



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3900.3 - CREDIT AVAILABLE THROUGH MILITARY EXPERIENCES

This procedure implements Board of Trustees Policy *BP 3900 Academic Credit for Non-Traditional Education* regarding the awarding of academic credit from non-traditional education sources based upon verification of military experience.

1. FUNCTION

- a. Academic credit for military service and military schools may be granted upon the analysis of any of the following military forms which must be on file:
 - 1) DD-295 - Evaluation of Educational Experience during Military Service;
 - 2) DD-214 - Armed Forces of the United States Report of Transfer or discharge;
 - 3) NAV/PERS 1070/604 - Navy Occupational/Training & Awards History;
 - 4) Certificates, diplomas, transcripts of in-service training (available from the National Personnel Record Center, 9700 Page Boulevard, St. Louis, Missouri 63132);
 - 5) Army/American Council on Education Registry Transcript System (AARTS) Operation Center, 415 McPherson Avenue, Fort Leavenworth, Kansas 66027-1373;
 - 6) DD-2586 - Navy Personnel separated between October 1990 – August, 1992 (Bureau of Navy Personnel Relocation Support Section [PERF-662D] Attention: Skills Verification Documents, Washington, DC 20370-5000);
 - 7) Sailor/Marine American Council on Education Registry Transcript (SMART) Navy Education and Training Professional, Code N2A5, 6490 Saufley Field Rd., Pensacola, FL 32509-5204;
 - 8) Community College of the Air Force Transcript;
 - 9) A letter from the Department of Veterans Affairs confirming the student's military service when official documents cannot be obtained;
 - 10) National Guard Bureau Form 22E Report of Separation and Record of Service;
 - 11) Coast Guard Institute transcript; and
 - 12) Joint Services Transcript.

2. APPLYING FOR CREDIT

- a. Students applying for credit for military school training or military service must:
 - 1) Submit a legible copy of one or more of the following documents listed in 1.a.

- 2) These documents must clearly state:
 - a) Full title of the course;
 - b) Location of the school;
 - c) Inclusive dates of the course; and
 - d) Length of the course.
- 3) If the documents do not provide the complete information, the veteran may clarify incomplete information by submitting supporting service school certificates as appropriate.
- 4) If the student cannot provide a service school certificate, he or she must submit a request for service school transcripts to the Department of Defense.

3. AWARDING CREDIT

- a. Veterans collecting benefits may receive an evaluation for military credit without an educational plan on file if it is within their first year of enrollment.
- b. Military service credit may be granted upon verification of six (6) months of continuous active duty, or completion of basic training for National Guard/Reservists. Four (4) units of credit may be awarded to meet the district graduation requirements in Health and Physical Education. Three (3) of those units may also be used to satisfy AREA E of the California State University (CSU) General Education Breadth pattern.
- c. Military school credit may be granted based upon recommendations from the ACE Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, and available online at www.militaryguides.acenet.edu.
- d. Only lower division baccalaureate/associate degree credit will be granted and may be applied as CSU transferable credit.
- e. A maximum of 10 units (including Health and PE) will be awarded automatically for military experiences. Students who have more than 10 units through military experiences may petition to use additional units if needed to graduate.
- f. The Community College of the Air Force credit will be accepted upon receipt of an official transcript from the institution and recorded as elective credit only.
- g. Academic credit for the Navy Enlisted Rating (NER) will apply only to students enrolled in the SOCNAV or SOCMAR Programs. Credit for the NER will be granted only if it does not duplicate credit awarded for military service school training.

4. MILITARY CONTRACT EDUCATION (MCE)

- a) The approved list of Military Contract Education courses will be reviewed each year by the District Records Office in consultation with Instructional Services.

- b) The list will be updated as applicable using the American Council on Education (ACE) Military online guide.
- c) Military Education courses evaluated as vocational or upper division baccalaureate category according to the ACE Guide will not be accepted.
- d) The Military Contract Education Program will send the class roster to the District Records Office to post credit.
 - 1) Rosters received for courses not on the approved list will be cross-checked to determine if there has been an update to the ACE Guide or change to the ACE ID number. If no update is found, the coursework will not be posted to the student record and the roster returned to the Military Program.
- e) The District Records Office will review the student's academic record to ensure that duplicate credit is not posted.
- f) The District Records Office will post the military course, credit value and a grade of pass only.
- g) The roster will be imaged for permanent storage.

5. LIMITATIONS

- a. Credit for military schools is subject to the following limitations:
 - 1) May not be used to meet the California American Institutions requirement;
 - 2) May not be used to meet the English composition requirement;
 - 3) May not be used to meet major requirements, without department approval using the Modification of Graduation Requirements process;
 - 4) Only unit credit (Pass) is granted;
 - 5) Processing fees will not be applicable;
 - 6) The units granted may not be used to satisfy the graduation in residence requirement;
 - 7) The units granted will not be counted in the student's current study load; and
 - 8) Credit for military school training will not be granted if it duplicates any other credit awarded the student.

Approved by
the Chancellor: August 28, 2013

Supersedes: Procedure 3900.3 - 6/25/87, 2/07/89, 8/11/94, 11/29/00, 04/13/10