Subject: Military Experience for Credit
Number: 540
Issued By: Director of Military programs
Date: October 15, 2007

Policy:

The ACE *Guide* evaluation system enables our military service members and veterans to apply their experience, training, and expertise to their degree work at accredited colleges and universities. Based on sound educational practices, this program maintains academic integrity while providing for an efficient use of financial and educational resources. The purpose of this procedure is to out-line steps necessary to complete an evaluation of a student's SMART transcript and to document distribution of the completed form(s).

Procedure:

In order to have military experience evaluated, students must attend as a "degree-seeking." The official record of Marine Corps or Navy educational experiences is called a SMART transcript. An official copy may be ordered at the Military Education Office where the service member is stationed. Once the official SMART transcript has been received, the Director of Military Programs will take appropriate steps to initiate the evaluation process. It takes approximately 6-8 weeks for the military credits to post to the student's USCB transcript. The process of evaluation is as follows:

- Official SMART transcript is received by USCB
- The transcript SUMMARY is evaluated
- The Director of Military Programs will go on-line and print out course exhibits (course syllabi) for each course recommended for credit. Based on ACE guide recommendations, semester hours are forwarded for approval as elective credit
- A cover sheet is attached to the completed packet and forwarded to the Executive Vice Chancellor for Academic Affairs for approval
- Upon approval, 3 copies of the evaluation form are distributed as follows:

  - (1) Copy is sent to the registrar
  - (1) Copy is kept in the student file in the office of the Director of Military Programs
  - (1) Copy is sent to the South Campus Admissions Office for inclusion into the student's official transcript sent to Columbia

- An Excel spreadsheet has been created for tracking purposes to insure timeliness of submission