Awarding of Credit for Military Education

Policy Type: Board of Visitors
Responsible Office: Military Student Services, Division of Strategic Enrollment Management
Initial Policy Approved: 03/23/2016
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Policy Statement and Purpose

Students who have been admitted to the university in a degree-seeking program will be eligible to receive credit toward their degree based on completion of equivalent coursework and/or educational experiences received while serving in the armed forces.

The applicability of such credit toward the student’s degree program is determined by the department or school in which the student seeks a degree. Credits accepted are counted as credits earned toward the degree, but are not used in the computation of the student’s GPA. Students should consult with the assistant or associate dean for undergraduate affairs of the school or college for further details about the procedures for awarding credit for military school courses. Credit is awarded based upon JST (Joint Services Transcript) or the USAF (United States Air Force) Community College Transcript.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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Who Should Know This Policy

Students, Academic Advisors, Faculty, Department Chairs, Assistant and Associate Deans, Deans, the Division of Strategic Enrollment Management, and the Office of the Senior Vice Provost for Academic Affairs are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

College Level Examination Program (CLEP)
CLEP is a group of standardized tests that assess college-level knowledge in several subject areas by students pursuing college degrees in non-traditional formats.

Credit Hour
A credit hour is defined as a reasonable approximation of not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time. Credit is based on at least an equivalent amount of work for other academic activities including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours and is established by individual programs. This definition represents the minimum standard. Student time commitment per credit hour may be higher in individual programs.

Experiential Learning
Experiential learning is learning through experience, and is more specifically defined as learning through reflection on doing.

Graduate Level Credit
Credit issued at the 500 level and above is considered graduate level credit.

Joint Services Transcript (JST)
The Joint Services Transcript is a synchronized transcript presenting data for the United States Army, Marine Corps, Navy, and Coast Guard.

United States Air Force Community College Transcript (USAF Transcript)
The USAF Transcript is a synchronized transcript presenting data for the Community College of the United States Air Force. This federal program offered by the Air Force grants 2-year Associate of Applied Science degrees in association with Air University.
The Office of Military Student Services and the Division of Strategic Enrollment Management officially interprets this policy. The Division of Strategic Enrollment Management is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining Policies and Procedures through the appropriate governance structures. Please direct policy questions to the Division of Strategic Enrollment Management.

Policy Specifics and Procedures

Students may be eligible for undergraduate credit for the following:

1. Courses that have received the positive recommendation of the commission on Accreditation of Service Experiences of the American Council on Education (ACE) for undergraduate credit as stated in the most recent edition of the “Guide to the Evaluation of Educational Experiences in the Armed Services” http://www.acenet.edu/Pages/default.aspx
2. Acceptable scores earned on subject tests (DSST) http://getcollegecredit.com/
3. Acceptable scores earned on subject tests taken through the College-Level Exam Program (CLEP), a college-credit by exam program.

Students should request their military transcripts from the following websites:

JST: https://jst.doded.mil/official.html

Forms

There are no forms associated with this policy and procedures.

Related Documents

Related documents are critical to the development of corresponding policies and procedures. Related documents include federal regulations, state regulations, state policies and VCU policies, procedures and guidelines.

1. VCU Undergraduate Bulletin: http://bulletin.vcu.edu/
2. HB 1336: Policy on course credit at higher educational institutions https://leg1.state.va.us/cgi-bin/legp504.exe?151+sum+HB1336
Revision History

None – New Policy

FAQ

There are no FAQ associated with this policy and procedures.