

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: Awarding of Credit for Military Service Experience	TEMPORARY REVIEW NUMBER: NA
CLASSIFICATION: UNIVERSITY	SUPERSEDES: PREVIOUS POLICY
AUTHOR: ASSOCIATE DIRECTOR OF ADMISSIONS	LAST REVIEW: UNKNOWN
AUTHORITY: BOARD POLICIES 1A.1, PART 6G AND 3.4	NEXT REVIEW: SEPTEMBER 2012
APPLICATION: <input checked="" type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input type="checkbox"/> All University	EFFECTIVE DATE: JULY 1, 2004
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): UNIVERSITY POLICY AND PROCEDURES WEB SITE	CUSTODIAN OF POLICY: VICE PRESIDENT FOR STUDENT AFFAIRS

BACKGROUND:

Military Service experiences take different forms including: Military Courses (classes developed and taught by military personnel); Position Descriptions (responsibilities and On-the-Job Training); University Course Work (classes taken at regionally accredited two or four-year institutions while in the military); Examinations (CLEP as well as the CLEP portion of DANTES Language School).

These experiences are reported to colleges and universities in the following ways: Army/ACE Registry Transcript System (AARTS) transcripts; DD295 Forms (Navy, Coast Guard and Marines); Community College of the Air Force transcripts; Department of Defense Forms (DD214); Certificates of Completion.

POLICY:

Minnesota State University, Mankato (MSU) may grant credit for military course completion after review of each applicant's military service experience. The University does not grant credit for position responsibilities or on-the-job training activities. A student's military service documents are examined utilizing the American Council of Education (ACE) guides.

PROCEDURES:

1. Military credit is entered onto a student's record as lower division elective credit on a "pass" (no letter grade) basis. Individual departments may, at their discretion, utilize these credits for majors and/or minors.
2. Military credit is considered non-resident credit for purposes of graduation.
3. The University has determined that Basic Training does not substitute for Performance and Participation course work in General Education.
4. The University does not limit the number of credits which can be obtained through military service experience.