

San Diego Community College District

Procedure
3900.3

November 29, 2000

CREDIT AVAILABLE THROUGH MILITARY EXPERIENCES

This procedure implements District [Policy 3900](#) regarding the awarding of academic credit from non-traditional education sources based upon verification of military school experience.

I FUNCTION

A. Academic credit for military schools may be granted upon the analysis of military forms which contain the following information:

- 1 status of the veteran or active duty personnel at the time the course was completed (active, reserve, Department of Defense employee);
- 2 location of the school;
- 3 inclusive dates of the course;
- 4 length of the course;

5 full title of the course.

B. Acceptable forms include:

- 1 DD-295 - Evaluation of Educational Experience during Military Service;
- 2 DD-214 - Armed Forces of the United States Report of Transfer or discharge;
- 3 NAV/PERS 1070/604 - Navy Occupational/Training & Awards History;
- 4 Certificates, diplomas, transcripts of in-service training (available from the National Personnel Record Center, 9700 Page Boulevard, St. Louis, Missouri 63132);
- 5 Army/American Council on Education Registry Transcript
(AARTS Operation Center, 415 McPherson Avenue, Fort Leavenworth, Kansas 66027-1373
- 6 DD-2586 - Navy Personnel separated between October 1990 - August 1992 (Bureau of Navy Personnel Relocation Support Section [PERF-662D]
Attention: Skills Verification Documents, Washington, DC 20370-5000).
- 7 Sailor/Marine American Council on Education Registry Transcript (SMART) Navy Education and Training Professional, Code N2A5, 6490 Saufley
Field Rd., Pensacola, FL 32509-5204.

C. The research guide used in evaluation for military school credit and rates is:

A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

- D. Four units of credit to meet the District graduation requirements in Health Education and Physical Education may be granted upon the analysis of the following:
1. For discharged military personnel, DD-214 showing at least six months continuous active duty;
 2. For active military personnel, DD-295 or, if necessary, a statement from the student's commanding officer verifying that he/she has completed at least six months continuous active duty.

II APPLYING FOR CREDIT FOR MILITARY SCHOOL TRAINING

- A. Students applying for credit for military school training must:
1. Submit a legible copy of one or more of the following documents as appropriate to the Evaluations Office:

DD-295 Evaluation of Educational Experience during Military Service (Active Duty Personnel)
DD-214 Armed Forces Certificate of Release from Active Duty (Veteran Personnel)
SMART Sailor/Marine American Council on Education Registry Transcript
These documents must clearly state:
 - b. Full title of the course
 - c. Location of the school
 - d. Inclusion dates of the course
 - e. Length of the course
 2. If the DD-295 or DD-214 does not provide the complete information needed, the veteran may clarify incomplete information by submitting supporting service school certificates as appropriate.
 3. If the student cannot supply a service school certificate, he or she will then be requested to submit a request for service school transcripts to the Department of Defense.
- B. The Evaluations Office will determine if the following criteria have been met:
2. Student is currently enrolled;
 3. Student has a Student Education Plan on file. Veterans collecting benefits may receive an evaluation for military credit without an education plan on file if it is within their first year of enrollment.
- C. Awarding Credit
- O. Once eligibility has been determined, the Evaluations Office:
- a) Performs the research necessary to determine units of credit to be awarded;
- NOTE: Students who wish to have the credits awarded in the major must petition the department for approval via the student petition process.
- b) Sends Evaluation of Service Schools form with credits to be awarded to the District Records office;

c) Sends copy of evaluation to student.

1. The District Records office posts units to the student's academic record and returns original documents to the college for inclusion in the student's folder.

III LIMITATIONS

A. Credit for military schools is subject to the following limitations:

1. May not be used to meet the California American Institutions requirement;
2. May not be used to meet the English composition requirement;
3. May not be used to meet major requirements, without department approval;
4. Only unit credit is granted;
5. Processing fees will not be applicable;
6. The units granted may not be used to satisfy the graduation in residence requirement;
7. Only lower division baccalaureate/associate degree credit will be granted;
8. The units granted will not be counted in the student's current study load.

B. Military schools credit previously evaluated by the Community College of the Air Force will not be re-evaluated by the District. The Community College of the Air Force credit will be accepted upon receipt of an official transcript from the institution (except for Health Education and Physical Education credit, which is evaluated according to this policy).

C. Academic credit for the Navy Enlisted Rating (NER) will apply only to students enrolled in the SOCNAV Program. Credit for the NER will be granted only if it does not duplicate credit awarded for military service school training.

D. Credit for military school training will not be granted if it duplicates any other credit awarded the student.

SUPERSEDES:

Procedure 3900.3, 6/25/87, 2/7/89, 10/14/98