



## MILITARY CREDITS

Students who have earned credit through courses taken while in the Armed Services may apply for acceptance of these credits in the Admissions or Registrar's Office.

Specific procedures have been established for the granting of college credit from non-traditional sources:

The general policies and procedures concerning credit from non-traditional sources are applicable.

In order for these credits to be evaluated, the student must:

1. Complete a *Request for Course Recommendation* form for each service school course completed;
2. Provide a DD Form 295, *Application for the Evaluation of Educational Experiences During Military Service* or *Application for the Evaluation of Learning Experiences During Military Service*;
3. Provide a DD Form 214, *Armed Forces of the United States Report of Transfer or Discharge*; and
4. Provide copies of any *Course Completion* certificates that the student has received, or other proof of having completed the course.

If these records are not available, the student should schedule an appointment with the Credential Evaluator in the Admissions Office (new students) or the Office Coordinator in the Registrar's Office (currently enrolled students) to discuss alternative forms of documentation of credits earned.

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### ***Policy Reference:***

Original publication in Policy and Procedures Memorandum, DM 1440.2G, *Academic Procedures Manual*, issued August 15, 1994.

Updates Approved by Academic Affairs Council 2/15/07