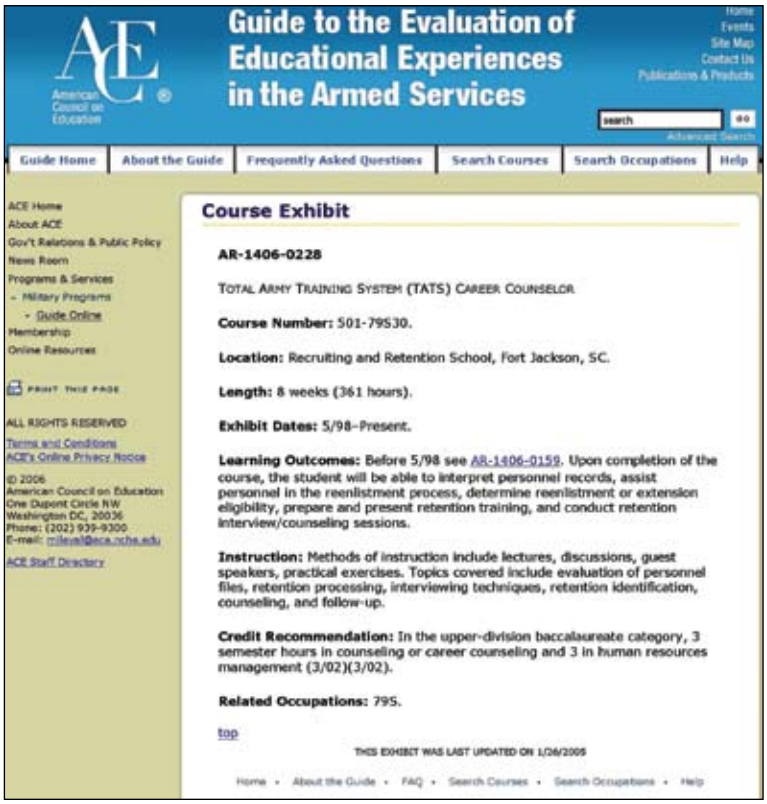


Figure 5



A detailed explanation of how each field is used in the search can be found by clicking the question mark (?) icon next to the field. (See Figure 4.)

Some search considerations:

- ★ Keep the search simple. The more data you enter into the search fields, the higher the chance for an error.
- ★ Make sure the information you enter into this section relates to military training courses.
- ★ If you enter multiple keywords, use AND to string them together.
- ★ If you want to enter similar keywords separately, use OR.
- ★ The search engine is not case sensitive.
- ★ Be careful not to put the ACE ID (ex: AR-1406-0228) in the COURSE NUMBER box, and vice versa.

HOW DO I READ AND INTERPRET A COURSE EXHIBIT?

There is certain information contained in the exhibit that is provided from the official program of instruction (POI) submitted. The course title, course number, location, length, and exhibit date are transcribed directly from the approved POI and can only be updated or changed if another POI is submitted.

When reading a course exhibit, consider not only the credit recommendation section, but also the learning outcomes and instruction sections. These portions of the exhibit outline the course content and scope and also provide essential information about the nature of the course. (See Figure 5.)

Credit is sometimes recommended in more than one category. One reason for multiple category recommendations is that the scope of a given course or occupation often reflects learning in several subject fields at different levels of complexity.

Two dates (month and year) appear at the end of each credit recommendation. The first date represents when the course or occupation was last evaluated by a team of faculty members. This information is particularly useful in subject areas in which state-of-the-art knowledge is important in determining the applicability of credit. The second date represents when the course was last reviewed by ACE Military Programs staff. These dates are provided for reference.

HOW DO I CONDUCT AN OCCUPATION SEARCH?

When searching for occupations in the *Military Guide Online*, the Search Occupations page contains five fields for entering search criteria:

- ★ Occupation
- ★ Keywords
- ★ Occupation Designator
- ★ Date
- ★ ACE ID

A detailed explanation of how each field is used in the search can be found by clicking the question mark (?) icon next to the field. (See Figure 6.)

Some search considerations:

- ★ Keep the search simple. The more data you enter into the search fields, the higher the chance for an error.
- ★ Make sure the information you enter in this section relates to *military occupational specialties*.
- ★ If you enter multiple keywords, use AND to string them together.
- ★ If you want to enter similar keywords separately, use OR.
- ★ The search engine is not case sensitive.

Figure 6

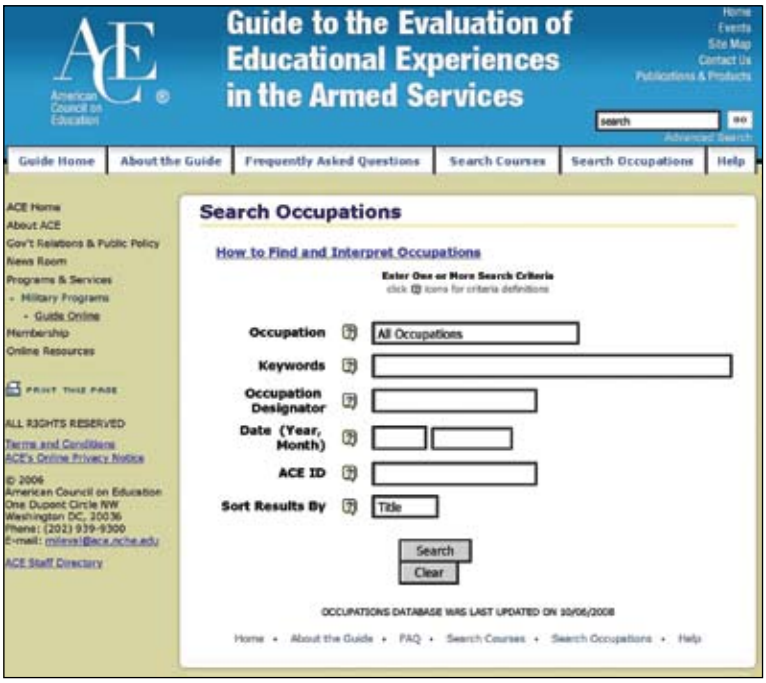
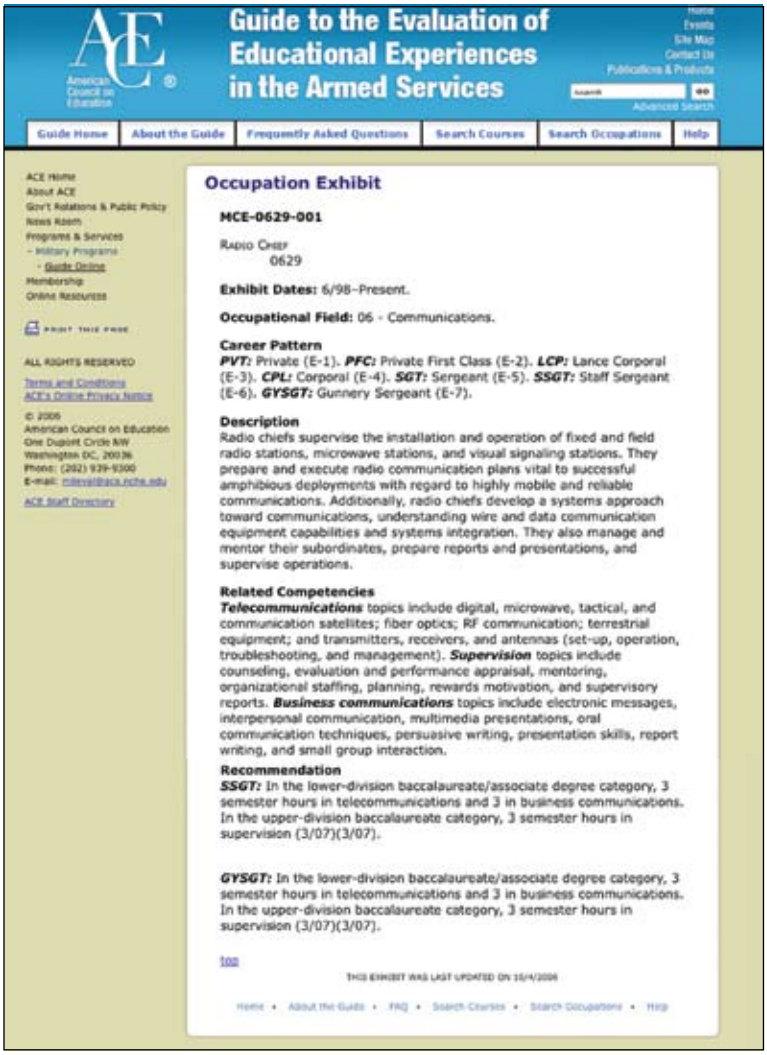


Figure 7



Guide to the Evaluation of Educational Experiences in the Armed Services

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Occupation Exhibit

MCE-0629-001

RADIO CHIEF
0629

Exhibit Dates: 6/98–Present.

Occupational Field: 06 - Communications.

Career Pattern
PVT: Private (E-1). ***PFC:*** Private First Class (E-2). ***LCP:*** Lance Corporal (E-3). ***CPL:*** Corporal (E-4). ***SGT:*** Sergeant (E-5). ***SSGT:*** Staff Sergeant (E-6). ***GYSGT:*** Gunnery Sergeant (E-7).

Description
Radio chiefs supervise the installation and operation of fixed and field radio stations, microwave stations, and visual signaling stations. They prepare and execute radio communication plans vital to successful amphibious deployments with regard to highly mobile and reliable communications. Additionally, radio chiefs develop a systems approach toward communications, understanding wire and data communication equipment capabilities and systems integration. They also manage and mentor their subordinates, prepare reports and presentations, and supervise operations.

Related Competencies
Telecommunications topics include digital, microwave, tactical, and communication satellites; fiber optics; RF communication; terrestrial equipment; and transmitters, receivers, and antennas (set-up, operation, troubleshooting, and management). ***Supervision*** topics include counseling, evaluation and performance appraisal, mentoring, organizational staffing, planning, rewards motivation, and supervisory reports. ***Business communications*** topics include electronic messages, interpersonal communication, multimedia presentations, oral communication techniques, persuasive writing, presentation skills, report writing, and small group interaction.

Recommendation
SSGT: In the lower-division baccalaureate/associate degree category, 3 semester hours in telecommunications and 3 in business communications. In the upper-division baccalaureate category, 3 semester hours in supervision (3/07)(3/07).

GYSGT: In the lower-division baccalaureate/associate degree category, 3 semester hours in telecommunications and 3 in business communications. In the upper-division baccalaureate category, 3 semester hours in supervision (3/07)(3/07).

top

HOW DO I READ AND INTERPRET AN OCCUPATION EXHIBIT?

When reading an occupation exhibit, consider not only the credit recommendation section, but also the description section. The description section reflects job duties and responsibilities. Comparing the description section with a depiction of the course or program of study will help you determine how much of the recommended credit applies to the course or program of study at your institution. (See Figure 7.)

Note that when a service member has applied for credit from more than one military learning experience, the academic institution may reduce the total amount of credit recommended to avoid granting duplicate credit.

Transfer Credit Resources

There are a number of programs and services available to you as you are identifying opportunities to pursue and complete your degree pathways. For some additional quick links and resources, reference Appendix G.

WHAT IS THE SERVICEMEMBERS OPPORTUNITY COLLEGES?

Recognizing the problems faced by military students whose jobs require frequent moves, Servicemembers Opportunities Colleges (SOC) member institutions ease the path to obtaining a college degree rather than just accumulating course credit by:

- ★ Limiting the amount of coursework students must take at a single college to no more than 25 percent of degree requirements (30 percent for degrees offered 100 percent online).
- ★ Designing transfer practices to minimize loss of credit and avoid duplication of coursework.
- ★ Awarding credit for military training experiences; most also award credit for occupation specialty experiences.
- ★ Awarding credit for nationally recognized tests such as CLEP, ECE, and DSST.

Active-duty service members in the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST) and their adult family members benefit by participating in the SOC Degree Network System (DNS). SOCAD, SOCNAV, SOCMAR, and SOCCOAST DNS member colleges and universities provide associate and bachelor's degrees and agree to:

- ★ Guarantee transfer of courses (with SOC DNS Course Category Codes) from one another within designated curriculum areas such as business, management, computer studies, health-care management, psychology, and other subject areas.
- ★ Award credit for military service schools and occupation experiences.
- ★ Act as "home colleges" and issue Student Agreements that serve as pre-negotiated degree plans for enrolled students. When a student transfers to a new duty station, the Student Agreement acts as a contract-for-degree so that courses, tests, and military experiences that are part of the degree plan are transferred back to the home college. When all degree requirements set out in the Student Agreement have been satisfied, the home college awards the associate or bachelor's degree.

Students who are unable to attend courses in brick-and-mortar classroom settings also may take courses by distance learning, which may occur via the Internet, CD-ROM, correspondence, or other distance learning modalities that can be taken anywhere. A few colleges don't require that students take any courses from their physical institutions—they use a learning assessment approach in which they evaluate previous learning experiences for credit, manage the degree program, and award the degree when the requirements are met.

SOC Consortium colleges and universities collectively confer the full range of associate, bachelor's, and graduate degrees. A list of current SOC Consortium member institutions can be found on the SOC web site at **http://www.soc.aascu.org.**

WHAT ARE THE GoArmyEd AND eArmyU PROGRAMS?

GoArmyEd is the virtual gateway for soldiers on active duty to request tuition assistance online, anytime for classroom, distance learning, and eArmyU online college courses.

eArmyU provides soldiers access to over 100 degree plans at regionally accredited colleges and universities. Through eArmyU, eligible soldiers have the opportunity to earn a certificate or an associate, bachelor's, or master's degree from a home college while taking courses from multiple colleges. Web-based courses allow soldiers to study at times that are most convenient for them—even as their responsibilities, schedules, and duty assignments change.

Web site: **www.earmyu.com**

WHAT IS THE NAVY COLLEGE PROGRAM?

The Navy College Program (NCP) provides opportunities to sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable sailors to obtain a college degree while on active duty. In support of the four R's—recruiting, readiness, retention, and respect—the NCP signals Navy's commitment to education by improving enlistment appeal, demonstrating that Navy service and achieving a college degree are compatible, helping sailors apply themselves to new situations and challenges and better preparing them for advancement, building up sailors' self-image, and producing higher quality sailors. The Navy College Program integrates all components of Voluntary Education. While the NCP is primarily geared toward enlisted sailors, some NCP components are also available to officers.

Web site: **https://www.navycollege.navy.mil**

WHAT IS THE MARINE CORPS SNCO DEGREE COMPLETION PROGRAM?

The Marine Corps Staff Noncommissioned Officers (SNCO) Degree Completion Program provides for the opportunity to complete a baccalaureate degree within a designated academic discipline. This program is offered to selected individuals between the ranks of Staff Sergeants and Master Sergeants. For more details, review Marine Corps Order 1560.21D at **usmc.mil/news/publications/Documents/MCO%201560.21D.pdf.**

Web site for USMC Training and Education Command: **www.tecom.usmc.mil**

WHAT IS THE AIR UNIVERSITY ASSOCIATE-TO-BACCALAUREATE COOPERATIVE PROGRAM?

The Air University Associate-to-Baccalaureate Cooperative (AU-ABC) program, initiated in June 2007, is a cooperative effort between the Air Force and civilian higher education institutions to help airmen find educational opportunities that accept credits from the Community College of the Air Force (CCAF). CCAF degrees are directly related to each airman's Air Force Specialty Code (career field). When airmen enter the Air Force Virtual Education Center (AFVEC), they enter their specialty code and request a list of schools and bachelor degree programs that best align with their CCAF degree.

Participating school's baccalaureate programs are linked to one or more of the following CCAF AAS categories: Aircraft and Missile Maintenance, Allied Health, Electronics and Telecommunications, Logistics and Resources, and Public and Support Services.

Web site: **www.au.af.mil/au/ccaf**

Transfer Credit Checklist

As you've learned, a number of factors affect transfer of military credit, such as institutional policy, alignment with appropriate courses, procedures, requirements, and transfer application deadlines. Here's a quick checklist to help you facilitate your transfer credit experience:

- ✔ Research and identify an academic institution that meets your needs as an individual and as a learner. You may want to select an institution and academic programs that have policies to maximize your nontraditional learning (military credit, CLEP, DANTES, etc).
- ✔ Learn, understand, and know your academic institution's policies and procedures regarding transfer of credit. These practices are established by each institution and will vary.
- ✔ Audit and review your military transcripts periodically (every six months if on active duty) for updates and modifications.
- ✔ Start the transcript and transfer review process early, with your application to the institution. Have all of your official transcripts from previous colleges and service branches sent to your new school for evaluation before you start taking any classes. Official copies must bear the appropriate institutional signatures, seal, and date of issuance.
- ✔ Speak with your academic adviser. He or she should be able to help you avoid taking classes for which you **may** receive transfer credit until an official evaluation is completed. Many students waste valuable time and money taking classes that are unnecessary duplications of previous courses, because they signed up before their military and prior college transcripts were completely evaluated.
- ✔ In preparation for meeting or speaking with your academic adviser, consider these steps:
    - Review your degree plan and identify potential academic courses for transfer.
    - Consider the level of the credit recommendation and analyze the appropriateness to the degree plan.
    - Identify the comparability of the course in terms of the credit recommendation. For example, how does the content of the institution's academic course compare to the ACE exhibit in terms of the learning outcomes and topics?
- ✔ Take ownership during the transfer process by following up with the transfer, registrar, or admissions department.
- ✔ Monitor your curriculum plan, transfer approvals, and documentation within formal university systems (degree audit).

Frequently Asked Questions

1. Do I need to be on active duty to have my military training and experience applied toward transfer credit?
   No. A university will evaluate all of your military training and experience for consideration of possible transfer credit whether you are on active duty, inactive, retired, or separated from any branch of service, including the National Guard and Reserves.

2. How do I find out how much credit I will receive for my military experience?
   Most colleges and universities will not make an official decision on transfer credit until after a student is enrolled and, in many cases, not until the student has completed a minimum numbers of courses. Even so, students should research transfer policy and explore degree requirements before seeking enrollment, in order to be better informed and less likely to be disappointed.

3. How many credit hours can I expect to get for my military training and experience?
   It will vary. Each military person will have varying amounts of transferable credit based on the degree plan, years of service, and specific training.

4. Is there any way to get an idea of how many credits I will receive before I enroll?
   Students should first research an institution's transfer credit policies. Theses policies are usually available in the current college catalog, which can often be found on the college's web site. Students should also examine the course requirements for their selected area of concentration in order to determine the appropriateness of their credit recommendations to their desired program of study.

   Many colleges will provide an unofficial evaluation of a student's military training before formal admission. In most cases, the college will require a copy of the student's military transcript. Students should check with the college admissions or student advising office to find out if the institution offers unofficial evaluations.

   Students interested in degrees in areas similar to military occupations can explore the possibility for guaranteed transfer through the SOC Degree Network System. For additional information and details, visit the SOC web site at **www.soc.aascu.org/socad/CredSuplA.html**.

5. Why didn't I get any credit for my correspondence courses that are on my SMART or AARTS transcript?
AARTS: Army correspondence courses are not being evaluated by ACE Military Programs at this time. The correspondence courses offered by the Army currently do not meet the criteria of having a firm identification of the student and a rigid control of test conditions.

SMART: The Marine Corps Institute (MCI) selects and submits courses to be evaluated by ACE Military Programs. If there is no credit recommendation, MCI has not submitted the course for review.

6. My military transcript says I have credit recommendation for 13 semester hours (SH) of military studies. Why did the institution apply only six SH?
Credit is awarded only once for duplicate recommendations, usually defaulting to the highest amount. If you have military studies for three, four, and six semester hours, you would not receive the full 13 SH but the highest amount (or six SH). Bear in mind also that you may not receive all six; it all depends on the institution's transfer credit policies.

7. I submitted an academic and military transcript and the college used only eight SH of my military credits toward my degree plan.
Traditional academic credit typically takes priority over nontraditional academic courses or training, even with ACE credit recommendations.

8. I submitted a military transcript to my college. Why didn't the institution accept any of my ACE credit recommendations from my military training courses or my military occupational specialty (MOS)?
Each college and university establishes policies and procedures for accepting transfer credit. Not all academic institutions accept nontraditional credit, such as CLEP, DSST, and ACE credit recommendations. The credit also may not be applicable toward the degree.

9. What is the difference between CLEP/DSST examinations and military ACE credit recommendations?
CLEP/DSST exams are college-level equivalency exams. The intentions of these exams are to help college-bound students document and demonstrate their knowledge in a specific subject area by a formal assessment.

Military ACE credit recommendations are the result of an evaluation process to validate formal military training and occupation experiences.

10. Who decides which courses should be evaluated?
Each service is represented by a main point of contact (POC), designated by the Chief for Voluntary Education to work with ACE Military Programs. This POC is required to submit a proposed schedule of installations/schoolhouses to visit as well as a list of occupations to review each July. It is the *joint decision* of the POC and the schoolhouse representative to determine what will be submitted for review by ACE Military Programs. Individual service members cannot submit or request an individual course or occupation to be

evaluated. This request must come from the designated POC or schoolhouse representative.

11. If an applicant has served in more than one branch of the Armed Services, can all the information be consolidated into one transcript?
No. However, service members who have served in more than one branch of the military may be eligible for more than one transcript. Military transcripts are products of the individual services and must be ordered separately. They are available at no charge to the service member or the institution. Please remember that the services maintain their own training and service records, with varying dates of eligibility. Thus, service members are advised to check with their respective Operations Center to confirm their eligibility to receive a transcript.

12. My BASD/PEBD is before October 1, 1981. Can I get an AARTS transcript?
Maybe. A transcript can easily be prepared for an active soldier or veteran with a BASD on or after 1 October 1981. If your BASD is before that date, you may no longer be in the system and would therefore have to go to the National Personnel Records Center web site at **http://vetrecs.archives.gov** to request that the AARTS Operations Center send an original copy of your DD Form 214 with a raised seal on it, along with a certified copy of your ERB/PQR/ORB (depending on active or Guard/Reserve status).

13. I am a Warrant or Commissioned Officer. Can I get an AARTS transcript?
Yes! If your BASD is 1 October 1981 or later, you may have an AARTS record that can be used to create an AARTS transcript. Please refer to Officer Alternatives (**aarts.army.mil/Alternatives.htm**) to find out how to receive credit for your commissioned officer/warrant officer training and experience. Other eligibility requirements for Army National Guard and Army Reserve members can be found on the AARTS Transcript Eligibility page (**aarts.army.mil/eligibility.htm**).

14. How often should I request a military transcript?
We recommend that you review your AARTS/SMART/CGI transcript at least once a year unless you have recently experienced some type of change (promotion, course completion, etc.), in which case you should wait two months from the date of change and then request an updated transcript. You can also review your transcript online as often as you like for updates and accuracy.

15. Will my military transfer credit hours count toward my grade point average (GPA)?
No. Because military training involves a pass/fail model, credit transferred to a college or university will not be factored in as part of your GPA.

16. What does it mean when the credit recommendation states, "Credit will be granted based on an individual assessment"?

In 1991, the Army suspended the Skill Qualification Test (SQT) and in 1995 discontinued administering the Skill Development Test (SDT). Thus, ACE Military Programs no longer awards credit at skill levels 10 and 20. If a college or university wants to award credit at skill levels 10 and 20, it has the option of providing the student with a portfolio assessment or any other experiential learning options that are open to all students to earn academic credit for related work experience.

17. Why don't I get the same credit for Version 2 as recommended for Version 1?

Each version of a credit recommendation is based on a separate evaluation. If the learning outcomes or curriculum have changed, it is likely that the ACE credit recommendations have changed as well. Let's say you take a course for 18 weeks in 2008 and the same course offered in 2009 has been reduced to only 12 weeks. The shortened course will probably have a change in learning outcomes and curriculum covered, which will change the ACE credit recommendations.

18. Why didn't I get the same amount of transfer credit as the summary page of my SMART transcript states?

The summary page includes all ACE credit recommendations listed throughout the entire transcript. The summary does not take into consideration that there may be stipulations on receiving the potential credit. For example, one of your courses may carry a stipulation to receive credit. That stipulation would be listed in the course completion section, below the ACE credit recommendation.

19. Why does the summary page include SOC Category Codes next to some credit recommendations but not all?

The SOC Course Category Codes found on the SMART summary page are academic credit guidelines identifying the most appropriate placement for the application of ACE *Guide*-recommended credit toward SOC Degree Network degree programs. College counselors and evaluators of institutions participating in the SOC Degree Network System will consider the connection between these credit sources for military training and occupational specialty experiences and SOCAD, SOCNAV, SOCMAR, and SOCCOAST degree program requirements by using the SOC Course Category Codes mapped to each credit source.

Not all subject area terms contained in service school and occupational exhibits in the ACE *Guide* have corresponding SOC Course Category codes; only subject terms that match to specific SOC Course Categories and elective areas will include a SOC Code on the SMART summary page.

20. I sent the same SMART transcript to two institutions. Why did one college accept more transfer credit than the other?

Institutions have different policies on accepting and documenting transfer credit. For example, some institutions total all the military ACE credit recommendations on the individual's transcript. This creates banking of the credit. Other institutions only transcribe the exact military credit that will be applied to your degree plan and will not list or bank the non-acceptable or non-applicable credits.

21. Even though I've been working the same MOS for years and it has been evaluated for ACE credit recommendations, why did those credits go to my elective area and not my area of concentration?

Each institution has an established policy regarding the acceptance of occupational credit recommendations. In some cases, academic institutions will not accept any credit from your ACE occupation credit recommendations. In other cases, credits from an occupation credit recommendation may only be permitted as electives, per policy.

Another potential reason your credits may not have been accepted for your area of concentration could be related to the nature of the credit recommendation itself. For example, ACE credit recommendations have four categories for the level of credit: vocational certificate, lower-division baccalaureate/associate degree (courses numbered 100-200, freshman and sophomore level), upper-division baccalaureate (courses numbered 300-400, junior and senior level), and graduate (courses numbered 500 and above). If your degree requires a 300-level course and the credit recommendation for the course you completed was for a lower level, those credits cannot be applied to your area of concentration. Lower-level courses often aren't acceptable because they are basic or introductory in nature.

22. Why did I not receive credit for my vocational credit recommendations?

Many higher education institutions do not accept vocational credit.

About the American Council on Education

BACKGROUND

The American Council on Education (ACE) was founded in 1918 to coordinate higher education's response to the entrance of veterans into higher education. As the unifying voice for higher education, ACE aims to foster greater collaboration and new partnerships within and outside the higher education community to help colleges and universities anticipate and address the challenges of the 21st century and contribute to a stronger nation and a better world.

From its first programs for returning World War II veterans, ACE's Center for Lifelong Learning (CLLL), which includes Military Programs, has led the national movement to recognize and promote adult learner programs in higher education. A national leader in shaping policies, practices, and perceptions about continuous learning, the Center's commitment to adult learners includes programs, services, tools, and research to help bridge the gaps in serving diverse learners, alleviating workforce shortages, and meeting professional education demands in order to support access to and success in postsecondary education.

ACE's *Joint Statement on the Transfer and Award of Credit* provides a framework to revisit increasingly complex transferability issues. The intent of the statement is not to be prescriptive but to provide guidelines based on the current work and policies of academic institutions and respective associations, encouraging both institutional autonomy and equity and access for all learners. To review the statement further, see **www.acenet.edu/Content/NavigationMenu/ProgramsServices/CLLL/Joint.htm.**

ACE also provides services that support colleges, universities, and other higher education and adult learner organizations in their efforts to serve students and society. ACE's four areas of focus are access, success, equity, and diversity; institutional effectiveness; lifelong learning; and internationalization.

THE PROCESS OF SELECTING COURSES AND OCCUPATIONS FOR EVALUATION

Courses listed in the *Military Guide Online* are service school courses approved by a central authority within each service and listed by the service in its catalog. These courses are conducted for a specified period of time with a prescribed course of instruction, in a structured learning situation, and with qualified instructors. The ratings, MOSs, warrants, and NECs are the official occupations listed for each service.

Each service is represented by a main point of contact (POC) designated by the Chief for Voluntary Education to work with ACE Military Programs. This POC is required to submit a proposed schedule of installations/schoolhouses to visit,

as well as a list of occupations to review each July. It is the *joint decision* of the POC and the schoolhouse representative to determine what will be submitted for review by Military Programs. Individual service members cannot submit or request an individual course or occupation to be evaluated. This request must come from the designated POC or schoolhouse representative. Upcoming reviews can be viewed at **www.acenet.edu/militaryprograms/reviews.**

UNDERSTANDING THE REVIEW PROCESS: COURSES

Courses are evaluated by teams of at least three subject matter specialists (college and university professors, deans, and other academicians). The evaluation team and an ACE field coordinator travel to the schoolhouse to review the course material. The team members review relevant material provided, such as the course outline, program of instruction (POI), syllabus, and if available, the instructor's guide/manual, student texts, handouts, assessment instruments, and other pertinent materials. The team also consults with instructors and course managers should additional information be needed.

Dr. Derrek Dunn, North Carolina A&T State University and Mr. William "Bill" Maxwell (U.S. Navy, Ret.), Nashville State Community College reviewing Army courses at Fort Bliss.

The decision to recommend credit is based on the *team's consensus*. The team draws its consensus by reviewing the following evaluative criteria: course content, learning outcomes, depth and breadth of material, level of difficulty, applicability to a range of postsecondary programs, evaluative instruments appropriate to measure the participant's learning, and outside assignments.

Evaluators use these criteria to complete their two major tasks for each course: the formulation of a credit recommendation and the preparation of the course's description. The credit recommendation consists of the category of credit (vocational certificate, lower-division baccalaureate, upper-division baccalaureate, and graduate credit), the number of semester hours recommended, and the appropriate subject area. Evaluators phrase the course description (which appears in the *Guide* exhibits under the headings Learning Outcomes or Objectives and Instruction) in terms meaningful to civilian educators. The course description supplements the credit recommendations by summarizing the nature of a given course.

Credit recommendations are updated when POCs submit an updated program of instructions and the new course material is reviewed by a team of subject matter specialists. ACE administrators do not do these updates.

UNDERSTANDING THE REVIEW PROCESS: OCCUPATIONS

The evaluation process for occupations consists of an interview that validates the skills, competencies, and knowledge associated with a given occupation specialty. The evaluations are based on a comparison of learning outcomes and an emphasis on translating the learning demonstrated through occupational proficiency. The materials relevant to the evaluation are made available to ACE staff members and evaluators by the military services. Materials include:

I. Army—The official Army MOS manual, which describes the duties and qualifications for each MOS; technical manuals, field manuals, and other publications used by enlisted soldiers and warrant officers in the day-to-day performance of their duties. Credit awarded for E6-E9.

II. Navy—The official Navy manuals that describe the duties and qualifications for each occupation; the *Bibliography for Advancement Study*, rate training manuals, and other publications used by Navy enlisted sailors in the day-to-day performance of their duties and to prepare for their advancement examinations; and the advancement examination if not classified. Credit awarded for E4-E9.

Mr. Bobby Anderson, formerly of Columbia Union College, Dr. Larry Davis, Texas A&M University-Texarkana, and Dr. George Boulware, Lipscomb University conducting a Marine Corps occupation review at Camp Lejeune.

III. Marine Corps—The official Marine Corps MOS manual that describes the duties and qualifications for each MOS, individual training standards manuals, and the Maintenance Training Management and Evaluation Program (MATMEP) task list. Credit awarded for E6-E9.

IV. Coast Guard—The official Coast Guard manuals that describe the duties and qualifications for each occupation; rate training manuals and other publications used by Coast Guard enlisted service members in the day-to-day performance of their duties and to prepare for their advancement examinations; and the advancement examination, if not classified. Credit awarded for E4-E9.

Appendix and Support Materials

APPENDIX A: SAMPLE TRANSFER CREDIT POLICIES

Below are some sample transfer policies. These examples illustrate the complexities of the policies and approaches of academic institutions.

Sample 1

The university accepts many forms of Professional Military Education (non-academic experience and training) that have been evaluated by the American Council on Education (ACE) as academic credit. Credit can only be transferred if it is applicable to the student's chosen degree program requirements.

Where ACE guidelines allow:

- ★ College-level credit can be applied to corresponding areas of the student's program requirements at our university.
- ★ College credit can be accepted for study completed in service schools and in Military Occupations (see Guide to the Evaluation of Educational Experiences in the Armed Services).

Military credit will only be evaluated after the academic documents have been reviewed. ACE recommendations for vocational or technical credit are not accepted as transfer credit.

Sample 2

The College honors some military transfer credits. This includes military classes, including basic training, as well as other formal training. If the soldier's or sailor's MOS directly matches one of the College degrees, additional credits can be accepted and life experience credits may be granted as well. These will be reviewed on an individual basis and must receive approval from the department chairperson.

The College accepts Defense Activity for Non-Traditional Education Support (DANTES) test scores based on ACE (American Council on Education) recommendations. Credits earned through military experience and registered through the American Council on Education will be evaluated for possible transfer credit.

Sample 3

The University is very conservative in awarding credit for learning experiences from military schools and training. In order for credit to be granted, the material covered in the military school must be like the material we teach in a course on our main campus. The amount and level of credit given is determined by the faculty in the appropriate University department. Credit is rarely granted, and no credit is awarded for vocational-technical recommendations, Basic Training, or Military Occupational Specialty (MOS).

APPENDIX B: SAMPLE DEGREE PLANS

Bachelor of Arts in Criminal Justice

Institutional Requirements (3 Semester Hours)

Foundations of Online Learning (3 SH)

General Education (34 Semester Hours)

English (6 SH)

You must select your remaining courses from:
Proficiency in Writing (3 SH)
Humanities (3 SH)
History (6 SH)
Literature (3 SH)
Mathematics (3 SH)
Political Science (3 SH)
Science (4 SH)
Social Science (6 SH)

Core Requirements (30 Semester Hours)

Research Methods of Criminal Justice & Security (3 SH)
Criminal Justice Administration (3 SH)
U.S. Law Enforcement (3 SH
Criminology (3 SH)
Criminal Legal Process (3 SH)
Criminal Investigation (3 SH)
Ethics in Criminal Justice (3 SH)
Corrections and Incarceration (3 SH)
Constitutional Law (3 SH)
Criminal Law (3 SH)

General Electives (39 Semester Hours)

Select any courses that have not been used to fulfill core or major requirements. Credits applied toward a minor or certificate in an unrelated field may be used to fulfill elective credit for the major.

Concentration Requirements (15 Semester Hours)

You must select courses from the following in this section:

Introduction to Law Enforcement (3 SH)
Evidence and Procedures (3 SH)
Introduction to Federal Law Enforcement Agencies (3 SH)
Police and Society (3 SH)
Patrol Methodologies & Community Policing (3 SH)
The Pathology of Death Investigations (3 SH)
Judicial Process (3 SH)
Drug Dynamics in Criminal Justice (3 SH)
Stress Management in Law Enforcement (3 SH)
Contemporary Criminal Justice Issues (3 SH)
Probation and Parole (3 SH)
Global Terrorism (3 SH)
Law Enforcement (3 SH)
Intelligence Applications (3 SH)
Crime and the Family (3 SH)
The History of Organized Crime (3 SH)
Gang Theory, Practice, & Suppression (3 SH)
Criminal Profiling (3 SH)
Crime Analysis (3 SH)
Criminalistics (3 SH)
Rape and Sexual Violence (3 SH)
Principles and Theory of Security Issues (3 SH)
Independent Study: Criminal Justice (3 SH)
Juvenile Delinquency (3 SH)

TOTAL = 121 SEMESTER HOURS

Associate of Applied Science in Business Management

First Year

First Semester (Semester Hours)

Human Relations (3 SH)
English Composition I (3 SH)
Integrated Software Applications I (4 SH) OR Business Computer Applications (3 SH)
Business Principles (3 SH)
Speech (3 SH)
Physical Activity Course (1 SH)

Second Semester (Semester Hours)

Office Management (3 SH)
Principles of Management (3 SH)
Principles of Marketing (3 SH)
Elective (Business / Business Management / Marketing) (3 SH)
Elective (Business / Business Management / Marketing) (3 SH)
Physical Activity Course (1 SH)

Second Year

First Semester (Semester Hours)

Math (3 SH)
Principles of Financial Accounting (3 SH)
Elective (Business / Business Management / Marketing) (3 SH)
Human Resource Management (3 SH)
Business Law and Contracts (3 SH) or Business Law (3 SH)
Economics (3 SH)

Second Semester (Semester Hours)

Small Business Management (3 SH)
Principles of Managerial Accounting (3 SH)
Elective (Humanities/Fine Arts Selection) (3 SH)
Supervision (3 SH)
Elective (3 SH)
Elective (Business / Business Management / Marketing) (3 SH)

TOTAL: 69-72 SEMESTER HOURS

APPENDIX C: INTERPRETING AN AARTS TRANSCRIPT

The transcript is divided into separate sections that include:

1. Personal service member data

This field includes data from the service member's personnel record and the mailing location.

ARMY / AMERICAN COUNCIL ON EDUCATION
REGISTRY TRANSCRIPT

ISSUED: 7/24/2008 ** Unofficial COPY ** Page 1

REGISTRAR OFFICE
SAINT JOSEPHS COLLEGE OF ME
278 WHITES BRIDGE RD
STANDISH, ME 04084-5263

NAME: XXXXXXXXXXXXXXXXXX
SSN: XXXXXXXXXXXXXXXXXX
RANK: SERGEANT FIRST CLASS, E7
STATUS: ACTIVE

2. Military course completions

These are the military training courses that ACE has evaluated, with full descriptions and credit recommendations shown for each course. The Course Number, Title, Location, and Dates Taken are fields populated by the service member's training record. The ACE Guide Number is a database field managed by ACE Military Programs.

MILITARY COURSE COMPLETIONS

COURSE NUMBER: 750-BT ACE GUIDE NUMBER
TITLE: BASIC COMBAT TRAINING BASIC TRAINING AR-2201-0399
LOCATION: US ARMY TRAINING CENTER FT JACKSON, SC
DATES TAKEN: 03/11/1988-05/06/1988
DESCRIPTION:
UPON COMPLETION OF THE COURSE, THE RECRUIT WILL BE ABLE TO DEMONSTRATE GENERAL KNOWLEDGE OF MILITARY ORGANIZATION AND CULTURE, MASTERY OF INDIVIDUAL AND GROUP COMBAT SKILLS INCLUDING MARKSMANSHIP AND FIRST AID, ACHIEVEMENT OF MINIMAL PHYSICAL CONDITIONING STANDARDS, AND APPLICATION OF BASIC SAFETY AND LIVING SKILLS IN AN OUTDOOR ENVIRONMENT. INSTRUCTION INCLUDES LECTURES, DEMONSTRATIONS, AND PERFORMANCE EXERCISES IN BASIC MILITARY CULTURE/SUBJECTS, INCLUDING MARKSMANSHIP, PHYSICAL CONDITIONING, FIRST AID, AND OUTDOOR ADAPTATION/LIVING SKILLS.

ACE CREDIT RECOMMENDATION:
IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 1 SEMESTER HOUR IN PERSONAL PHYSICAL CONDITIONING, 1 IN OUTDOOR SKILLS PRACTICUM, 1 IN MARKSMANSHIP, AND 1 IN FIRST AID.(10/00)

COURSE NUMBER: 501-79S30 ACE GUIDE NUMBER
TITLE: TOTAL ARMY TRAINING SYSTEM (TATS) CAREER COUNSELOR AR-1406-0228
LOCATION: RECRUIT & RETENTION SCH FT JACKSON, SC
DATES TAKEN: 01/23/2001-03/22/2001
DESCRIPTION:
UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE ABLE TO INTERPRET PERSONNEL RECORDS, ASSIST PERSONNEL IN THE REENLISTMENT PROCESS, DETERMINE REENLISTMENT OR EXTENSION ELIGIBILITY, PREPARE AND PRESENT RETENTION TRAINING, AND CONDUCT RETENTION INTERVIEW/COUNSELING SESSIONS. METHODS OF INSTRUCTION INCLUDE LECTURES, DISCUSSIONS, GUEST SPEAKERS, PRACTICAL EXERCISES. TOPICS COVERED INCLUDE EVALUATION OF PERSONNEL FILES, RETENTION PROCESSING, INTERVIEWING TECHNIQUES, RETENTION IDENTIFICATION, COUNSELING, AND FOLLOW-UP.

ACE CREDIT RECOMMENDATION:
IN THE UPPER-DIVISION BACCALAUREATE CATEGORY, 3 SEMESTER HOURS IN COUNSELING OR CAREER COUNSELING AND 3 IN HUMAN RESOURCES MANAGEMENT.(03/02)

3. Military experience

This section includes full descriptions, skill levels, and credit recommendations. Dates are listed only for the Primary MOS (Military Occupational Specialty).

MILITARY EXPERIENCE

MILITARY OCCUPATIONAL SPECIALTIES HELD: 79S30 PRIMARY 03/2001 to 09/2001
79S40 PRIMARY 10/2001 to Present
79S30 DUTY
79S40 DUTY

SQT (THRU OCT 1991)/SDT (NOV 1991 THU FEB 1995) TAKEN: NONE

MILITARY OCCUPATIONAL SPECIALTY GROUP: 79S (PRIMARY) ACE GUIDE NUMBER
TITLE: CAREER COUNSELOR MOS 79S-001

DESCRIPTION OF 79S30:

ABLE TO PERFORM THE DUTIES REQUIRED FOR SKILL LEVEL 20 OF ANY MOS. CONDUCTS INTERVIEWS; ADVISES ENLISTED PERSONNEL ON REENLISTMENT PREREQUISITES, OPTIONS, OBLIGATIONS, OPPORTUNITIES, AND BENEFITS; ASSISTS IN DESIGNING INDIVIDUAL CAREER PLANS, USING PERSONNEL RECORDS AND DATA FROM INTERVIEW AND COUNSELING SESSIONS; RELATES PHYSICAL, MENTAL, AND MORAL QUALIFICATIONS OF INDIVIDUALS TO PRESCRIBED STANDARDS AND DETERMINES IF SERVICE SCHOOLING IS NEEDED; PROCESSES REENLISTMENT DOCUMENTS; MAINTAINS PUBLICATIONS; COMPILES DATA; PREPARES REPORTS; PLANS REENLISTMENT CEREMONIES; PERFORMS FOLLOW-UPS.

ACE CREDIT RECOMMENDATIONS FOR 79S30:

IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 3 SEMESTER HOURS IN SOCIAL PSYCHOLOGY, 3 IN AUDIOVISUAL TECHNIQUES, 3 IN MARKETING TECHNIQUES, 3 IN PUBLIC SPEAKING, 3 IN RECORD KEEPING, 2 IN INTERVIEW TECHNIQUES, 1 IN TECHNICAL REPORT WRITING, AND 1 IN COMPUTER APPLICATIONS. IN THE UPPER-DIVISION BACCALAUREATE CATEGORY, 3 SEMESTER HOURS IN VOCATIONAL COUNSELING. (11/96)

MILITARY OCCUPATIONAL SPECIALTY GROUP: 79S (PRIMARY) ACE GUIDE NUMBER
TITLE: CAREER COUNSELOR MOS 79S-001

DESCRIPTION OF 79S40:

ABLE TO PERFORM THE DUTIES REQUIRED FOR SKILL LEVEL 20 OF ANY MOS. CONDUCTS INTERVIEWS; ADVISES ENLISTED PERSONNEL ON REENLISTMENT PREREQUISITES, OPTIONS, OBLIGATIONS, OPPORTUNITIES, AND BENEFITS; ASSISTS IN DESIGNING INDIVIDUAL CAREER PLANS, USING PERSONNEL RECORDS AND DATA FROM INTERVIEW AND COUNSELING SESSIONS; RELATES PHYSICAL, MENTAL, AND MORAL QUALIFICATIONS OF INDIVIDUALS TO PRESCRIBED STANDARDS AND DETERMINES IF SERVICE SCHOOLING IS NEEDED; PROCESSES REENLISTMENT DOCUMENTS; MAINTAINS PUBLICATIONS; COMPILES DATA; PREPARES REPORTS; PLANS REENLISTMENT CEREMONIES; PERFORMS FOLLOW-UPS.

ACE CREDIT RECOMMENDATIONS FOR 79S40:

IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 3 SEMESTER HOURS IN SOCIAL PSYCHOLOGY, 3 IN AUDIOVISUAL TECHNIQUES, 3 IN MARKETING TECHNIQUES, 3 IN PUBLIC SPEAKING, 3 IN RECORD KEEPING, 3 IN INTERVIEW TECHNIQUES, 1 IN TECHNICAL REPORT WRITING, AND 1 IN COMPUTER APPLICATIONS. IN THE UPPER-DIVISION BACCALAUREATE CATEGORY, 3 SEMESTER HOURS IN RECORDS

4. College-level test scores

This section includes CLEP, DSSTs, NCPACE, ACT/PEP, and Excelsior Test score data.

TEST SCORES
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) SUBJECT TESTS
- TC052 COLLEGE SPANISH LEVELS I AND II
DATE: 05/23/1989 SCORE: 077 Subscore A: 75 Subscore B: 74
ACE RECOMMENDENDED PASSING SCORE: 041 ACE RECOMMENDED CREDIT: 06 SH

5. Other learning experiences

This section lists additional completed military training courses not evaluated by ACE for credit recommendation.

OTHER LEARNING EXPERIENCES	
This section provides a record of the servicemember's learning experiences that do not have credit recommended for one or more of the following reasons: course not evaluated by the American Council on Education (ACE); and/or course not completed during ACE evaluation period.	
ARMY COURSE NUMBER/ DATES TAKEN	ARMY COURSE TITLE/ SCHOOL NAME/LOCATION
300-91C20 (PHASE II) 03/12/1991-02/21/1992	PRACTICAL NURSE
6-8-C40(91C) 09/13/1994-10/19/1994	AMEDD NCO BASIC (NCOES)
CATC-SNSOC 03/21/2006-03/23/2006	SENIOR NCO SAFETY ORIENTATION COURSE
CATC-TSIRT PH II B 03/10/2008-03/14/2008	INDIVIDUAL READINESS TRAINING

APPENDIX D: INTERPRETING A SMART TRANSCRIPT

The SMART transcript is divided into separate sections that include:

1. Personal service member data

This field includes data from the service member's personnel record and the mailing location.

xxxxxxxxxxxxxxxxxx

Page 1 of 12

SAILOR/MARINE
AMERICAN COUNCIL ON EDUCATION
REGISTRY TRANSCRIPT

****OFFICIAL COPY****

Name: xxxxxxxxxxxxxxxxxx
SSN: xxxxxxxxxxxxxxxxxx
Rank: Chief Aviation Electrician's Mate
Status: Active

Transcript Sent To:
American Council on Education ACE
Office of Admission
,

2. Military course completions

These are the military training courses that ACE has evaluated, with full descriptions and credit recommendations shown for each course. The Course Number, Title, Location, and Dates Taken are fields populated by the service member's training record. The ACE Exhibit Number (NV-2202-0014) is a database field managed by ACE Military Programs.

Military Course Completions

Courses: Basic Military Training

ACE Identifier:
NV-2202-0014
Military Course ID:
X-777-7770

Date Taken: 05-JUL-1989 To 25-AUG-1989

Description:
To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.

ACE Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 1 semester hour in personal fitness/conditioning, 1 in personal/community health, and 2 in first aid and safety (10/79).

3. Military experience

This section includes full descriptions, skill levels, and credit recommendations.

Occupation: Aviation Electrician's Mate

ACE Identifier: NER-AE-005

Occupation ID: AEC

Description:

Maintains and repairs electrical, instrument, and power systems on various aircraft. This includes power generation, conversion, and distribution systems; aircraft systems, including hydraulic, landing gear, flight control, anti-icing, rain control, anti-skid braking, fire protection, utility, and power plant and related systems; instrument systems, including aircraft engine, flight, and other indicating and warning systems; automatic flight control and stabilization systems; aircraft compass systems; attitude reference systems; inertial navigation systems; uses computers in various aspects of work; applies Hazmat procedures and Quality Assurance methods; and applies aircraft corrosion control techniques. Duty assignments are designated as either O-Level (troubleshooting and replacing modular systems on aircraft) or I-Level (disassembling, repairing, and benchtesting modules). Persons assigned the AE rating receive equivalent training and must pass the same advancement examination, regardless of whether duty assignments have been O-Level, I-Level, or both. Troubleshoots and repairs electrical and instrument systems on aircraft; follows standard checkout procedures to locate and repair electrical malfunctions; reads schematics and block diagrams; uses volt-ohm-millimeter and oscilloscope; repairs inertial navigation systems; measures voltage, current, and resistance; calibrates temperature sensing system; completes maintenance forms and inventories parts and supplies; performs avionics corrosion control; supervises and trains airmen apprentices; and uses various maintenance and supply tracking computer applications.

Performs troubleshooting and repair tasks not covered in standard service manuals; uses oscilloscope, signal generators, and frequency counters for systems diagnosis; serves as crew leader; supervises and trains individuals; interprets technical directives; maintains technical library and inventory and training records; performs periodic aircraft inspections; uses personal computer and spread sheet software applications; and may serve as a Quality Assurance-CDI.

Serves as shift supervisor, supervising several persons; manages maintenance manpower; diagnoses nonroutine malfunctions and demonstrates repair techniques; interprets electrical and electronic schematics and drawings; approves completed work assignments; schedules preventive maintenance; supervises technical library; supervises and directs aircraft inspections; directs installation of aircraft electrical changes; writes technical reports; provides personnel training and prepares personnel efficiency reports.

Supervises all shop personnel; plans and implements safety instruction and inspection programs; evaluates aircraft electrical systems and equipment test procedures and recommends improvements; prepares maintenance duty schedules; prepares periodic or recurring reports; supervises the use and file maintenance of publications, logs, and records; interprets technical publications pertaining to aircraft electrical systems and test equipment; prepares schedules of preventive maintenance; coordinates and manages shop maintenance and training; supervises quality assurance program; releases aircraft for service; provides technical assistance in aircraft accident investigations.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 3 semester hours in electrical/electronic laboratory, 3 in AC/DC theory, 2 in electrical test instruments, 5 in electrical troubleshooting, 1 in electrical safety fundamentals, 1 in Hazmat control, 3 in computer applications, 3 in technical report writing, and 3 in principles of supervision. In the upper-division baccalaureate category, 1 semester hour in human resource management; 2 in organizational behavior and management, 2 in operations management, and 2 for a management internship (3/06).

4. College-level test scores

This section includes CLEP, DSSTs, NCPACE, ACT/PEP, and Excelsior Test score data.

College Level Test Scores

College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
02-APR-2006	Here's To Your Health	3	48	52			
23-APR-2006	Introduction to Computing	3	45	49			
04-JUN-2006	Drug and Alcohol Abuse	3	49	49			

5. Other learning experiences

This section lists additional completed military training courses and military occupations not evaluated by ACE for college credit.

Other Learning Experiences

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:
(1) The course has not been evaluated by ACE
(2) The class attendance dates were not recorded in the service member's record
(3) The course was not completed during the ACE evaluation period
(4) The course was not evaluated by ACE at this specific location

Course ID	Date Taken	Title	Location	Reason
X-777-7771	26-SEP-1989	Airman Apprentice Training	General Skill Training, Recruit Training Command Orlando FL	1
X-444-4452	14-NOV-1991	Navy Student Indoctrination	Naval Air Technical Training Center Millington TN	1
A-100-0078	03-FEB-1992	Jobs Strand	Naval Air Technical Training Center Millington TN	1

SMART transcripts also include two addenda (Summary Page and Academic Institution Page), provided for advisory purposes only and not endorsed or maintained by ACE:

6. Summary page

This page lists all military training courses and military occupations formally evaluated by ACE and described within the main body of the transcript. Note the Summary page is not an official page of the transcript.

SUMMARY
Not An Official Transcript

Name:	SSN:	Date of Birth:
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxx

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
NV-2202-0014	X-777-7770	Basic Military Training	25-AUG-1989			
		First Aid And Safety		2	L	HL001A
		Personal Fitness/Conditioning		1	L	Physical Education
		Personal/Community Health		1	L	HL002A/HL002B
NV-1714-0051	C-602-2012	Aviation Electrician's Mate, Class A1	04-AUG-1992			
		Aircraft Electrical Systems		4	L	VO026A
		Aircraft Electronic Systems		3	L	VO026A
		Aircraft Instrumentation Systems		2	L	VO026A
		DC Circuits		3	L	ET011A, ET013A
NV-1704-0358	C-602-9744	EA-6B Electrical and Instrument Systems Consolidated Organizational Maintenance	25-SEP-1992			
		Aircraft Electrical Systems		1	L	VO026A
		Communications-Navigation		2	L	VO026A
		Flight Control Systems		1	L	Aviation Maintenance
		Fuel Systems		1	L	VO026A
		Hydraulic Systems		1	L	VO014A

7. Academic Institution Courses page

This page lists all courses completed by the active-duty service member at accredited colleges and universities and for which the service member received tuition assistance. The service member will still need to provide "official" college transcripts for admission and/or transfer evaluation decisions.

ACADEMIC INSTITUTION COURSES

NOT AN OFFICIAL TRANSCRIPT*

Name: xxxxxxxxxxxxxxxxxx **SSN:** xxxxxxxxxxxxxxxxxx

DEGREES / CERTIFICATIONS

Type	Major / Certification	Date Awarded	Institution
CERT	AVIA MAINT TECH 65	31-MAR-2003	Embry Riddle Aeronautical Univ
FAA	Mechanic	06-APR-2003	Federal Aviation Administration
FCC	General Radiotelephone Operator Lic-Ship Radar End	13-SEP-2006	Federal Communications Commission (FCC)

Course	Title	Start Date	End Date	Credits/ Unit	Level	Grade	Institution
AMT240	General Theory	05-AUG-2002	05-OCT-2002	3S	L	A	Embry Riddle Aeronautical Univ 600 S Clyde Morris Blvd Daytona Beach, FL 32114
AMT260	Electrical Sys	05-AUG-2002	05-OCT-2002	3S	L	A	Embry Riddle Aeronautical Univ 600 S Clyde Morris Blvd Daytona Beach, FL 32114
AMNT280	Pwr Plnt Thwor & App	06-JAN-2003	08-MAR-2003	4S	L	A	Embry Riddle Aeronautical Univ 600 S Clyde Morris Blvd Daytona Beach, FL 32114

APPENDIX E: INTERPRETING A USCG TRANSCRIPT

1. Student data information

This section includes the service member's name, social security number, and rank.

COAST GUARD INSTITUTE

MILITARY EDUCATION TRANSCRIPT

STUDE XXXXXXXXXX XXXXXXXXXX

NAME: [redacted] SSN: [redacted] RANK: PO1

The following information is extracted from the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services. The course records detail information found in the service member's personnel and training records.

2. Military experiential learning credit section (occupation information)

This section includes the date held, skill levels, and credit recommendations. A full military occupation description can be seen in the Military Guide Online using the ACE exhibit number (ex. CGR-YN-003).

MILITARY EXPERIENTIAL LEARNING CREDIT:

HELD FROM: 05/05 TO: Present

YEOMAN (CGR-YN-003)

Skill Level YN1 (05/05 - Present)

CREDIT:	LL/UL:	AREA OF APPLICATION:
3.00	LL S	Business office software applications
3.00	LL S	Personnel records administration
3.00	LL S	Human resources management fundamentals
3.00	LL S	Business communication
3.00	UL S	Interpersonal communication
3.00	UL S	Human resources administration

HELD FROM: 06/04 TO: 04/05

YEOMAN (CGR-YN-002)

Skill Level YN1 (09/92 - 04/05)

CREDIT:	LL/UL:	AREA OF APPLICATION:
4.00	LL S	Keyboarding
2.00	LL S	Records and information management
3.00	LL S	Clerical procedures
3.00	LL S	Business communications
3.00	LL S	Business software applications
2.00	LL S	Office procedures
2.00	LL S	Personnel supervision
3.00	LL S	Legal practices and procedures (if 02/verbatim rept or 03/legal clerk)

3. Formal military training credit section

These are the military training courses that ACE has evaluated, with Course Number, Title, Location, and Dates Taken populated by the service member's training record. A full course description can be seen in the Military Guide Online using the ACE exhibit number (ex. CG-1408-0006).

MILITARY TRAINING CREDIT:

FROM: 09/00 TO: 07/03 LENGTH: LOCATION: USCG Institute, Oklahoma City, OK
YEOMAN FIRST CLASS BY CORRESPONDENCE (CG-1408-0006)
(01/93 - 10/02)

CREDIT: LL/UL: AREA OF APPLICATION:
3.00 LL S Business communications

FROM: 10/01 10/01 LENGTH: 2 WKS LOCATION: U.S. Army Training Facility
JOINT PERSONAL PROPERTY (AR-0419-0063) *
(10/91 - Present)

CREDIT: LL/UL: AREA OF APPLICATION:
2.00 LL S Transportation, freight loss, and claims

4. College credit (traditional and non-traditional) section

This page lists all courses completed by the active-duty service member at accredited colleges and universities and corporate training. The service member will still need to provide "official" college transcripts for admission and/or transfer evaluation decisions.

TRADITIONAL COLLEGE CREDIT:

Courses listed in this section are for reference purposes only. Official transcripts must be submitted with the student's permission to the college or university of choice for matriculation.

CREDIT:	LL/UL:		NUMBER/TITLE:		COLLEGE:	GRADE
3.00	LL	S	EE 100	Engineering and Ethics	Grantham Univ.	C
3.00	LL	S	ACT 2103	Principles of Accounting I	Oklahoma City Comm. Coll.	B
3.00	LL	S	ART 1023	History of Art: Early Ren to 20th	Oklahoma City Comm. Coll.	A
4.00	LL	S	BIO 1114	General Biology	Oklahoma City Comm. Coll.	B
5.00	LL	S	BIO 2215	General Zoology	Oklahoma City Comm. Coll.	A
3.00	LL	S	COM 1123	Interpersonal Communications	Oklahoma City Comm. Coll.	A
3.00	LL	S	CS 1103	Intro to Computers and Application	Oklahoma City Comm. Coll.	A
3.00	LL	S	ENGL 1113	English Composition	Oklahoma City Comm. Coll.	A
3.00	LL	S	ENGL 2123	Introduction to Literature	Oklahoma City Comm. Coll.	A
3.00	LL	S	HIST 1483	American History to the Civil War	Oklahoma City Comm. Coll.	B
3.00	LL	S	MATH 1513	College Algebra	Oklahoma City Comm. Coll.	B
3.00	LL	S	MATH 2013	Introduction to Statistics	Oklahoma City Comm. Coll.	A

NON-TRADITIONAL COLLEGE CREDIT:

CREDIT:	LL/UL:		NUMBER/TITLE:		TEST TYPE:	SCORE	TEST DATE
2.00	LL	S	SPA 4-LA	SPANISH LISTENING LL	Def. Language Prof.	3	04/24/2008
6.00	LL	S	434	ENGLISH COMPOSITION WITH ESSAY	Excelsior Exam	B	01/01/2005
6.00	LL	S	08273	ENGLISH COMPOSITION WITH ESSAY	Clep General	520	12/02/2004
3.00	LL	S	SG474	ETHICS IN AMERICA	DSST	54	11/02/2004
6.00	LL	S	05011	SOCIAL SCIENCES AND HISTORY	Clep General	540	10/02/2004
3.00	UL	S	435	ORGANIZATIONAL BEHAVIOR	Excelsior Exam	C	02/05/2004
3.00	LL	S	AP-CAL-AB	CALCULUS AB	AP Subjects	4	06/28/2002
6.00	UL	S	460	AMERICAN DREAM (PART I)	Excelsior Exam	B	03/17/2002
6.00	LL	S	03174	MATHEMATICS	Clep General	440	03/16/2001
36.00	LL	S	KOR 4-LA	KOREAN LISTENING LL	Def. Language Prof.	41	08/06/1998

COAST GUARD INSTITUTE

APPENDIX F: INTERPRETING A CCAF TRANSCRIPT

The CCAF is a regionally accredited academic institution. The transcript is an official college transcript.

```
                    COMMUNITY COLLEGE OF THE AIR FORCE

                                                STUDENT NAME:XXXXXXXXXX
XXXXXXXXXX
                                                        SSAN: XXXXXXXXXX
                                                         DOB: XXXXXXXXXX
                                                         SEX:

ANDREWS AFB          MD 20762-
*******************************************************************************
REGISTERED FOR    4VAD AIRCRAFT SYSTEMS MAINTENANCE TECHNOLOGY        27 MAR 97
ADVANCED STANDING IN   AIRCRAFT SYSTEMS MAINTENANCE TECHNOLOGY        27 MAR 97
*******************************************************************************
-------------------------------------------------------------------------------
AIR-FORCE COURSE NO            TITLE                DATE COMPLETED(OR RECORDED)
      CCAF COURSE CODE         TITLE                          SEM HRS   GRADE
-------------------------------------------------------------------------------

   BASIC MILITARY TRAINING
      PHE 1000 PHYSICAL EDUCATION                                 4.00    S

3AQR45730C 000 APPREN STRAT ACFT MAINT SPEC 135        SHEPPARD AFB 17 JAN 91
      AMT 1218 AIRFRAME SYS/COMPONENTS                            4.00    S
      AMT 1219 ACFT MAINT FUNDAMENTALS                            3.00    S
      AMT 1229 INTRO TO AIRCRAFT MAINT                            3.00    S

4ABF45730C 001 EC/KC/RC135 APR STRAT ACFT MAINT        SHEPPARD AFB 21 MAR 91
      AMT 2236 ADV ACFT MAINT LAB                                 7.00    S

4AMF454X0A 028 KC-135R AERO PROPULSION TECHN           SHEPPARD AFB 01 NOV 93
      AMT 2272 ACFT ENGINE OPERATION                              2.00    S

4AMF00066  038 AIR FORCE TECHN ORDER SYS GEN           SHEPPARD AFB 26 JUL 94
      NCC      NONCREDIT COURSE                                   0.00    S

4AMF00066  039 AF TECHNICAL ORDER SYSTEM ADV           SHEPPARD AFB 28 JUL 94
      NCC      NONCREDIT COURSE                                   0.00    S

5ALS99400  001 AIRMAN LEADERSHIP SCHOOL                  KADENA AB 07 NOV 95
      LMM 1101 LEADERSHIP AND MANAGEMENT                          2.00    S
      LMM 1102 MANAGERIAL COMMUNICATIONS                          2.00    S
      LMM 1103 MILITARY STUDIES                                   2.00    S
      LMM 1104 INTRO TO TOTAL QUAL MGT                            4.00    S

5INT00570  000 AIR FORCE SPECIALTY INTERNSHIP         CREDIT AWARDED 07 MAR 98
      INT 5000 JOURNEYMAN                                         4.00    S
      INT 7000 CRAFTSMAN                                          4.00    S

************************** TRANSFER CREDITS ACCEPTED ***************************
POLK COMMUNITY COLLEGE                                           10 JUN 91
PRINCE GEORGES COMMUNITY COLLEGE                                 18 JUN 01
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE                        11 JAN 00
COLLEGE LEVEL TESTING                                            22 JUN 00
*********************************   LAST ENTRY   *********************************
ALL VALID ENTRIES ARE IN THIS TYPE FONT: ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789
```

APPENDIX G: QUICK LINKS AND TOOLS FOR SERVICE MEMBERS

Accreditation

★ Accreditation is the major indicator for students, families, and government officials to know that an institution or program provides a quality education.

Web Reference: Council for Higher Education Accreditation at **www.chea.org**

American Council on Education – *Military Guide Online*

★ Web Reference: **www.militaryguides.acenet.edu**

American Council on Education – *Military Programs*

★ Web Reference: **www.acenet.edu/militaryprograms**

Defense Activity for Non-Traditional Education Support (DANTES)

★ The mission of DANTES is to support the off-duty, voluntary education programs of the Department of Defense and to conduct special projects and developmental activities in support of education-related functions of the department.

Web Reference: **www.dantes.doded.mil/dantes_web/DantesHome.asp**

Diploma Mills

★ A diploma mill is a business that makes a profit by disguising itself as a legitimate college, university, or school. These businesses make money by providing fraudulent degrees and academic references, as well as falsified transcripts to individuals who may pay hundreds of dollars for them.

Web Reference: U.S. Department of Education at **www.ed.gov/students/prep/college/diplomamills/diploma-mills.html**

Servicemembers Opportunity Colleges (SOC)

★ Web Reference: **www.soc.aascu.org**

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