

ICCCSSO Listserv Summary – Evaluating Military Transcripts
Compiled by Rock Valley College - April 2010

Institution	Response
Lincoln Land Community College	<p>We don't award credit from a DD-214 form. We require an AARTS transcripts for Army students, Community College of Air Force transcript for Air Force students or a SMART transcript for Navy and USMC students. The CCAF transcript is evaluated just like a traditional college transcript.</p> <p>The AARTS and SMART transcript are evaluated by awarding credit using the ACE recommended guidelines. As a community college, we only accept ACE credit that is in the lower-division baccalaureate/associate degree category which we code as transfer electives (most of the ACE recommended credit is not equivalent to any of our classes). This usually means that the student pursuing the AA or AS degree will have finished most of the elective hours and will still need to take the gen ed courses.</p> <p>Sometimes, the ACE credit recommendation will be for the vocational certificate category. We code these credits as occupational electives unless we can find equivalent courses, with the help of the Dean, towards their current degree or certificate program.</p> <p>Duplicate ACE credit recommendations are not accepted. For example, a student may have ACE credit recommendation of 3 semester hours of credit for military science for the Basic Training course. The next course, Infantryman, will have an ACE credit recommendation of 2 semester hours for military science. We will only award the 3 semester hours of credit for military science.</p> <p>We let students print out their AARTS transcript right here in our office – the website is https://aartstranscript.army.mil. Students can request a SMART transcript to be send to your institution at https://www.navycollege.navy.mil. Your college can then set up an account with SMART as a non CAC user and will be notified by email when a student has electronically submitted a transcript.</p>
Oakton Community College	<ol style="list-style-type: none">1. We award credit for PED 101 for active duty. Additional credit may be awarded depending what is indicated on the DD214.2. We accept AARTS and SMART transcripts.3. A student must have earned a minimum of six hours of college level course work with a grade of C or better before we will apply military transfer credit. The student must fill out a request for evaluation of credit and provide us with the DD214 or military transcript.

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	<p>Credit is awarded per the recommendations on the AARTS or SMART transcript as applicable towards the student's major at our institution. No more than one-half of the academic program required for graduation may come from the military transcript.</p> <p>The credit is applied the same as any other credit from a transfer institution and maybe used to fulfill applicable graduation requirements. The credit is listed as transfer credit from the military on the official transcript.</p>
Illinois Central College	<ol style="list-style-type: none"> 1.) Off of the DD-214, we give 6 transferrable general elective hours as long as the student has had at least 180 days of active duty. The hours can apply to any degree or certificate that has elective hours that are not program specific. 2.) We accept credit off of the AARTS/SMART transcripts and also Community College of the Air Force transcripts. 3.) Everyone gets at least 4 transfer elective hours, posted as physical education credit for their basic training. These hours apply to a degree or certificate the same way that the DD-214 hours apply. After that, the number of hours we can give varies from one student to another, depending on their declared major. If a military course on any of the above transcripts looks like it relates to the student's declared major, we will send a description of the course to the appropriate associate dean or program coordinator for review to determine if course credit can be granted. If credit is granted, the hours are posted to the student's record the same way we post transfer credit from another college or university. Credit that is granted by AD or program coordinator will satisfy required program course credit. <p>When a military transcript comes in, we essentially follow the same procedure that we have in place for incoming college transcripts. We also follow the same records retention policy that is in place for college transcripts. (Destroy after 5 years from last date of attendance; after 3 years if never attended)</p>
Carl Sandburg College	<p>Specifically, if you or your designee could answer the following questions:</p> <ol style="list-style-type: none"> 1. What credit do you award off the DD-214 form? How is it applied to certificate or degree completion? We award credit for Basic Military Training which equates to 3 sem hrs of physical education and 3 sem hrs of health. All 6 credits will apply to all degrees and certificates as elective credit. 2. Besides actual college transcripts, what types of military transcripts do you accept and for what type of credit? We accept AARTS, SMART, and Community College of the Air Force transcripts. 3. What is your general process for military transcript evaluation and potential awarding of

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	<p>credit? We treat military transcripts as we do any other college transcript. We award credit based on which courses are applicable to the student's current academic program at CSC. We use whatever applies to a student's current academic program at CSC. There are ACE recommendations on these transcripts which we use for guidelines. Sometimes we award credit equivalent courses and sometimes we award elective credit which could be either occupational or transfer.</p> <p>4. What else should I know about this? If you were to contact Dan Wellman at the IL State Approving Agency in Springfield, he can give you more detailed information about accepting credit for military educational experiences. His phone is 217-557-4604 and his email is s-dew@dva.state.il.us.</p>
John Wood Community College	<p>We accept 4 credits in HPR from the DD-214. It is generally used as elective credit. We accept the AARTS ad SMARTS transcripts when awarding transfer credit as if they were typical college transcripts. There is also no difference in <i>process</i> for awarding such credit than there is for other transfer credit awards</p>
Parkland Community College	<p>LLCC's response is a very nice synopsis of what we do as well with regard to military transcript evaluation.</p> <p>I can think of only one minor variation. If we evaluate a military transcript, it's all or nothing. We don't pick and choose credits to bring over. Transferring in too many unuseable credits can affect the student's financial aid eligibility. We inform students before we begin the evaluation about this possibility</p>
McHenry Community College	<p>Specifically, if you or your designee could answer the following questions:</p> <ol style="list-style-type: none"> 1. What credit do you award off the DD-214 form? 4 credit hours of elective credit. How is it applied to certificate or degree completion? It can be applied in the elective area of the AA/AS/AGE. 2. Besides actual college transcripts, what types of military transcripts do you accept and for what type of credit? ACE transcript – we award 4 credit hours of elective credit for Basic Training. Any other credit (if applicable to an occupational certificate/degree) is sent to Department Chair for evaluation. 3. What is your general process for military transcript evaluation and potential awarding of credit? We generally award the 4 elective hours for Basic Training either from the DD-214 or ACE transcript. 4. What else should I know about this? If you have more specific questions, please let us know.

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Rend Lake College	From the DD214 we award 2 credit for PYED and 2 Health Credits. After that, we accept and evaluate the military transcript. Generally, we accept the recommendations offered from the military transcripts, with further evaluation of course descriptions by division chairs if necessary.
Joliet Junior College	<p>I can answer your question regarding credits awarded from the DD-214. We issue a total of seven credit hours; four semester hours of physical education and three semester hours of Biology 103. This is based on a year of active duty and an honorable discharge. If the veteran is on active duty, we can award these credits once we receive verification of one tour of duty. For our purposes, those credits are electives, and they do transfer.</p> <p>All other transcripts are evaluated through our Registration and Records office by the academic credentials specialist. I will defer to her to answer the remainder of your questions.</p> <p>We accept SMART and AARTS transcripts, as well as the Community College of the Air Force. Students order the SMART and AARTS transcripts via the web and then I get an email with a link to click on to view the transcripts online. We also occasionally receive something from DANTES (clep). I follow the American Council on Education (ACE) recommendations to award credit that will apply towards the student's degree.</p>
Elgin Community College	<p>ECC does not accept credit from the DD-214. We require the AARTS or SMARTS transcript for evaluation and acceptance of credit.</p> <p>2) We accept AARTS, SMARTS, CCAF (Community College of the Air Force), and majority of courses that have been evaluated by ACE (American Council of Education). Majority of military courses are accepted as elective credit for transfer degree (Associate in Arts/Science), but sometimes can give credit for a general education course such as Physical science. In general, if ACE has evaluated it and gives recommendation of credit for associate degree/vocational/baccalaureate credit, we transfer in the credit. Some courses do not have recommendation of credit based on military nature of course and therefore we do not give any credit for those type of courses.</p> <p>3) We require the student to go to the military website (www.aarts.army.mil or www.smart.navy.mil) and request an official transcript to be sent to ECC's Records Office. Once received, they turn in our request for evaluation and review the military credit and transfer what is applicable to the degree(s) and/or certificate(s) they are seeking. We accept most credit that has recommendation of credit by ACE.</p>

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College of Lake County	<ol style="list-style-type: none"> 1. What credit do you award off the DD-214 form? How is it applied to certificate or degree completion? - We see very few DD-214 forms since the inception of the SMART and AARTS transcripts. If a DD-214 is received, the information included on the form, such as rank and courses, needs to be looked up via the American Council on Education's (ACE) Guide Book and credit would be awarded based on the ACE recommendation for lower division credit that would apply toward the student's degree or certificate requirements 2. Besides actual college transcripts, what types of military transcripts do you accept and for what type of credit? - SMART and AARTS; course credit is awarded based on the ACE recommendation for lower division credit that would apply toward the student's degree or certificate requirements 3. What is your general process for military transcript evaluation and potential awarding of credit? - Students must request an evaluation towards a specific degree or certificate. Credit recommendations may be requested from the appropriate division office if the degree or certificate is technical in nature. 4. What else should I know about this? Most credit that is awarded from military transcripts would be for general electives that is applied toward our transfer degree programs
Sauk Valley Community College	<ol style="list-style-type: none"> 1. What credit do you award off the DD-214 form? How is it applied to certificate or degree completion? Sauk Valley awards credit from the DD214 based on the program of study the student is seek here at Sauk Valley and based on the recommendation from the ACE guide. Physical education credit is given for basic training in a branch of the military. 2. Besides actual college transcripts, what types of military transcripts do you accept and for what type of credit? Sauk Valley will only accept SMART/AARTS and the DD214. 3. What is your general process for military transcript evaluation and potential awarding of credit? Sauk Valley evaluates a military transcript based on the applicability to the indicated program of study and the ACE recommendation 4. What else should I know about this?
Southwestern Illinois College	<ol style="list-style-type: none"> 1. What credit do you award off the DD-214 form? How is it applied to certificate or degree completion? DD-214 Health 151 or 152/2 credit hours and PE elective/2

	<p>credit hours for a total of 4 credit hours. It is applied toward the certificate or degree in the same manner that either the Health or PE courses would be applied.</p> <p>2. Besides actual college transcripts, what types of military transcripts do you accept and for what type of credit?</p> <p>We evaluate credit on all military transcripts – AARTS/SMART/CCAF, etc. – courses that are potentially applicable to AAS degrees/certificates are forwarded to the program coordinators for their review. ACE military guides through SOC are a good reference source.</p> <p>3. What is your general process for military transcript evaluation and potential awarding of credit?</p> <ol style="list-style-type: none">1. Review of DD-214 and credit mentioned above.2. Review of ACE credit guidelines in Enrollment Services office.3. Forwarding of career specific coursework for review by program coordinator.4. Credit posting to transcript. <p>4. What else should I know about this?</p> <p>Regional SOC meetings are good resources for securing the most up-to-date practices among institutions who are active members.</p>
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