

## Military Credit Acceptance Procedure

Centralia College will evaluate and grant credit hours for military education based on the recommendations from the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. Students who are current military, veterans and eligible spouses/dependents need to request transfer credit for military training by contacting the Credentials Evaluator in the Enrollment Services office. The student must provide an official Joint Services Transcript (JST) through the armed services in which he/she served or from the Community College of the Air Force and from any other college/university attended.

Upon receipt of the official transcript the following actions will occur:

- Within ten business days of transcript receipt, the Credential's Evaluator will evaluate the transcript for any credits earned toward the student's educational degree plan. Credits will be posted after end of the 1<sup>st</sup> quarter of attendance.
- Technical classes will be forwarded to appropriate program faculty along with the course description and the accompanying ACE (American Council on Education) course recommendation for review.
- Any military training or experience that is substantially equivalent to any course or program offered will be accepted as applicable toward the student's program of study.
- The program faculty will have 10 business days, while classes are in session, to evaluate the courses submitted for evaluation and return it to the Credentials Evaluator.
- The Credentials Evaluator will post the technical credit to the student record with ten (10) business days of receipt, then notify the student of credits accepted or denied and applicability to program of study. In the case of a change of program, transfer credit must be re-evaluated and applied to the student record as applicable.
- Centralia College requests all transcripts before enrolling. The Credentials Evaluator can accept unofficial transcripts for review until the official academic transcript(s) arrive. Per the Veteran's Administration, all veteran student transfer credit must be evaluated within two quarters of program start. After the third quarter, if the student does not submit all transcripts, he/she must be decertified for the use of VA education benefits.
- Veteran students using education benefits are not permitted to opt out of prior credit evaluation or transferring of academic credits.