



Book	Board Policies
Section	Chapter 4 - Academic Affairs
Title	Awarding Credit to Veterans
Code	AP 4237
Status	Active
Adopted	April 2, 2019
Last Revised	March 1, 2019
Last Reviewed	April 2, 2019

Many student veterans have existing experience and education pertinent to their educational goals and to the requirements of the College. Awarding of college credit for military experience and education removes academic and financial barriers and supports success in completion and transfer by reducing time-to-degree. Up to 30 units may be awarded for prior military education, training, and service.

### **Document Evaluation**

Veterans at College of the Redwoods may provide documents that are a compilation of course designations and descriptions of military education, training, and service completed by service members during their contract term(s) of service with the United States Military. These documents may include:

- DD-214 Certificate of Release/Discharge from active duty military service.
- Joint Services Transcript (JST).
- American Council on Education (ACE) transcript.
- Community College of the Air Force (CCAF) transcript.
- Defense Activity for Non-traditional Education Support (DANTES) / College Level Exam Program (CLEP) examresults.

Official copies of all documentation should be submitted to the Department of Admissions and Records. These documents will be evaluated by the Evaluation Specialist in consultation with the Veterans Program Coordinator.

### **Credit for General Education Areas**

- An official DD-214 verifying that basic military training has been completed can be used to satisfy 3 units towards CSU GE Area E. Units that are awarded will be applied to the student's transcript.
- A DANTES/CLEP exam can be used to satisfy a CSU-GE area, with minimum score and area, as defined in CSU guidelines. Please note: DANTES/CLEP are not accepted by the University of California (UC) system; DANTES/CLEP credit cannot be earned in areas for which Advanced Placement (AP) scores are used.
- Coursework documented in military transcripts can be used to satisfy CR or CSU GE Areas as recommended in the ACE Military Guide.

### **Course Articulation**

- Each discipline at CR may determine whether a DANTES/CLEP exam can be used to substitute for a specific course within that program/discipline. However, specific course substitutions will be evaluated by each institution individually, and so course substitutions identified at College of the Redwoods might not be honored at future transfer institutions.
- Coursework documented in military transcripts may be substituted for specific CR courses using the Petition for Course Substitution form. Course substitution must be determined collaboratively by discipline faculty on a course-by-course basis. Discipline faculty shall consult with the ACE Military Guide for relevant course outlines and recommended articulations. A course substitution form signed by relevant faculty and the Dean/Director shall be returned to the Evaluation Specialist who will maintain records of approved course substitutions.