



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR UNIVERSITY ACADEMIC AFFAIRS

University Transfer Office

OPERATIONAL PROCEDURES: Military Credit Transfer Practice and Policy
November 20, 2017

POLICY FRAMEWORK

University Policy on Military Credit:

- [ACA-78](#): Transfer Credit Related to Military Service
- The University policy is derived from legislation – [SEA-331 \(2014\)](#) / ([IC 21-42-7-2](#)) – which details requirements related to second service for veterans and for the acceptance of academic credit for military training.

General Policy on Military Credit:

- *Required Forms*: In order to receive credit for military service, members must submit the appropriate Joint Services Transcript or CCAF (Community College of the Air Force) transcript. The DD214 may also be used to record discharge status and eligibility for certain GI Bill benefits. However, due to some variability in the DD214 across types of service it is not the primary document of record used by the university.
- *Basic Training*. Students coming from military service may receive up to 15 credits for basic training. Typically this will be articulated as undistributed credit, but may include credit for physical education.
- *Undistributed Credit*. [IC 21-42-7-2](#) requires that the institution's policy "must provide that educational credit awarded to an individual under this section applies to the individual's undergraduate degree requirements if the credit is comparable and applicable, as reasonably determined by the state educational institution, to credit offered by the state educational institution and is necessary for the individual to meet the individual's undergraduate degree requirements at the state educational institution." While this statement does not preclude the acceptance of credit that is undistributed, there is a recognition that some undistributed credit may not be applicable to the degree.
- *Exam Credit*. Academic credit may be received for successful examination scores submitted from CLEP, DSST, or Excelsior examinations. Acceptance of exam credit is determined by each campus based on academic appropriateness. (Of note – by policy IUB does not accept credit by examination. However, in compliance with state law [IC 21-42-7-2](#), the campus will accept credit by examination for military personnel.)
- *ACE Credit recommendations*. The [ACE Guide to the Evaluation of Educational Experiences in the Armed Services](#) is used in the evaluation of military training for academic credit when applicable to the service member's academic program.
- *Credit By Portfolio*. Portfolio credit for prior learning may be applied to major coursework, optional coursework within the major, general elective, basic degree requirement, or as a waiver to a prerequisite when applicable to the service member's academic program.

GENERAL GUIDANCE:

- In order to ensure that Indiana University’s veterans are treated consistently and fairly with regard to the credit that is awarded as a result of their military service, the primary reference document will be the Joint Services Transcript (JST) or the Community College of the Air Force (CCAF) transcript. No credit will be awarded for submission of the DD214; however, it is understood that veterans may need to submit this as well as the JST or the CCAF transcript. If a campus only receives the DD214, the student will either receive no credit for military coursework or training, or the student will be asked to submit a JST or CCAF transcript.
- If military personnel have taken DSST, CLEP, or Excelsior exams, they will need to request that the testing agency send the scores to the appropriate campus for evaluation.
- Students from the military should be in close communication with their Academic Advisor in order to target the most complete opportunities for transfer credit or course waivers.

PROCEDURAL GUIDANCE FOR THE ACCEPTANCE OF CREDIT FOR MILITARY TRAINING

- Each IU campus are to determine and document the credit given for basic training for each branch of service. This credit could be entered onto student records using block credit or done separately using individual courses from the JST. If using block credit, a rule can be created under the following External Org ID’s in SIS.
 - Coast Guard – 0001893027
 - Marines – 0001893061
 - Navy – 0001893065
 - Air Force – 0001893066
 - Army – 0001893074

Block Credit Example:

The screenshot displays a web-based interface for managing transfer credit. It is divided into several sections:

- Source Information:** Shows *Credit Source Type: External, External Org ID: 0001893061 (US Marines), and Data Source: School.
- Transfer Credit Term:** Shows *Articulation Term: 4158 (Fall 2015) with a 'Fetch' button and 'Posted' status.
- Table:** A table with columns for *Group, Status, External Term, External Subject / Catalog Nbr, Units Taken, Grade Input, Equivalent Subject / Catalog Nbr, Units Accepted, Grade Basis, Grade, Repeat Code, and Incl in FA WI. It lists five equivalent courses for BAS 101.
- Buttons:** Includes 'Add/View Comments', 'Save', 'Return to Search', 'Add', and 'Update/Display'.
- Footer:** Links for 'Transfer Course Details' and 'Transfer Summary'.

*Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catalog Nbr	Units Accepted	Grade Basis	Grade	Repeat Code	Incl in FA WI
1	Posted	2005 FALL	BAS 101	15.00	T	HPER-E 119	3.000	TRN	T		✓
						HPER-E 161	2.000	TRN	T		✓
						HPER-H 160	1.000	TRN	T		✓
						HPER-UN 100	2.000	TRN	T		✓
						MIL-UN 100	7.000	TRN	T		✓

Individual Credit Example:

External Org ID:	0001893061	US Marines
Data Source:	School	

Transfer Credit Term											
*Articulation Term: 4172 Spr 2017											
Equivalency Details											
*Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Accepted	Grade Basis	Grade	Repeat Code	Incl in FAWI
1	Posted	2006 SPR	808 MC-2204-00	8.00	T	HPER-E 119	3.000	TRN	T		<input checked="" type="checkbox"/>
						HPER-UN 100	2.000	TRN	T		<input checked="" type="checkbox"/>
						MIL-UN 100	2.000	TRN	T		<input checked="" type="checkbox"/>
						HPER-R 110	1.000	TRN	T		<input checked="" type="checkbox"/>
2	Posted	2008 FALL	M92 MC-2204-01	3.00	T	MIL-UN 100	3.000	TRN	T		<input checked="" type="checkbox"/>
3	Posted	2006 SUMR	35H MC-1703-00	13.00	T	NTRN NTRN		TRN	NT		<input checked="" type="checkbox"/>
4	Posted	2007 SUMR	0033 MC-1406-00	1.00	T	MIL-UN 200	1.000	TRN	T		<input checked="" type="checkbox"/>
5	Posted	2007 SUMR	0370B MC-2204-01	3.00	T	HPER-E 161	3.000	TRN	T		<input checked="" type="checkbox"/>
6	Posted	2008 FALL	1334H MC-1107-00	3.00	T	MATH-UN 100	3.000	TRN	T		<input checked="" type="checkbox"/>
7	Posted	2008 FALL	L9K MC-1405-00	4.00	T	MIL-G 101	4.000	TRN	T		<input checked="" type="checkbox"/>
8	Posted	2009 SPR	8010 MC-2204-01	7.00	T	ENG-UN 100	1.000	TRN	T		<input checked="" type="checkbox"/>

- The UTO recommends limiting the number of undistributed credit awarded to students to 15 credits (outside of basic training) unless it counts toward a program. This will help decrease Satisfactory Academic Progress (SAP) issues that arise from too many credits being posted to the student record.
- When evaluating the JST, credit will only be given for courses listed in the *Military Course* section. No credit will be given for anything listed in the *Military Experience* section of the JST. Credit is given for courses taken and completed, not positions and jobs a person has held.

Military Courses section Example:

Military Courses				
Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
808	MC-2204-0088 V02 Recruit Training Master: Upon completion of the course, the student will be able to perform basic and infantry skills of physical ability, drill and ceremony, marksmanship, confidence, personal grooming and hygiene; perform as a team member in tactical offensive and defensive formations, and perform basic martial arts moves.	05-SEP-2005 to 29-NOV-2005		
	<ul style="list-style-type: none"> • Basic Martial Arts • Basic Military Science • Land Navigation and Tactical Operations • Orienteering 		<ul style="list-style-type: none"> 2 SH 2 SH 3 SH 1 SH 	<ul style="list-style-type: none"> L L L L
	(9/03)(10/07)			
M92	MC-2204-0105 V02 Marine Combat Training: MCB Camp Lejeune, NC Upon completion of the course, the student will be able to perform as member of a provisional rifle squad.	28-DEC-2005		
	<ul style="list-style-type: none"> • Practicum In Basic Military Skills/Military Science 		3 SH	L
	(9/03)(3/17)			

Military Experience section Example:

Military Experience				
Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
NER-SR	NONE ASSIGNED Seaman Recruit: To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.	28-JUL-1987		
	<ul style="list-style-type: none"> • None 			
9502	NEC-9502-003 Instructor: Individuals direct teaching and learning activities in schools, training centers, and selected reserve units; write learning objectives; prepare test items; evaluate instructional materials and results; and counsel students on academic learning problems.	28-DEC-2002		
	<ul style="list-style-type: none"> • Introduction To Teaching And Learning • Public Speaking 		<ul style="list-style-type: none"> 3 SH 3 SH 	<ul style="list-style-type: none"> L L
	(11/07)(11/07)			

- For more reference on how to read the JST, [ACE has an "At a Glance" document to help.](#)

Please contact the University Transfer office with any questions on the content of this document or with the awarding of credit for military courses.