

SECTION: Academic

SUBJECT: LCSC Assessment and Transcription of Credit for Military Training and Experience as Referenced in the American Council on Education (ACE) Guide

Background: In accordance with the Department of Defense (DoD) Memorandum of Understanding (MOU), the institution is responsible for providing a clear policy and process to determine credit awards for learning acquired in military service at levels consistent with American Council of Education (ACE) guidelines.

Point of Contact: Office of the Registrar

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:

Date of approval by LCSC authority: October 31, 2019

Date of State Board Approval: N/A

Date of Most Recent Review: October, 2019

Summary of Major Changes incorporated in this revision to the policy: Updated to comply with Clery Act regulations

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

- I. As an accredited institution and a member of the Northwest Commission on Colleges and Universities, 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.
 - A. Award of credit for military training and experience is based upon official documentation. Acceptable documents for assessment of military training and experience are:
 1. Official Joint Services Transcripts and Defense Activity for Non-Traditional Education Support (DANTES).
 - a. 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.

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2. 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 for accepted course equivalencies. These additional credits may only be transferred in as equivalent to LCSC courses. Only by a signature from an academic advisor will the registrar transcript these equivalent credits.
3. 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.
4. 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.
5. Credits awarded through LCSC military credit processes will be recorded on the student's official academic transcript after the student has completed a minimum of 3 credits from LCSC.
6. Credit will not be awarded for military basic training.
7. Credit award for military training during/for short-term reactivation for reserves will be done at the discretion of the Registrar.
8. Resolution of any discrepancy between student presented material and the ACE Guides will be accomplished by the Registrar.
9. 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.
10. 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.