

Helping Our Educated Vets Get Credit

*Owens Community College
Process Management Fall 2006*

Owens Community College
Helping Our Educated Vets Get Credit

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MILITARY CREDITS

Project Statement

To improve opportunities for military personnel to be awarded credit for skills learned in the Armed Forces, as measured by higher number of credit hours awarded/waived, recruiting additional veteran students and saving students money while enrolling.

Owens Community College Mission Statement

We believe in serving
our students
and our communities.
Your success is our mission.

Military Credits Background Information

In order to understand this particular group's assigned task one has to review history and higher education first. Right after WWI veterans returning home after the war were given vouchers to attend institutions of higher education. These institutions were not prepared for the large influx of veteran students and literally were busting at their seams to try and accommodate such a large group. This group did not want to repeat history and agreed to take on the task of military credit for those veterans who will be returning home from the war in Iraq.

It was obvious from the onset that this was a very large task and that there were many areas, all of which held some level of importance which could be investigated.

Owens Community College currently uses 3 methods for awarding credit for students who come to us from the military.

Waiver for Work Experience

This approach requires instructor, chair and dean approval. It is incumbent upon the petitioner to submit a portfolio to prove that the course objectives are met.

Educational Experience Waiver

This approach requires instructor, chair and dean approval. It is incumbent upon the petitioner to submit a letter from their current employer to prove that the course objectives are met.

Proficiency Exams

These exams are typically the final exam from a particular course. In many cases these exams reference the current texts used in the class.

Military Credits – Operational Definitions

ACE Guide: 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 military life. The *Guide Online* contains ACE recommendations for formal courses and occupations offered by the services as individual exhibits.

The Military Evaluation Program provides guidance to colleges and universities in the award of credit for learning acquired through the successful completion of formal military courses and occupational training.

ACE ID: Enter the full course identification number assigned by ACE, or just the initial portion. To illustrate, entering *ar-1715-0199* will find the *Ground Control Radar Repair* course; entering *ar-1715* will find essentially all Army electronics-related courses; and entering *ar* will find all Army courses.

Armed Forces: Members of the United States Army, Navy, Marines, Air Force, and Coast Guard

CLEP for Military Personnel: College-Level Examination Program® (CLEP®) exams are available to eligible military personnel as a way to save time and money while earning college credit. To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP exams for eligible military service members and eligible civilian employees.

Educational Experience Waiver: Relinquishing the requirement of a particular course on the basis of previous educational experience

G.I. Bill: any of various Congressional bills enacted to provide funds for college educations, home-buying loans, and other benefits for armed-services veterans

Military Transcript: Similar to a college transcript, showing training courses taken while in the service

MOS: Military Occupation Search number. This number enables the individual the ability to search the military database for like civilian careers or training.

Proficiency Exam: designed to measure the student's level of knowledge and/or skill in the content covered by a given course or courses

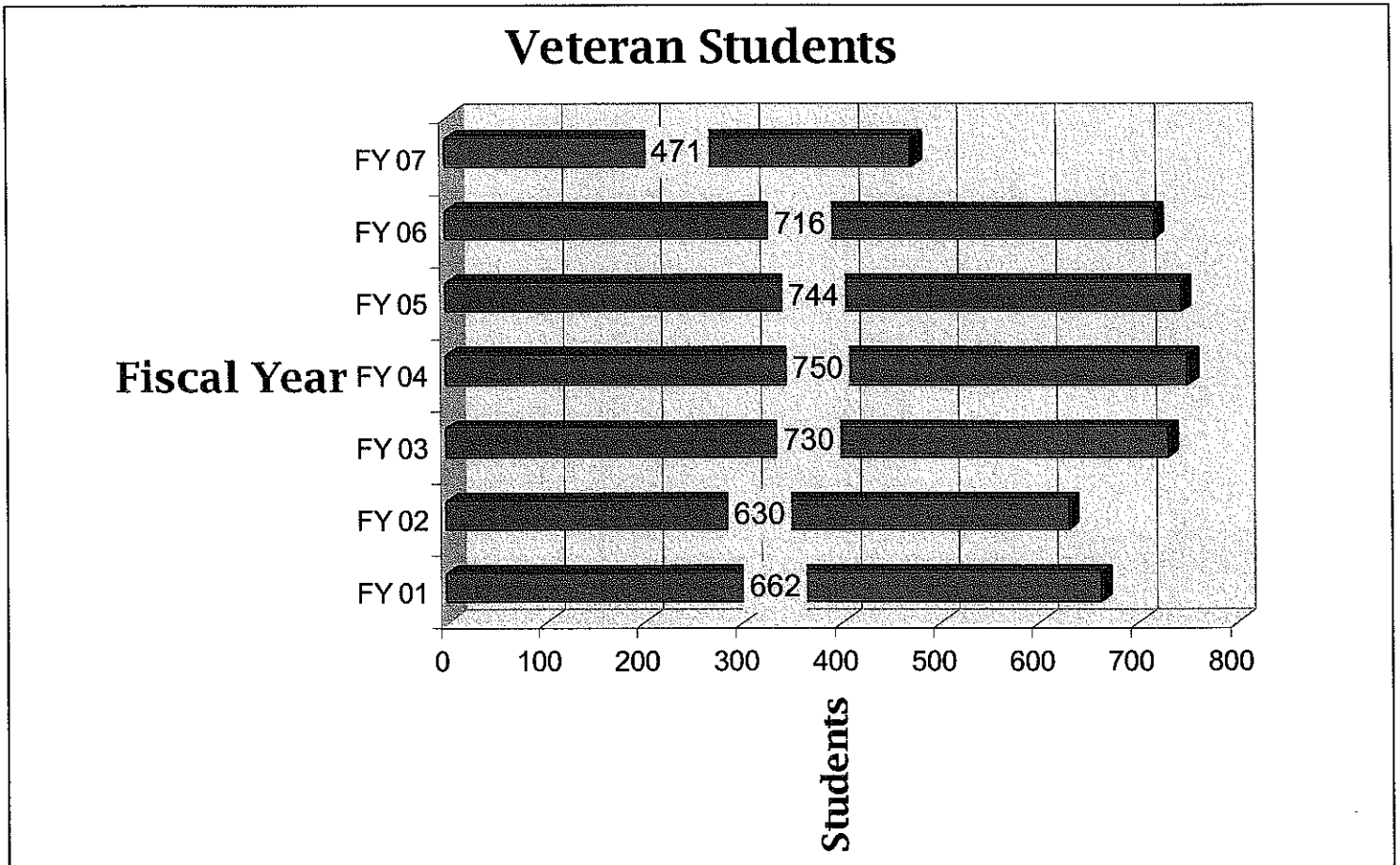
Transfer Guide: document available for students to refer to regarding classes that may transfer into Owens from other institutions

VA-ONCE: An enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c. It is a completely Internet based application. A team of schools and RPO representatives helped to develop the requirements used to build the application. This database allows our Veterans Services Representative to query and extract information about our military students. Some of the information available includes name, service, and major.

Waived Credits: credits obtained by either the Educational Experience Waiver or the Work Experience Waiver, these credits will not transfer to another institution without re-approval from that institution

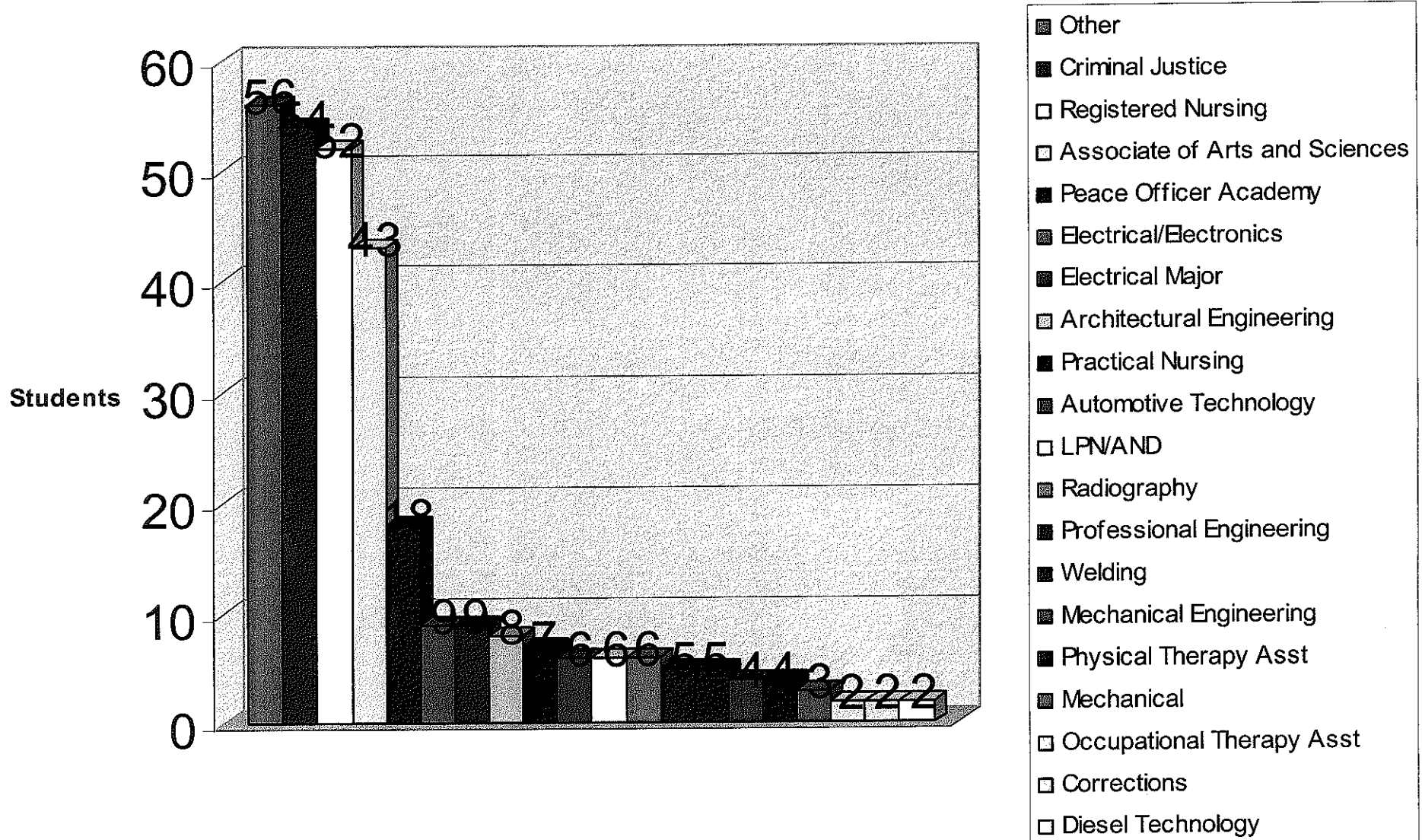
Work Experience Waiver: relinquishing the requirements of a particular course on the basis of previous work experience

Veteran Students per Academic Year

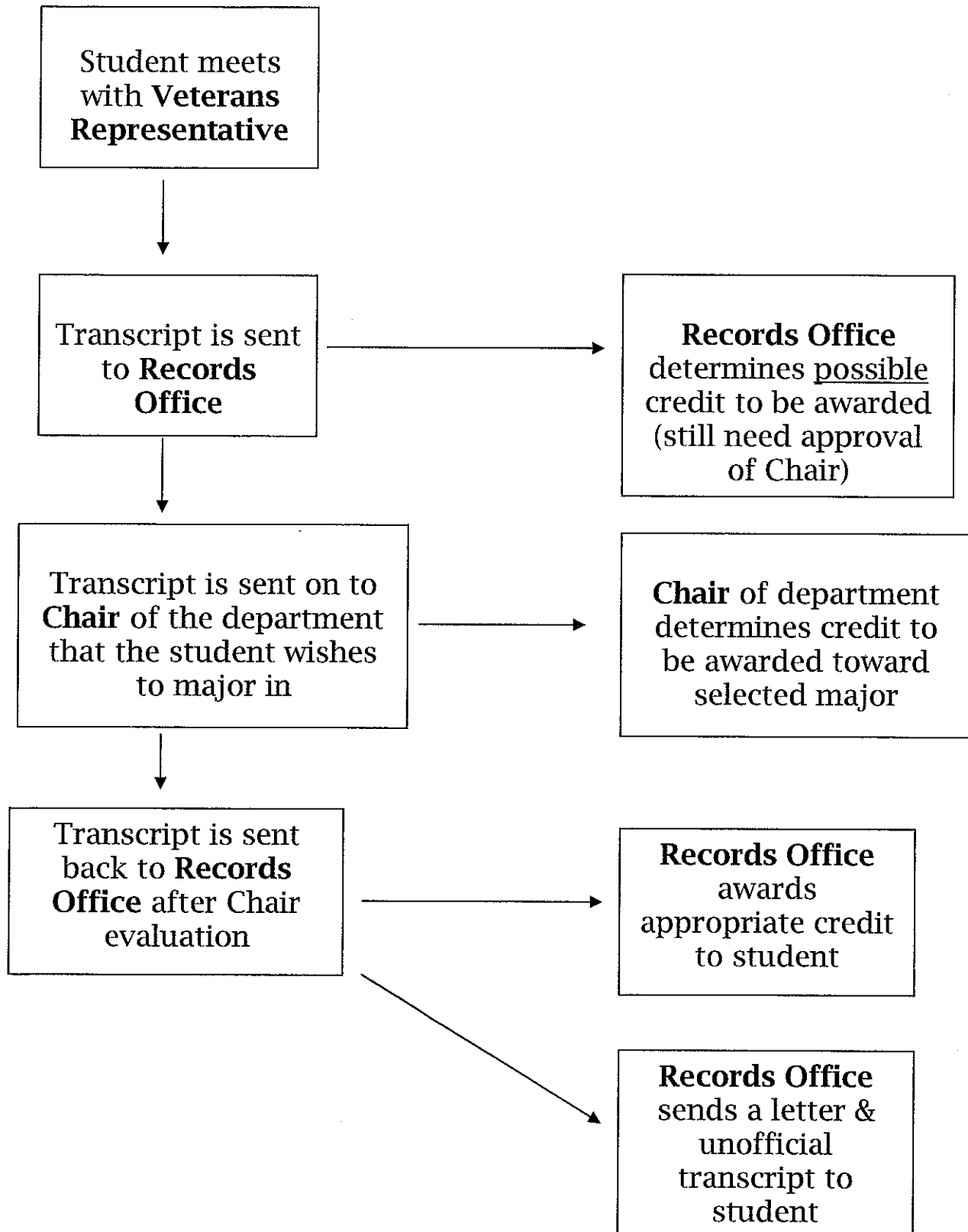


***FY 07 only showing Fall 2006 Semester,
Spring 2007 enrollment not yet
determined**

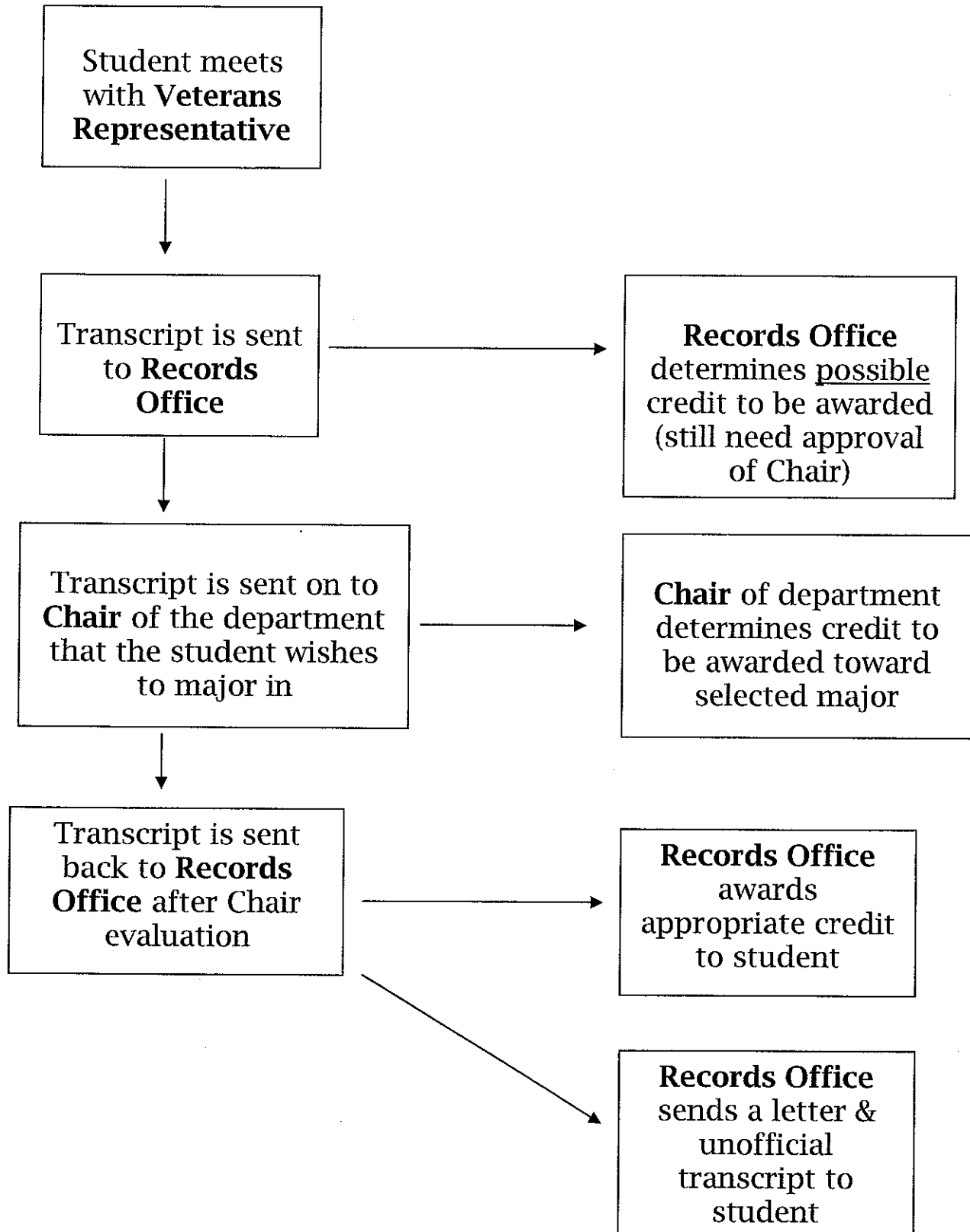
Veteran Students - Majors



Current Military Credit Process Flow Chart



Current Military Credit Process Flow Chart



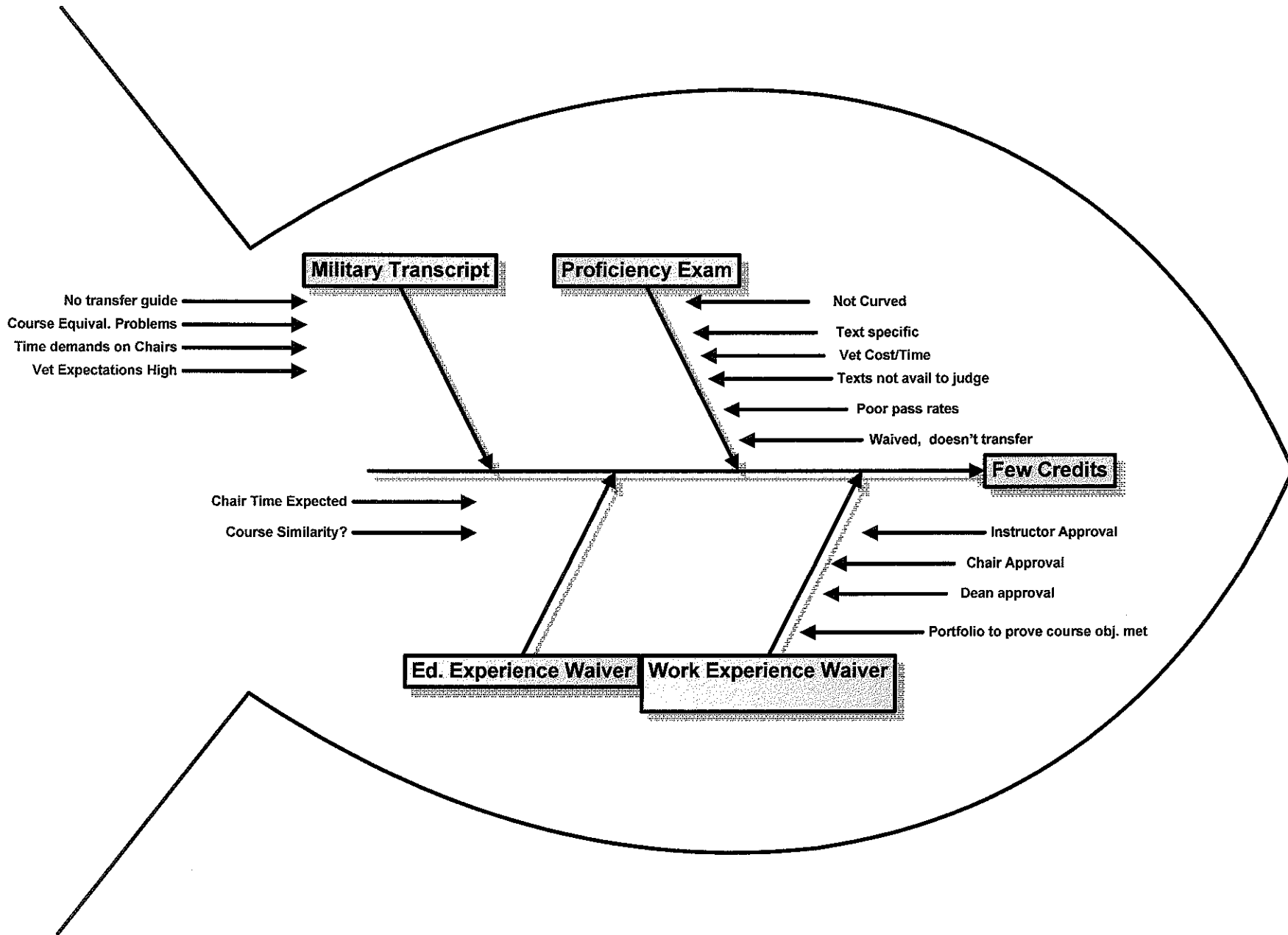
Explanation of Current Military Credit Process Flow Chart

Currently, the Veterans Representative is meeting with every single veteran student and following through with those students until their transcript is completely evaluated (i.e. – several phone calls, e-mails, etc.)

The student transcript is sent on to the Records Office, where staff must review the transcript and determine possible credit to be awarded (still need approval of Chair). Records staff must go through each military training course and find an Owens course with similar content and the same outcomes as the training.

The transcript is then sent on to the Chair of the department that the student wishes to major in. The Chair of that department then determines credit to be awarded toward the specific major.

The transcript is then sent back to the Records office and credit is awarded. A Records Office staff member then sends a letter & an unofficial transcript to the student. This process could take several months.



Cause & Effect Diagram Interpretation

Military Transcripts

We currently have no transfer guide or spreadsheet to help Chairs assess military transcript course equivalencies. For that reason each review is very time consuming for the Chairs and therefore hinders the granting of military credits at Owens Community College currently.

Course equivalency problems

If a military course only contains a portion of an Owens' course content, they cannot receive partial credit. While a few programs may have courses that approach modularization, this may not be an avenue that many departments wish to travel.

Time demands on department chairs are many and varied and the current system of attempting to award military credit is very labor intensive.

Veteran's expectations of how much course credit their military transcript will produce may be very high based on the promises made by recruiters and the pride instilled in them by their branch of the service.

Educational Experience Waiver

This means of awarding military credit also requires a lot of time by the department chair in assessing similarity of course content and learning objectives. Waivers may not be portable credits if a person wishes to transfer for a Bachelor's degree.

Work Experience Waiver

This approach requires instructor, chair and dean approval. It is incumbent upon the petitioner to submit a portfolio to prove that course objectives are met.

Proficiency Exam

These exams are not curved and may have reference to Owens texts since they are often final exams. Faculty is sometimes reluctant to give out final exams for this proficiency testing. The best way for a vet to determine if they are prepared to take proficiency is to look at the textbook as well as course syllabus, but textbooks are shrink-wrapped and not in the library creating some challenges in this regard. Other concerns raised by Chairs and the testing center are the low pass rates. Also of concern for majors where someone may be going into a bachelor's program is the fact that passing a proficiency test waives a course requirement for your Owens program but does not transfer.

Sampling Methods

We began our research by polling other institutions as to what they offer in the way of credit for military service. Some schools offer 3-9 credit hours of credit for military service. This is blanket credit and in many cases would fulfill the student's elective hours. An informal poll done at the OACRAO (Ohio Association of Collegiate Registrars and Admissions Officers) yearly conference confirmed this.

The informal discussion had representatives from 31 public and private, 2 and 4 year schools. Of the 31 schools, 16 schools offered a blanket credit of 3 to 9 credit hours which would count toward as elective hours as the student pursued a degree. Those that were present expressed concern as how to accurately award college credit for coursework and life experiences our servicemen and women gain in the military and how does this knowledge translate into college credit. One school, Franklin University is a goArmy education center that works with the army to educate soldiers currently serving around the world.

For our project we needed to identify our students. Research showed that 56 military transcripts were received in the Office of the Registrar from 1/1/04 to 11/15/06. CLEP test credit was awarded for 3 of the students. And a total of 15 students had coursework waived based on their military credit.

Joanne DeCant, the Veterans Services Representative, joined the group and provided information as to the demographics of our current students, including their

program of study. This information was available to her from the database VA ONCE. Of the 131 active duty students that were currently registered, we had 13 military transcripts on file. The Office of the Registrar provided copies of the military transcripts removing all personally identifiable information. As a group we divided these transcripts up and each attempted to see what type of college credit could be awarded by using the ACE guide for military credit. This procedure was cumbersome. While the ACE number helps identify the training and educational outcomes the student completed, the team members felt ill-equipped to make decisions on the type of experiential credit that should be awarded.

Additionally, we had a focus group that involved 7 of the department chairs. The information provided by the Department Chairs assisted us in understanding the challenges the chairs face, as well as, how military experience can be awarded easily for some programs. It was the group's understanding that chairs awarded credit as work experience waiver- a sometimes cumbersome process that involves meeting with students one-to-one. This process requires students to submit a portfolio of their work documenting their experience.

While some chairs award credit in the form of a work experience waiver, others indicated the more information they have the more likely they could award credit by combining different types of training

Jim Gilmore, Chair of Manufacturing Technologies, shared how the MOS (Military Occupation Search) number assists him in awarding credit for work

experience By going to the website <https://www.cool.army.mil/search.htm>, the Chair can find out about the relationship between military training and civilian certification requirements-this system could work well for the technical courses in a student's major.

Jason Tetzloff, Chair of Arts and Sciences on the Findlay campus, suggested that military students would benefit by taking the CLEP test for general education credit as opposed to having a class waived, as this could negatively impact a student who may transfer to a 4-year college. (In some cases students have to retake courses that have been waived by one institution when going to another). The other advantage to CLEP testing is that it is universally accepted. Jason also suggested we contact other colleges near military bases to see how they accept credit; it may provide a better understanding of how military credit is interpreted into college credit.

Improvement Theories

As a group, the final decision was to work on three initiatives for our project. Those initiatives are as follows:

- 1) Produce a Master Spreadsheet of all military courses that have been previously accepted by Chairs to reduce time spent reviewing future transcripts. Also we would like to add this spreadsheet to the internet so that prospective students would be able to use it as a reference tool when looking for higher education.
- 2) Update promotional materials (catalog & veterans guide) to insure that military personnel are aware of the services that Owens offers.
- 3) Update the Owens Community College website to include information on services that we offer for veterans - including a QuickLink for easy access to this information.

Proposed Military Credits Checklist

Including Improvement Theory (Master Spreadsheet)

- _____ 1. Student meets with Veterans Representative
- _____ 2. Transcript sent to Records Office - Records uses the Master Spreadsheet to find courses that have been awarded to previous students & awards credit for courses which have been previously approved by a Chair
- _____ 3. Transcript is sent to chairs of general education department & Chair of the department the student is majoring in
- _____ 4. Transcript sent back to Records Office
- _____ 5. Records awards credit for any courses approved by the Chair evaluation
- _____ 6. New courses approved are added to the Master Spreadsheet
- _____ 7. Letter & unofficial transcript sent to the student
- _____ 8. Records will notify Veterans Representative once credit has been awarded to the student

Cost Analysis for Military Credits Improvement Theory

Monetary Costs:

This proposal will be integrated into fully funded and fully staffed programs and services of the College. However, there will be a small cost for publishing the new Military/Veterans Guide.

Time costs for our proposal include:

- 1) Preparing the initial spreadsheet & keeping it updated
- 2) Updating promotional materials
- 3) Updating Owens website to include Veterans Info. & QuickLink

Time savings for our proposal are:

- 1) Student will be able to begin classes at Owens sooner, not having to wait for their transcript to be processed
- 2) Less time spent with the Veterans Representative, allowing this person more time for recruitment, meeting with even more students, etc.
- 3) Less time for Chair approval of courses if some credits are determined before they receive the transcript

Force Field Analysis

Desired Change: To improve registration for potential military students & for the college internal personnel regarding transferable military credits earned.

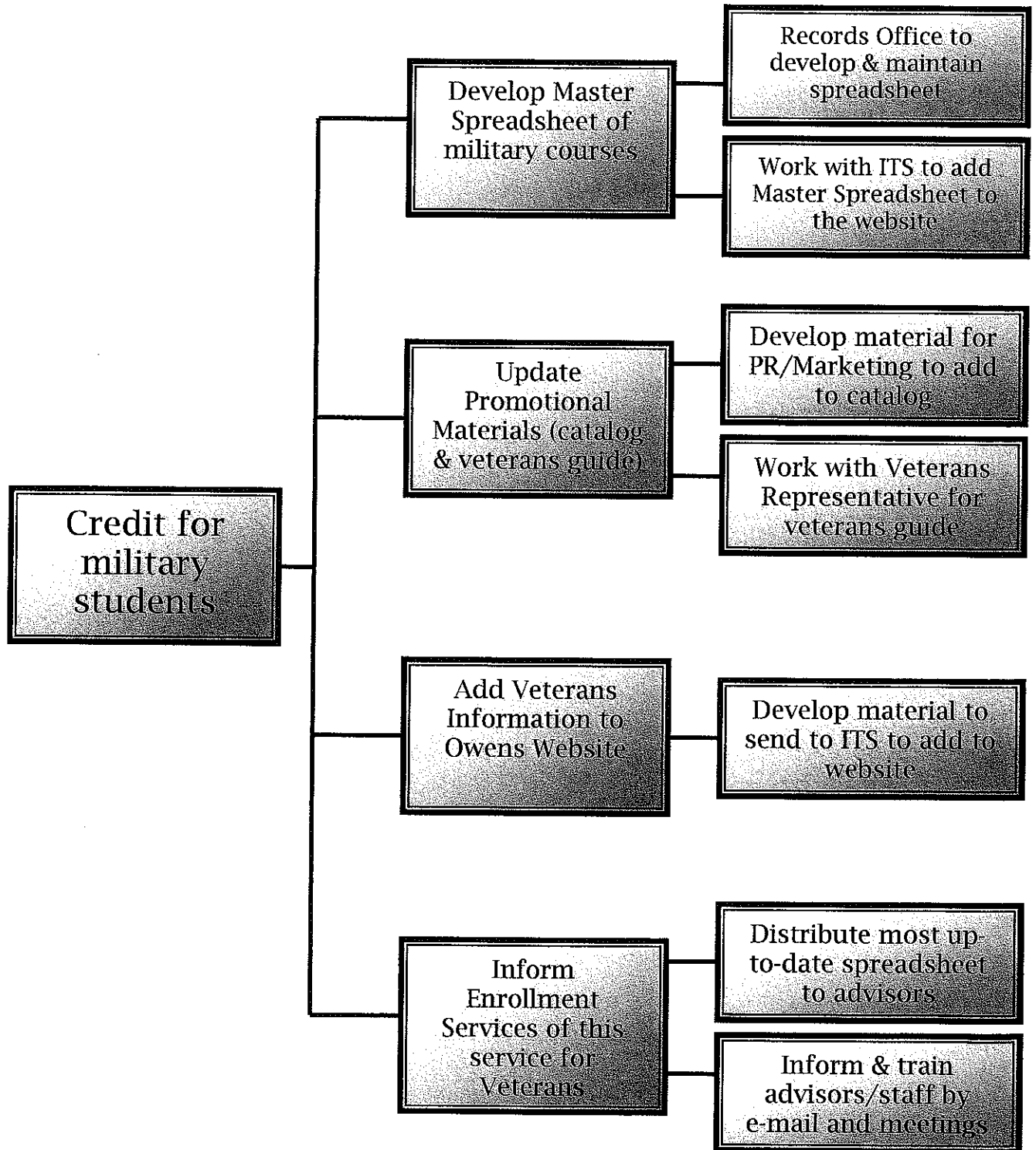
Driving Forces

1. Student retention
2. Increase enrollment from military population
3. Owens staff would reduce time and labor
4. Veterans Representative could spend more time on recruiting
5. Market “user friendliness” to military sector
6. Reduce redundant work for Chairs, once class is approved for credit
7. Master Spreadsheet of approved classes kept in Records Office
8. PR for local bases – sends positive message to military returning home
9. Send message of collaboration with local businesses – to retain military employees and upgrade skills quickly

Restraining Forces

1. Resistance to change
2. Lack of staff to assist in new process
3. Lack of transcripts provided by incoming students
4. Internal communication of process
5. Additional training needed for enrollment services

Systematic Diagram Improvement Theories



Military Credits to AQIP Criteria

AQIP Quality Criteria

Project Relationship

Understanding Student's Needs	Understanding the lack of transfer credit currently being awarded for military experience. In addition this is difficult on the incoming student transitioning from military to Owens student.
Supporting Institutional Operations	The department of Student Services and Academic Services collaborating to provide accurate information for transfer/waive of credits. Additionally Marketing & Recruiting would support this area of the College. ITS and the Owens Guide would generate information to the incoming active and retired vets of services.
Planning Continuous Improvement	More efficient pathway for student success. The "Master Spreadsheet" process hopes to eliminate confusion, redundant work by Chairs for waived credit approval & reviewing of military transcripts. This would free up the Veterans Representative to improve student ease of registering and create more time to recruit.
Building Collaborative Relationships	The internal relationships between Marketing, Student Services, Academic Services, Chairs, and the Veterans Representative would be supportive. These initiatives would support good external relationships between the local military bases, active military incoming students and the experience that comes from the student moving military experience and expanding into the higher educational experience.

Project Timeline

Activity	Who is responsible?	Sept 2006	Oct 2006	Nov 2006	Dec 2006	Jan 2007	Feb 2007	Mar 2007
Develop Master Spreadsheet	Records Office							
Research Other Colleges' Procedures	Team							
Survey Dept Chairs	Team							
Review current transcripts & compare descriptions to the ACE guides	Team							
Work with ITS to add Master Spreadsheet to internet	Records Office							
Develop materials to update catalog	Veterans Representative							
Develop materials to update Veterans Guide	Veterans Representative							
Send info to PR/Marketing for updates to catalog/guide	Veterans Representative							
Develop material to send to ITS to update website	Veterans Representative							
Send info to ITS to update website	Veterans Representative							
Distribute most up-to-date spreadsheet to advisors	Records Office							
Inform & train advisors/staff in Enrollment Services with Spreadsheet	Records Office							

Anticipated Positive Results

- 1) Increase in student enrollment
- 2) Positive effect on community
- 3) Positive effect on military
- 4) Positive advertisement for Owens Community College (word-of-mouth)

Impact on Customers

- 1) Easier registration
- 2) Less confusion for advisors/Chairs
- 3) Less time spent reviewing transcripts
- 4) User friendly system for external & internal customers

Results

To signify the progress of each recommendation:	To signify which Action Plan(s) relates to the Quality Project:
<ul style="list-style-type: none"> ● Done 	<ul style="list-style-type: none"> ● Survey other institutions for input as to their procedures for awarding academic or experiential credit
<ul style="list-style-type: none"> ↪ In Progress 	<ul style="list-style-type: none"> ● Survey Department Chairs for input as to what would assist them in evaluating military experience
<ul style="list-style-type: none"> ● Pending 	<ul style="list-style-type: none"> ● Develop a spreadsheet or transfer guide
	<ul style="list-style-type: none"> ● Benchmark data as when transfer work was accepted
	<ul style="list-style-type: none"> ↪ Reviewed Ace guides for course descriptions
	<ul style="list-style-type: none"> ↪ Improve collaboration between the Veterans Services Representative and the Office of the Registrar
	<ul style="list-style-type: none"> ↪ Send transcripts to all chairs for input as to transferability
	<ul style="list-style-type: none"> ↪ Notify Veterans Services Representative when credit awarded for military experience
	<ul style="list-style-type: none"> ↪ Improve collaboration between Student Services (Enrollment Services, Office of the Registrar) and Academics (Department Deans and Chairs)
	<ul style="list-style-type: none"> ● Work with Veterans to request transcripts sent to Owens Community College
	<ul style="list-style-type: none"> ● Increase the number of military transcripts received
	<ul style="list-style-type: none"> ● Review yearly to determine transferability of coursework
	<ul style="list-style-type: none"> ● Reduction in time spent evaluating military transcripts
	<ul style="list-style-type: none"> ● Increase in the number of students coming to Owens Community College

Results

Our interviews both in e-mail and informally with other schools identified military credit as a challenge that other colleges faced as well. An informal poll of Registrars at OACRAO, (Ohio Association Collegiate Registrars and Admissions Officers), showed that 16 out of 31 schools offer some sort of credit for military experience. Topics discussed included how these students are assessed, the DANTES test which the University of Akron uses for its military students and/or other forms of CLEP tests that are available to military personnel. During the discussion several Registrar's expressed concern that their schools were not ready for the possible influx of students from the current war in Iraq. Our e-mail research found that some schools offer blanket credit of 3 to 9 hours while others only offer credit based only on the students transcript from the military as it pertains to their course of study at the institution.

As a group we were able to achieve several goals. Our research into the issues of awarding credit for military personnel identified several areas that we could improve immediately. First, we were able to start the development of a spreadsheet that shows transfer credit awarded from military transcripts from the last 2 years. The spreadsheet shows what credit was awarded, the ACE ID, who authorized accepting credit and the date the coursework was accepted. This document is a living document and will be maintained by the Office of the Registrar. Yearly review will ensure the continued transferability of coursework. This review will be done with the assistance of the Department Chairs.

Secondly, our focus groups with the department chairs provided our group an understanding of the challenges the chairs face in evaluating military experience as it pertains to courses in programs at Owens. Chairs indicated the more information they have the more likely

they could award credit by combining different types of training. To that end it was decided that all military transcripts be sent to any chair where credit can be awarded along with the course description and a description of outcomes which can be obtained from the ACE Guide. Although it is a tedious job, each transcript needs to be evaluated to ensure maximum coursework is credited. This in turn will increase the number of courses listed on the spreadsheet. (This collaboration between the Office of the Registrar and the Department Chairs will be essential in providing the veteran with the maximum number of transferred coursework credits as he/she works towards a degree).

Thirdly, the Veterans Services Representative will assist veterans in requesting their transcripts, to ensure that these students receive college credit. It was discovered that although we had 131 active duty students on campus we only had 13 transcripts for these students. If we could increase the number of transcripts received we could better serve this population of students.

And finally, a better working relationship between the Veterans Services Representative, the Office of the Registrar and the Chairs and Deans has been established. With a new understanding as to what documents will be required from the student, what documents the Chairs and Deans need, and who to notify when credit is awarded a new process is being developed. By establishing better lines of communication there will be less confusion for the student and, once credit is awarded, the student will find it easier to register for classes here at Owens Community College.

How will the team engraft improvements into the system

There are areas of Owens Community College where this report will assist in their day-to-day activities and play a large role in future decision making processes. It becomes important for this team to assist those areas of the college who might have a vested interest by helping them to understand how our suggestion might enhance their department's goals. In creating a cooperative environment between the team and the departments who will benefit from this report, we have taken the first steps to engraft this product into the College's culture.

When we put this report together we made sure that it would "fit" into the mission statement that is the cornerstone of Owens Community College. "We Believe in Serving Our Students and Our Community. Your Success is Our Mission." Our report was designed around the premise that we will serve the needs of our military personnel, thus serving our students as well as our community.

We believe it is the entire college's responsibility to help our service personnel in obtaining their education. We believe it is a small price to pay to help them with their future goals in return for the sacrifices they have made for us. We also recognize our team can and should take the role in assisting our academic Dean's and Chair's in making the transfer of credits from the military to the college as seamless as possible. Through the knowledge we have gained in this process and with the suggestions that we have recommended, we feel we are one step closer to making the seamless transition a reality.

The Team feels there are several ways in which this program can be monitored. With the help of our military relations people we can monitor how many people chose to attend Owens Community College in comparison to previous years. Do we see an increase in enrollment because it is easier than in years past to make the transition of credits? Do we see a broader base of military personnel attending Owens Community College because of name recognition associated with our military credit transfer process? Have the frustration levels decreased among military personnel enrolling at Owens Community College because of our new approach? These are just three areas that would allow us to monitor the progress of this program. Face-to-face surveys, on-line surveys, mail-in surveys, and surveys of military bases and recruiting stations are all areas where we could survey our progress.

We see this program assisting our military liaison people as they meet with recruiters, future students, and attend career fairs to show how Owens Community College wants to help enhance the education of our service people. We also see this program assisting the registrar's office as they deal with veterans who are looking for answers as to how they can start or continue their college education. This endeavor might also provide our academic Chair's with a tool that will assist them in the transfer credit process. We would hope that this Team has encouraged future teams to look at tools that would keep this process from being too laborious. Owens Community College wants our military personnel to start or continue their education with us and it is imperative that we make the experience of moving transfer credits as smooth as possible. If we do not provide this service in an environment that encourages cooperation someone else will and we will lose a valued resource to this college.

Ideas for other Team Projects

There are areas that we feel future teams can explore that make this project a success. Continued progress in building strong relationships with military installations and recruitment stations are a necessity. The College has done a great job in this area but we need to continue to grow and find ways to bring military personnel into the decision making process with future projects. We would also encourage future teams to look at the avenues that we have provided in providing tools that might become available in the transfer process. Using CLEP or creating an assessment tool while partnering with other agencies would greatly enhance Owens Community College's relationship with many State agencies. We talked with representatives from the American Association of Community Colleges (AACC) about assessment tools that are currently being used by community colleges around this nation and they were not aware of anything specific at this time. This is not to say some type of tool is not available but it becomes obvious that there needs to be more exposure to these instruments for college to take advantage. Owens Community College has the opportunity to become a leader in working with the military to make this program more readily available and to set the guidelines as to what the program might look like for future veterans across the country. We have become a leader in so many areas over the years our Team believes this is one more program that we can add to that very distinguished list.

THANK YOU

We would like to thank the Steering Committee for giving us the opportunity to participate on this Team.

We value and appreciate the encouragement and knowledge that Dr. Stan Jensen has provided us.

Thank you to Jim Gilmore, Jim Perry, Deb Ciecka, Shelby Pierce, Jason Tetzloff, Glenn Rettig, and Brent Wickham for participating in our roundtable discussion. Your input was invaluable and your help was very much appreciated.

Thank you to Joanne DeCant for joining our team and sharing all of her insight on this process.

Last, but certainly not least, our fearless leaders, Dawn and Michelle will never know how much they have done in providing us guidance and given us a calming presence during this adventure.

Steering Committee Feedback

Team Name: *Helping Our Educated Vets Get Credit*

Date: *November 30, 2006*

Champions: *Dawn Wetmore/Michele Johnson*

Ideas for Improvement

Support (Y/N)

1. Develop Master Spreadsheet for Military Courses and add to Owens website

2. Update promotional materials - including college catalog & veterans guide

3. Add Veterans Info. to Owens website - including a QuickLink for easy access

Appendix

Information from other Colleges:

MIDDLE TENNESSEE STATE UNIVERSITY

Military Service Credits

Students who have served in the armed forces, the reserves, or the national guard may receive academic credit as listed below

1. Six semester hours credit (4 hours military science -- MS 1010, 1020, and 2010 -- and 2 hours health -- PHED 2100) is granted for a minimum of three years, eleven months, and twenty days of reserve or National Guard Service in the Armed Forces of the United States. Veterans who have less than three years, eleven months, and twenty days will be awarded one semester hour credit for each year of reserve or National Guard duty.
2. Credit will be awarded for **formal service schools** based on recommendation from the Office of Educational Credit of the American Council on Education. All documentation supporting service-related educational experiences should be filed with the Admissions Office.
3. We recommend submitting discharge papers (or a recent pay stub if currently in service), and any of the following, as appropriate: Community College of the Air Force transcript, Army AARTS transcript, course completion certificates, and/or DD-2295, Application for the Evaluation of Learning Experiences During Military Service.



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Credit for Armed Forces Personnel

Georgia College & State University has been designated as an institutional member of Service Members Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military. As a SOC member, Georgia College & State University recognizes the unique nature of the military life-style and is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of thirteen leading national higher education associations; the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC) sponsor it.

UNIVERSITY CREDIT FOR EDUCATIONAL EXPERIENCES IN THE ARMED FORCES

1. A student who desires transfer credit for educational experience in the armed forces should present evidence of such experiences to the Registrar, who will evaluate the courses taken and determine the appropriate amount of credit to be awarded. In those cases in which the Registrar desires consultation, the information is forwarded to the Department Chair of the student's major who determines how the credit will be awarded.

Upper-division credit may be awarded by the Registrar or recommended by the Department Chair of the area in which credit is sought.

Appeals may be made to the Academic Council.

2. There is no limit on the number of hours of armed forces education experience credit that can be awarded at Georgia College & State University, except that 40 hours must be completed in residence. In addition, at least 21 of the last 30 semester credit hours toward a degree must be completed at the 3000-4000.

3. Grade transfer hours will be awarded for all university-level work accomplished at the University of Maryland Overseas Branch, University of California Overseas Branch, or any accredited college or university of the United States if the work performed was on a graded basis and not on a correspondence or pass-fail basis and if the work falls within a degree program of Georgia College & State University. The basic regulations regarding residence requirements

cannot be waived. Courses not acceptable for major or minor work in upper-division brackets by departmental chairpersons may be accepted for elective credit.

4. Courses taken on a correspondence, pass-fail, or credit basis in institutions listed in Paragraph 3 above may be validated by passing an examination approved by the department concerned. Any fees will be charged to the student.

5. Courses taken for credit in foreign universities may be accepted after evaluation by the Office of International Services and Programs. Local or College Level Examination course exams may be required and a fee charged. Upon the departmental chairperson's recommendation, such work will be accepted for credit.

6. College Level United States Armed Forces Institute courses offered on a graded basis will be accepted under the provisions of Paragraphs 1 and 2 above. Courses taken on a pass-fail basis may be validated through the College Level Examination Program course exams or by departmental exams, for which a fee will be charged, provided the university rule for maximum of correspondence and extension courses is not exceeded.

Military Transfer Credit

Owens course	notes	Ace Guide Number	Title	Who Approved	Date
AST101		CG-2205-0026	Quartermaster	Jim Perry	11/15/2006
CJS108		AR-1513-009	Individual Terrorism Awareness	George Coxey	9/7/2005
CJS109	based on Naval firefighting experience			Michele Johnson	11/16/2006
CJS120	must have all 3	MOS 31B-002	Military Police	George Coxey	9/7/2005
		MOS 31B-002	Military Police		
		MOS 95B-004	Military Police		
CJS150		AR-1728-0107	Basic Military Police/Basic Correction Specialist	George Coxey	7/2/2004
PSY220		AR-0708-001	Psychiatric Specialist	Bruce Way	11/2/2004
PHY111	if completes school	NV-4732-0026	Naval Nuclear Power School	Jim Perry	3/20/2006
PHY112					
PHY115					
CHM111					
MTH110					
MTH155		MC-1107-001	Mathematics for Marines by Correspondence	Jim Perry	9/17/2006
OAD290	must have both	MC-1406-0041	Legal Administration Clerk	MM	9/17/2006
		MC-1403-0022	Unit Mail Clerk		
CLW105	must have both	CGR-QM-002	Quartermater Level QM2	Jim Perry	11/15/2006
MTH108		CGR-QM-002	Quartermater Level QM3		
SUP101		AR-1405-0233	Unit Supply Specialist NCO	mm	8/27/2004
		NV-2202-0173			
SUP104		NER-ABH-003	Petty Officer Leadership	mm	11/16/2006
SUP222		AR-2201-0294	Primary Leadership Development	George Coxey	7/2/2004

11/21/2006