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	Issued: (original policy date) 10/18/17	Revised: (date) Click here to enter text.

Policy Title: ***Military Credit Policy***

Policy Status: ☒New

☐Revision

☐Supersedes existing policy titled: Click here to enter text.

☐Deletion

Policy Purpose/Reason: The purpose of this policy is to formalize the transfer process and credit articulation guidelines for military credit at Colorado Mesa University, to meet the guidelines of Colorado House Bill 17-1004, and to allow for upper division credits in military credit transfer.

Effective Date of Policy: December 1, 2017

Background:

Colorado House Bill 17-1004 requires an institution of higher education to adopt, make public, and implement a prior learning assessment policy for awarding academic credit for college-level learning acquired while in the military. The policy adopted by the governing board requires each campus to:

- Use the American Council on Education (ACE) recommendations on the Joint Services transcript, among other factors, to evaluate college-level learning acquired by a student while in the military and, at the discretion of the campus, assign appropriate prior learning assessment credit.
- Provide guidance to active duty and veteran military members in selecting a program of study and in optimizing use of the prior learning assessment credit to accelerate the student's path to degree or certification completion in the chosen program of study.

The American Council on Education Military Guide provides credit recommendations for formal courses and occupations offered by all branches of the military. These credit recommendations appear on the service member's Joint Services Transcript (JST). All recommendations are based on ACE reviews conducted by college and university faculty members who are actively teaching in the areas they review. For more information refer to: <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

Prior learning assessment describes the process of awarding credit that is based on knowledge or skills that have been attained outside the traditional academic environment. At CMU, it is referenced as "Nontraditional Credit" which includes military credit, tests (AP, CLEP, IB), department challenge exams, credit for prior learning, and cooperative education.

For the last fifteen years, Colorado Mesa University has procedurally operated in a manner that meets the criteria in HB 17-1004 for the articulation of military credit as follows:

- The student requests an official military transcript to be sent directly to Colorado Mesa University. This is either a Joint Services Transcript (JST) or Community College of the Air Force transcript.
- Once received, the Registrar's Office evaluates equivalencies based on the American Council on Education (ACE) Military Guide recommendations relative to the current courses offered at CMU, with academic department input on specialization courses within the major.
- As per CMU policy for non-traditional credit, a maximum of 30 credits can be accepted to the student's record. Priority is given to course equivalencies that count toward the student's current degree path. If no equivalent exists, elective credit can be granted.
- The Veteran Services Office staff are available to meet with students to aid in choosing a degree path that maximizes use of earned military credit. Starting in September 2017, guidance directing students to the Veteran Services Office has been added to the transcript evaluation letter sent to the student with similar text added to the CMU Transfer Credit website. Students may schedule a meeting with a Veteran Services Office staff member at any of the three campuses. If the student changes her/his program of study to accelerate the path to graduation based on the meeting, the Veteran Services Office will notify the transcript evaluator in the Registrar's Office to re-evaluate the military credit.

There are occasions when the ACE Military Guide recommends upper division credit for courses and skills after advanced training. ACE has determined that it is similar to courses taken in the last two years of a baccalaureate degree, and theoretical or analytical in nature beyond the introductory level where more scope and depth of analysis is required. The majority of ACE military credit recommendations are to award lower division credit.

In reviewing other Colorado four year universities, it has been determined that the policy to limit credit to lower division is not standard (see attached for details). Based on the review, changing the CMU policy to allow consideration of upper division credits would better align with HB 17-1004 and honor the credit while still maintaining academic integrity. Furthermore, discussion between members of the Academic Policies Committee, the Registrar and the Assistant Vice President of Academic Affairs, it has been determined that accepting a combination of lower and upper division credits, without a limit on the number of lower vs. upper division credits, was the most practical at this time.

Definitions:

Full Policy Statement:

Qualified veterans and service members with a discharge under conditions *other than dishonorable* are eligible to receive credit. The credit for learning gained in the U.S. Military is based on the American Council on Education (ACE) Military Guide credit recommendations found on a Joint Services Transcript (JST) or a Community College of the Air Force Transcript (CCAF). Military credit is evaluated when official copies of transcripts are received directly from JST or CCAF. Course equivalencies are based on the ACE recommendations, and the current courses offered at Colorado Mesa University with academic department input on specialization courses within the major. A maximum of 30 semester credit hours to be used toward lower and upper division courses may be accepted. Content of credit accepted may not duplicate other credit awarded. Credit is recorded as non-residency transfer work. Guidance will be provided to aid students selecting a program of study that optimizes use of military credit for graduation.

Exclusions or Special Circumstances:

Policy Summary for Catalog:

In the Non-Traditional Credit section:

Military Credit

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In the Non-Traditional Credit Guidelines:

Military credits - Maximum of 30 semester credit hours to be used toward lower and upper division courses as deemed appropriate.

Related Documents:

Policies: Non-Traditional Credit Guidelines specifies maximum credits awardable based on the degree the student is seeking.

Forms:

Other:

Approved by (signatures as applicable):

Faculty Senate Committee: approved representative/date: Oct 2017

Faculty Senate: approved representative/date: Nov 2, 2017

Vice President for Academic Affairs: Dr. Cynthia Pemberton /date: Nov 3, 2017

President Mr. Tim Foster /date Nov 17, 2017

Board of Trustees (if applicable) CMU Board of Trustees /date Nov 17, 2017

Expiration Date (if applicable): N/A