

MILITARY CREDIT FOR PRIOR LEARNING

GRANT CREDIT WHERE CREDIT IS DUE!

Veterans and service members have a variety of ways to earn credit for their military experience. As a member of the military, you may be eligible for college credit based on your military experience, coursework, or other training.

If you have served or are currently serving in the United States military, you may receive college credit for basic training, military occupational specialties, and other military coursework.

Western evaluates military training and experience according to the American Council on Education (ACE) standards for recommended college credit. Determination of credit awards is based on competencies and approved by college content experts.

The following are several ways veterans and service members may obtain academic credit for military training:

- Joint Services Transcript–(JST) When veterans leave the Army, Coast Guard, Marine Corps and Navy, they can obtain a record of their training known as the joint services transcript. The transcript is a record of completed training that is approved for credit by the American Council on Education (ACE).
- Air University (AU)/Community College of the Air Force (CCAF) provides transcripts for Air Force veterans. The CCAF is a regionally-accredited degree-granting institution that serves the United States Air Forces' unlisted members.
- Standardized Testing - College Level Examination Program (CLEP). The Defense Activity for Non Traditional Education Support (DANTES) funds CLEP exams for Active Duty members. See <http://clep.collegeboard.org/> for more information. DANTES Subject Standardized Tests (DSST) enable people to use the knowledge acquired outside the classroom to accomplish educational and professional goals. See <http://getcollegecredit.com> to get started.
- Credit by Exam–Demonstrating proficiency of course requirements by successfully passing an appropriate examination.
- Portfolio Assessment–Collection of evidence that documents experiential learning and learning outcomes to support what you learned, the context in which it was learned, and how you applied the knowledge. Western Technical College follows the guidelines for prior learning established by the Council for Adult and Experiential Learning (CAEL) for portfolio assessment.

Military transcripts are reviewed for possible credit for prior learning after student has declared a program of study and has been admitted to college.

Work will be evaluated per the Guide to the Evaluation of Educational Experience in the Armed Services by the American Council on Education (ACE).

STEPS FOR CREDIT FOR PRIOR LEARNING

- Submit the Transfer Credit Evaluation Form. Forms are available online at <https://www.westerntc.edu/sites/default/files/admissions/documents/TransferCreditEvaluation.pdf> or pick one up in the Welcome Center or Veteran and Military Center.
- Transcripts are required for review. If you have not already submitted your military and/or college transcripts, please submit along with the Transfer Credit Evaluation form.
- Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans can now access their transcripts through JST, Joint Services Transcript. To register for a JST account, go to: <http://jst.doded.mil> or click here at **Joint Services Transcript Account Registration**.
- U.S. Air Force: Community College of the Air Force (CCAF)–Transcripts are sent by U.S. Mail only. <https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>
- Arrange appointment with veterans specialist to discuss your Credit for Prior Learning options and to map out possible military credit.
- Feedback will be provided upon completion of the review. Results will be emailed to the student email account, as well as to the Registrar's Office for recordkeeping.
- Credits are posted to Western Technical College transcript.
- Students may appeal the decision. The Credit for Prior Learning Appeals Process is located in the Student Handbook.



COUNCIL FOR ADULT AND EXPERIENTIAL LEARNING THE LEADER IN LINKING LEARNING AND WORK

THE TEN STANDARDS FOR ASSESSING LEARNING

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.

RESOURCES:

American Council on Education (ACE) www.acenet.edu

Understanding your Military Transcript and ACE Recommendations at www.acenet.edu/militaryprograms/transferguide

Learning Counts www.learningcounts.org/

Veteran and Military Center at www.westerntc.edu/military-connected-services

Learn more about transfer opportunities at Western Technical College at www.westerntc.edu/transfer/

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