



**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 for prior learning. The general policies and procedures concerning [credit for prior learning](#) are applicable.

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

1. Request a Military Credit to be sent to the College via the Joint Services Transcript (JST) *OR* submit a transcript from the Army/American Council on Education Registry Transcript System (AARTS), Community College of the Air Force (CCAF), or Coast Guard Institute (CGI);
2. Complete a *Request for Course Recommendation* form for each service school course completed;
3. 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*;
4. Provide a DD Form 214, *Armed Forces of the United States Report of Transfer or Discharge*; and
5. Provide copies of any *Course Completion* certificates that the student has received, or other proof of having completed the course.

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**Cancellation:**

"Military Credits" as published in Academic Procedures Resource Guide, dated 2/15/07

**Policy Review/Approval:**

Academic Affairs Council 2/15/07

Procedural Update - Vice Chancellor for Academic and Student Affairs Approval

3/28/23