

## **Proposed procedures for rewarding credit for military experiences, training and coursework acquired while in the military**

Students who are or were eligible members of the United States Armed Forces may earn college credit based upon their military experiences, training and coursework acquired while in the military. Academic credit will only be awarded for military experiences, training and coursework that are recognized by the American Council on Education (ACE) in their *Guide to the Evaluation of Educational Experiences in the Armed Services*. (ACE recommendations for vocational or technical credit are not accepted as transfer credit.) For more than a half century, the ACE *Guide* has been the standard reference work for recognizing learning acquired in the military.

Credit earned for military experiences, training and coursework will be applied to a student's academic program in the same manner as any other form of transfer credit: (1) applied as a major/minor requirement replacing the equivalent required or optional course taught by the University; (2) applied as a general education requirement replacing the equivalent required or optional course taught by the University; or (3) applied as a general elective.

Credit earned for military experiences, training and coursework will be evaluated after the admissions application process has been completed and admission has been granted. The Records Auditing and Analysis Section of Admissions/Records will post all credit earned for military experiences, training and coursework to the student's permanent record as recommended in the ACE *Guide*. Credit will not be posted until determination of specific course equivalency and applicability towards general education, major coursework, or degree program requirements are determined after review by the appropriate academic departments: the Office of Undergraduate Studies for general education equivalency and the major department for major coursework and degree program requirements.

Credit earned for military experiences, training and coursework evaluated and awarded by another State University System of Florida (SUS) school will transfer as previously evaluated if appropriate to the transfer student's major and subject to institution limits on the amount and level of transfer credit allowed for a given degree.

Students who have concerns that credit earned for military experiences, training and coursework was improperly evaluated and applied may have their concerns addressed through the Director of Admissions for initial posting of general elective credit, the academic Dean of their selected major for major coursework and degree program requirements, or through the Dean of Undergraduate Studies for general education equivalency.

### **Posting of Military Credit**

At the time of admission, all military credit that has been received by the Office of Admissions/Records will be added to the JST INBOX workflow folder in Nolij. An email will be generated to the Student Veterans Center assistant director. The Student Veterans Center will work with the student to determine what will be in the best interest of the student since it is likely that most military credit will remain in the elective credit category. The student will need to be aware of the consequences of adding additional elective credit with regards to the veteran benefit process.

Once the student has signed an authorization to move forward with the evaluation process the military transcripts will be moved to the JST ADVISING workflow folder. An email will be generated addressed to the ROTC Department, attention Military Instructor Group, for a detailed evaluation and recommendation.

After evaluation a recommendation will be sent back to the Student Veterans Center assistant director who will in turn address the individual student's Dean to obtain approval of the recommendation for official posting.

Once approval is obtained, the Student Veterans Center assistant director will move the transcripts into the JST POSTING workflow folder. Upon posting of the recommended credit by the Records Auditing and Analysis Section the transcripts will be removed from the workflow and held permanently in the student's Nolji document folder.

If there is no approval from the Dean the Student Veterans Center will notify the student and remove the transcripts from the workflow. The transcripts will be removed from the workflow and held permanently in the student's Nolji document folder.