

# MILITARY CREDIT

## MILITARY TRAINING

Empire State University awards credit for many types of military training and occupations. In addition to credit from other institutions, SUNY Empire accepts credit recommendations for any military training or occupation that has been evaluated through the American Council on Education (ACE). The guide with credit recommendations for military service is available online at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

If a student is an active-duty, guard, reserve or veteran service member, the Veteran and Military Resource Center (VMRC) at SUNY Empire will assist them with requesting and reviewing military documentation, as well as provide other information and resources. Students can reach VMRC via email, phone, fax or online at:

Veteran and Military Resource Center (<https://sunyempire.edu/veteran-military/>)

Military.Programs@sunyempire.edu (Military.Programs@esc.edu)  
800-847-3000, ext. 2779 or 518-587-2100, ext. 2779

### American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services

Many types of military training and occupations have been evaluated for college-level credit through the American Council of Education (ACE).

ACE recommends credit for:

- Formal military courses.
- Army enlisted and warrant officer occupational specialties.
- Navy general rates and ratings.
- Navy limited duty and warrant officer specialties.
- Selected Navy enlisted classifications (NEC).
- Coast Guard ratings and warrant officer specialties.
- Selected Marine Corps occupational specialties.
- Department of Defense.
- Basic training (since 1957) – 4 credits for military science/physical education (nonliberal, lower level).

The “American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services” provides a listing of all the training and occupations that have been evaluated for recommended credits. The guide with credit recommendations for military service is available online at [www.acenet.edu/militaryguide](http://www.acenet.edu/militaryguide).

The ACE guide also provides credit recommendations for many military service school courses and military occupational specialties (MOS). The college accepts credit recommendations for credit from primary MOS and duty MOS. Additional documentation may be required in order to accept secondary MOS.

Students requesting credit for their military training or occupation must provide proper documentation that matches the following criteria described in the ACE guide course description, including:

- Title
- Contents
- Dates

- Location
- Length of study.

The university accepts ACE credit recommended in the following categories:

- Lower-division associate/bachelor’s degree.
- Upper-division bachelor’s degree.
- Graduate degree.

### Obtaining Official Military Documentation

In order to grant credit for learning you gained in the military, the college needs to have official copies of your military documents.

See the Veteran and Military Resource Center website (<https://sunyempire.edu/veteran-military/>) for details on obtaining transcripts. Transcripts should be sent to:

Admissions, SUNY Empire State College

111 West Ave.

Saratoga Springs, NY 12866-6069

## The Joint Services Transcript (JST) Review of Available Credit

Due to strict regulations and compliance guidelines set forth by the Department of Defense Memorandum of Understanding and Principles of Excellence, early and accurate evaluation of available credit is essential. Members of the Offices of the Registrar and Veteran and Military Resource Center have developed a transcript review process for the Joint Service Transcript (JST).

Upon receipt of the JST by the college, a review will be conducted jointly through the Office of the Registrar and VMRC. All student military credits will be reviewed for redundancy. Credits from different courses and occupations often reflect the same learning and can only be used once. All available credit will be applied to the student record and viewable in Banner, DP Planner, and Degree Works.

Please note that reviewers will have also taken rank and level into account when conducting the review. Some military transcripts list all possible credits, even if the student has not achieved the necessary rank and/or appropriate level to earn them. A service member’s rank is listed on the first page of the JST and reflects the individual’s rank at the time the JST was prepared. It is important that service members have up-to-date JST’s on file with Admissions so that it accurately reflects their military training and rank. If a student does not hold the necessary rank, then they are not eligible for the credits ACE recommends for that specific training/MOS.

## Standardized Exams Appearing on an Official Military Document

College level test scores from examinations (<http://catalog.sunyempire.edu/undergraduate/transfer-credit/standardexams/>), such as CLEP examinations, DANTES Subject Standardized Tests (DSST) or Defense Language Proficiency Tests (DLPT), can be accepted directly from a JST, or Coast Guard Institute transcripts if they include exam title, date exam was taken and the score.

## **Military Training Not Yet Evaluated for College Credit**

Not all armed services training has been evaluated for college credit. If a learning experience does not appear in the ACE guide or the JST transcript indicates that it has not been evaluated, the learning claimed from that course/occupation may be individually evaluated through the iPLA process (<http://catalog.sunyempire.edu/undergraduate/pla/>) to determine if college level credit is appropriate.