

**SUBJECT: LCSC ASSESSMENT AND TRANSCRIPTION OF CREDIT FOR MILITARY TRAINING AND EXPERIENCE AS REFERENCED IN THE AMERICAN COUNCIL ON EDUCATION (ACE) GUIDE**

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### **Purpose**

The purpose of this policy is to ensure that the assessment and transcription of credit for military training and experience is consistent with the established standards for credit evaluation and award based on standards such as the American Council on Education (ACE) Guide.

### **Policy**

1. As an accredited institution and a member of the Northwest Association of Schools and Colleges, LCSC is the final authority for assessing and transcribing credit for military training and experience. LCSC's established policy for the assessment and transcription of credit for military training and experience supersedes ACE (American Council on Education) credit recommendations and those of any other organization. Credit for military training and experience is available to degree seeking LCSC students or post baccalaureate students currently enrolled at LCSC.
2. Award of credit for military training and experience is based upon official documentation. Acceptable documents for assessment of military training and experience are:
  - (a) Official transcripts for programs of study issued by the United States Armed Forces Institute (USAFI), Defense Activity for Non-Traditional Education Support (DANTES), Army Command and General Staff College, Community College of the Air Force (CCAF) Army/American Council on Education Registry Transcript (AARTS), and Sailor/Marine American Council on Education Registry Transcript (SMART) System.

Request forms for official military transcripts may be obtained from the Admissions Office, RCH 102 or from the service member's nearest education officer.

Documentation becomes part of the student's academic record and becomes the property of LCSC. All documentation will be submitted to and evaluated by the Registrar's Office.

3. For the Army, Navy, and Marine Corps a combined maximum of 32 credits for military training, course specific and/or block experiential learning may be applied toward an initial bachelor's degree from LCSC (or a combined maximum of 16 credits toward an associate degree). The Registrar's office will evaluate official military transcripts and only transfer credits in as a block up to 50% of 32 or 16 credits. Students wishing to have the remaining 50% (up to 32 or 16 credits) of their military credits transferred to LCSC, must see their academic advisor. These additional credits can only be transferred in as equivalent to LCSC courses. Only by a signature from an academic advisor will the registrar transcript these equivalent credits.

For Air Force personnel the following applies: The Community College of the Air Force meets regional accreditation requirements (SACS-CC) for associate of applied science degrees. LCSC will

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transfer up to 70 credits from the Community College of the Air Force. The Office of Admission will facilitate this process.

4. No further evaluations will be conducted unless students receive new training that qualifies as credit earning, and the student has not received maximum allowed credit from military training and/or experience and is currently enrolled at LCSC. Students are responsible for submitting all documentation in proper form to the Registrar's Office
5. LCSC does not accept military credit awarded by other colleges based upon their examinations. If transfer students wish to receive credit for military training and experience, they must present appropriate official documents for evaluation by LCSC officials and faculty.
6. Credits awarded through LCSC military credit processes will be recorded on the student's official academic transcript after the student has completed 12 college credits including 3 from LCSC.
7. Credit will not be awarded for basic training.
8. ACE Guides from 1954 to present define levels of skill under each U.S. Army MOS or its equivalent beginning with Skill Level 10. ACE recommends credit for Skill Level 10 if the training occurred before September 30, 1991. To ensure credibility of the recommended award of military credit, documentation identifying Skill Level 10 will be accepted by LCSC; however, credit for that skill level will be awarded only if it occurred before September 30, 1991. Military training and experience received after September 30, 1991 must be Skill Level 20 or above to earn credit at LCSC.
9. Credit award for military training during/for short-term reactivation for reserves will be done at the discretion of the Registrar.
10. Resolution of any discrepancy between student presented material and the ACE Guides will be accomplished by the Registrar.
11. No more than 4 credits of military experience will be awarded for active duty service. This is to be included within the maximum of 32/16 credits allowable for military training and/or experiential learning.
12. Upper division credit recommendations provided by the 1954 to present ACE Guides for subject areas not offered by LCSC will be evaluated on an individual basis. If credit is awarded it will be lower division.
13. Credits recommended by the ACE Guides from 1954 to present as vocational certificate will only be awarded to students enrolled in vocational degree programs. Where the ACE Guides recommend vocational or baccalaureate/associate degree credit, baccalaureate/associate degree credit will be awarded if applicable to currently enrolled degree seeking and post baccalaureate students.