

Military Credit: Acceptance of Credits and Application to Degree Programs

Communication with military affiliated students

It is important to have an open conversation with any student regarding transfer credit evaluation. Please speak with the student about the process and how credit may be applied. Not all credit will be accepted and some credit may not apply directly to the degree requirements listed. A student may feel that they have taken a course that met a requirement but they are not getting that applied to their degree. It is helpful to let the student know that it is Iowa State's goal for students to be successful.

Credit not applying is not because we are trying to deny them credit but it is to ensure a student will be successful long term.

Step 1: Initial Evaluation of Accepted Credit by the University Reviewed by Admissions

The Joint Services Transcripts (JST) or the Community College of the Air Force Transcript is submitted by student to the University. The JST provides a summary of the individual's military course completions and training and shows the credit that is recommended by the American Council on Education (ACE). The ACE [Guide to the Evaluation of Educational Experiences in the Armed Service](#) is available and searchable online as well.

Iowa State will grant credit, in accordance with the ACE recommendations, for basic training and any military courses that have been completed at the vocational certificate, lower-division undergraduate and upper-division undergraduate level. The Transfer Credit Evaluation for a student will typically show generic credit at 100 level for lower-division recommendations and 300 level credit for upper-division recommendations.

We **do not** award credit for military experience or MOS credit. We also do not accept transfer credit awarded from other institutions based on military experience or MOS credit.

A maximum of 16 career-technical credits can be accepted and applied to a student's degree program. This includes credit awarded for military vocational certificate recommendations and career-technical credit granted from regionally accredited colleges.

For the review of JST's, if there is a corresponding ISU department/course identifier (e.g. ENGL, M S, LD ST, etc.) for a credit recommendation, the credit will show on the student's transcript and degree audit with the ISU identifier. For credit recommendations without an identified ISU department, the credit will show on the degree audit/transcript as XXX. The University is also in the process of reviewing military courses we receive on JST's to determine if rather than coming into the University as generic 100 or 300 level course there is an ISU equivalent course for which students could receive credit. (As an example, based on departmental evaluations, the first-aid/CPR recommendations from basic training courses will now transfer into ISU as Health Studies 105.)

Step 2: Review of Courses for Application towards Degree Program by Academic Adviser

- Step 2.1** Adviser has conversation with student to explain the process, topics include:
- Difference between credits ‘accepted by university’ and ‘applied to degree program’
 - Explain the process – need to provide to departments reviewing course as much information as possible about the course (syllabi, etc.)
 - Explain that due to classified nature of some military courses, the information may not be available for the faculty member to make a determination of course equivalencies, etc.
 - While not all military credit may apply to degree program, that doesn’t mean we don’t value those experiences. It is that the credit earned does not match with degree requirements/course content. The bottom line is focused on student success in subsequent courses/degree program
- Step 2.2** Adviser reviews how credits have been applied to degree audit based on admissions initial review
- Step 2.3** Adviser in discussion with student identifies military courses that might be able to be moved from ‘not applied’ or ‘elective’ to meet other degree requirements, either as ‘equivalency’ or ‘substitute’ for the course on the degree audit.
- Most military credit accepted by ISU will come into ISU not as direct equivalent to an ISU course, but as credit in a discipline area at a generic 100 or 300 level (e.g. Leadership Studies at the 100 level). These course credit recommendations will typically show up on a student’s degree audit initially in the “Elective” and/or as “Not Applied” areas. The student’s first step in understanding how the credits might apply towards their degree program is to talk with his/her academic adviser. The military course titles the advisers see are frequently not specific enough to alert the adviser of the possible content overlap with a program requirement. In those cases, the adviser relies on the student (who is more familiar with the content of the courses he/she has taken) to alert the adviser to possible substitutions.

STEP 2.4 Request review by offering department

1. Adviser provides the student with the [Request for Department Review of Transfer Course Form](#) from the Forms Page on the Office of the Registrar's website to formally requesting an evaluation of a transfer course. For the course to be reviewed the student must provide **at least a course description** and *preferably the syllabus* and if possible examples of any supporting work that the student has done in the course.
2. Materials are provided to the offering department (faculty evaluator/contact) for review. (In some cases student will be asked to hand carry the materials to the department and in other cases the adviser may take care of sending the materials to the reviewing department.)
3. Offering department reviews the material (they may ask for additional information as well). Potential outcomes of this review:
 - Course is deemed to be equivalent to ISU course – and will be an automatically applied to all future student degree audits.
 - Course is deemed to be a substitution that will work for all students in a particular major – of that fit that particular situation.
 - Course is deemed to be a substitute 'for this student only.'
 - Course is not viewed as an equivalent or substitute.
4. Once the faculty review is completed the evaluation is returned to the adviser/college office for processing. If the military transfer course is evaluated as a substitute or equivalent (one of the first three outcomes in the previous step), the adviser submits the DAAF to the college student services office for processing on to their degree audit.

Note: Since the application of credits towards a degree program is individualized, based on the courses the student is bringing in and the degree program he/she is pursuing, if a student changes his/her major (or adds another major/minor) the student will need to meet with the academic adviser for the new program to determine how their military credits will apply in that program.

STEP 2.5 Test-out alternative

If through a combination of military courses and experience, the student feels he/she has achieved the content knowledge for an ISU course, yet the courses on the JST are not evaluated to be equivalent/substitute, the student could explore test out options:

- The student could take a College-Level Examination Program (CLEP) exam for the course, if one is available. Refer to our [credit by examination](#) page for more information.
- The student could request to take 'test out' examination with the department offering the course.

Additional Resources

While the review process starts with the student's academic adviser, each undergraduate college has identified an additional resource person (listed below) whom military students can contact with questions about the transfer/application of credit towards their degree.

College	Contact Name	Email	Phone
College of Agriculture and Life Sciences	Howard Tyler	htyler@iastate.edu	294-6434
College of Business	Cindy Sheehy	lasheehy@iastate.edu	294-8300
College of Design	Michelle Rasmussen	mrasmuss@iastate.edu	294-0732
College of Engineering	Paul Castleberry	paulca@iastate.edu	294-0364
College of Human Sciences	Sarah Wilson	slwilson@iastate.edu	294-8238
College of Liberal Arts and Sciences	Callie Morrow	ccmorrow@iastate.edu	294-7470