

SECTION: 02 Academic

SUBJECT: LC State Assessment and Transcription of Credit for Military Training and Experience as Referenced in the American Council on Education (ACE) Guide

Background: In accordance with the Department of Defense (DoD) Memorandum of Understanding (MOU), the institution is responsible for providing a clear policy and process to determine credit awards for learning acquired in military service at levels consistent with American Council of Education (ACE) guidelines.

Point of Contact: Office of the Registrar

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:

Date of approval by LC State authority: April 1998

Date of State Board Approval: N/A

Date of Most Recent Review: February 2025

Summary of Major Changes incorporated in this revision to the policy: Updated to comply with LC State branding guidelines and institutional transfer policies.

Purpose

The purpose of this policy is to ensure that the assessment and transcription of credit for military training and experience is consistent with the established standards for credit evaluation and award based on standards such as the American Council on Education (ACE) Guide.

Policy

- I. As an accredited institution and a member of the Northwest Commission on Colleges and Universities, LC State is the final authority for assessing and transcribing LC State credit for military training and experience. LC State's established policy for the assessment and transcription of credit for military training and experience supersedes ACE (American Council on Education) credit recommendations and those of any other organization. Credit for military training and experience is available to degree-seeking LC State students currently enrolled at LC State.
 - A. Award of credit for military training and experience is based upon official documentation. Acceptable documents for assessment of military training and experience are:
 1. Official Joint Services Transcripts and Defense Activity for Non-Traditional Education Support (DANTES).

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- a. Documentation becomes part of the student's academic record and becomes the property of LC State. All documentation will be submitted to and evaluated by the Registrar's Office.
2. Military credits are transferred as a block of elective credits awarded for experiential learning and/or courses that are equivalent to specific classes in LC State's curriculum.
 - a. A maximum of 32 credits for military training may be applied toward a bachelor's degree with up to 50% of these credits transcribed as a block elective credits and any remaining of these credits transcribed as course equivalencies with specific LC State classes. Chairs of instructional departments in which specific potential course equivalencies are taught must approve the equivalencies before they are transcribed.
 - b. A maximum of 16 credits for military training may be applied toward an associate degree with up to 50% of these credits transcribed as block elective credits and any remaining of these credits transcribed as course equivalencies with specific LC State classes. Chairs of instructional departments in which specific potential course equivalencies are taught must approve the equivalencies before they are transcribed.
3. No further evaluations will be conducted unless students receive new training that qualifies as credit earning, and the student has not received maximum allowed credit from military training and/or experience and is currently enrolled at LC State. Students are responsible for submitting all documentation in proper form to the Registrar's Office and may do so after completing their first three credits at LC State up to the semester prior to graduation.
4. LC State does not accept military credit awarded by post-secondary institutions based upon their examinations except in cases when those credits have been transcribed per [Idaho State Board of Education Policy III.L](#). If transfer students wish to receive credit for military training and experience, they must submit appropriate official documents (see item 1) for evaluation by the LC State Registrar's Office. .
5. Military credits awarded through the LC State military credit process will be recorded on the student's official academic transcript after the student has attended a semester and completed a minimum of 3 credits from LC State.
6. Credit will not be awarded for military basic training.
7. Credit award for military training during/for short-term reactivation for reserves will be done at the discretion of the Registrar.
8. Resolution of any discrepancy between student presented material and the ACE Guides will be accomplished by the Registrar.

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9. Upper division credit recommendations provided by the ACE Guides from 1954 to present for subject areas not offered by LC State will be evaluated on an individual basis. If credit is awarded, it will be lower division credit.
10. Credits recommended by the ACE Guides from 1954 to present as a career technical certificate will only be awarded to students enrolled in career technical degree programs. Where the ACE Guides recommend technical or associate/baccalaureate degree credit, associate/baccalaureate degree credit will be awarded if applicable to currently enrolled degree-seeking students.