Advising, Retention + Career Center
Military Transcript Advising Guide

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Acronyms & Definitions*

ACE: The American Council on Education

CPL: Credit for Prior Learning
Many nontraditional students can demonstrate college-level knowledge and competencies. Such learning—gained from experiences outside postsecondary education—often merits academic credit. Credit for Prior Learning (CPL) provides a range of options from recognition of military and workforce training to national examinations and portfolio development.

DANTES: Defense Activity for Nontraditional Education Support
DANTES provides no-cost education and career-planning programs for the U.S. Armed Forces military member. Our Defense programs can help a military member at every stage of their military career, from entry into the service to the final stage of civilian transition to their next career.

JST: Joint Services Transcript
Official documentation of military training and experiences and applicable ACE credit recommendations.
- V = vocational (typically no credit offered)
- L = lower division
- U = upper division
- G = graduate

Military Service
- AF=Air Force
- AR=Army
- CG=Coast Guard
- DD=Department of Defense
- MC=Marine Corps
- NV=Navy

Definitions/verbiage obtained from ACE and DANTES.

[Senate Bill 36.31](#) (4 am and bm)

36.31 **Coordination with other educational agencies; credit for military education.**

   (4) (am) Except as provided in par. (bm), upon receiving from the federal department of defense a student's official joint services transcript or Community College of the Air Force transcript, the institution or college campus in which the student is enrolled shall do the following:

   (a) Accept all American Council on Education credit recommendations included in the official joint services transcript and award academic credit to the student in accordance with these recommendations.

   (b) Accept all credits included in the Community College of the Air Force transcript and award academic credit to the student accordingly.

   (bm) An institution or college campus may not award academic credit to a student under par. (am) for each course for which the student, upon consultation with the institution's or college campus's staff, objects to the awarding of credit for that course.

Amendment – [Senate Bill 205](#)
(passed 5/8/19)

   Under this bill, if a **student objects** to the awarding of credit for any course included in the official joint services transcript or CCAF transcript, the UW System school or technical college **may not award** credit for that course.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

   1**SECTION 1.** 36.31 (4) of the statutes is renumbered 36.31 (4) (am), and 36.31 (4) 2(am) (intro.), as renumbered, is amended to read:

   3 36.31 **(4)** (am) (intro.) ~~Upon~~ Except as provided in par. (bm), upon receiving 4from the federal department of defense a student's official joint services transcript 5or Community College of the Air Force transcript, the institution or college campus 6in which the student is enrolled shall do the following:

   7**SECTION 2.** 36.31 (4) (bm) of the statutes is created to read:

   8 36.31 **(4)** (bm) An institution or college campus may not award academic credit 9to a student under par. (am) for each course for which the student, upon consultation 10with the institution's or college campus's staff, objects to the awarding of credit for 11that course.

   12**SECTION 3.** 38.12 (7) (b) of the statutes is renumbered 38.12 (7) (b) 1m., and 1338.12 (7) (b) 1m. (intro.), as renumbered, is amended to read:

14 38.12 **(7)** (b) 1m. (intro.) ~~Upon~~ Except as provided in subd. 2m., upon receiving
15from the federal department of defense a student's official joint services transcript
16or Community College of the Air Force transcript, the technical college in which the
17student is enrolled shall do the following:

18**SECTION 4.** 38.12 (7) (b) 2m. of the statutes is created to read:

138.12 **(7)** (b) 2m. A technical college may not award academic credit to a student
2under subd. 1m. for each course for which the student, upon consultation with the
3technical college's staff, objects to the awarding of credit for that course.

Process to *not award* credit:

Should the military coursework cause credit-related concerns for your student, the new
amendment will allow each institution to not award credit for military coursework. To do so,
you would email Monica Finley, indrebm@uwec.edu, in Admissions and let her know which
courses to remove from the transcript (document this request in EAB-Navigate).

JST Example/Review

Reviewing military credit is a multi-step process:

1. Obtain a copy of the student's unofficial transcript to see if credits have been accepted by UWEC.
2. Log-in to perceptive content to obtain a copy of the student's JST.
3. If credit is not applied correctly or would like to be contested, consult ACE website and search for the course. Connect student with department chair of course prefix to begin consult process.

Transcript Example:

			Transfer Credit from Military-Army		
ELEC	907L		LD ELECTIVE	3.00	CR
1250		C491	SSD 1: Leadership		2014 *FALL* SEM
KINS	904L		PHYSICAL ACTIVITY MILITARY	1.00	CR
KINS	907L		LD ELECTIVE	3.00	CR
ELEC	907L		LD ELECTIVE	11.00	CR
BASIC		Z	Basic Training		2014 *SPR* SEM
ELEC	907L		LD ELECTIVE	6.00	CR
600		C44	WARRIOR LEADER: LEADERSHIP		2016 *SPR* SEM

Beginning of Undergraduate Record

The courses above have been evaluated as electives – 12 of which are in KINS, the rest are general electives. Should the individual in the example above want a direct equivalency in their major/minor/LE, they would need to consult with the department chair and/or the associate dean of the course prefix.

JST Example:

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
11B10-OSUT	AR-2201-0552 V03 Infantryman:			

Upon completion of the course, the student will be able to recognize emergency situations and act appropriately; apply problem solving skills; exhibit situational decision-making skills; perform tactical field care, transportation, and evacuation; demonstrate communication skills; demonstrate effective writing skills; demonstrate operational tactics; and execute physical conditioning challenges as required for readiness training in various environments and conditions.

• Cardiopulmonary Resuscitation	1 SH	L
• First Aid	3 SH	L
• Human Relations Communications	3 SH	L
• Introduction To Problem Solving	1 SH	L
• Marksmanship	3 SH	L
• Orienteering	1 SH	L
• Physical Conditioning	3 SH	L

(9/13)(9/13)

1-250-C49-1 (DL)	AR-0702-0030 V02 Structured Self Development (SSD-1):			

Upon completion of the course, the student will be able to support team members in promoting organizational goals; utilize effective communication and interpersonal skills; apply strategies of critical thinking to develop solutions;

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collaborate with others to accomplish the organization's goals and objectives; and provide support to members to advance their leadership development.

• Supervision	3 SH	L

(7/14)(7/14)

600-C44	AR-2201-0603 V03 Warrior Leader:			

Upon completion of the course, the student will be able to apply management concepts within a changing environment; distinguish between the foundations of planning and decision-making; identify current issues in personnel management; communicate effectively; apply interpersonal skills in organizational settings; motivate followers; identify the role of leader and its relationship to management; utilize various aspects of management; function as a junior-level leader with essential skills in leadership; develop training plans; carry out war fighting; strategize using small groups; prepare performance appraisal reports; respect aspects of culture diversity; and prepare a situational analysis.

• Leadership	3 SH	U
• Management	3 SH	U

(7/14)(7/14)

Military Experience/Occupation

The next section on the JST consists of military experience – this is considered the occupational side of the military. Similar to course credit, experience is evaluated by ACE. Rank is one of the biggest differences between course credit and military experience; the level of rank will determine the number of SH (semester hours) the individual will receive. Should the experience not grant any SH, the student may contest this with the department chair of the course prefix. Here are two examples – the first one indicates that the student did not receive any credit for their experience, the second one shows significant credit at the lower and upper division.

Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
MOS-11X10 Primary	NONE ASSIGNED Infantry: Infantry option attend Infantry One Station Unit Training (OSUT) which combines Army Basic Training and Infantry Advanced Individual Training (AIT). • None			
MOS-11B10 Primary	NONE ASSIGNED Infantryman, Skill Level 10: Leads, supervises, and serves as a member of an infantry unit of 10-20 persons, employing individual weapons, machine guns, and antiarmor weapons in offensive and defensive ground combat. Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment.			

42A40	MOS-42A-001	01-JAN-2011		
	Human Resources Specialist: Participates in occupational classification and management of human resources; supervises activities including maintaining personnel records and processing personnel actions for service members and their families. Prepares reports on staffing levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; processes deployment forms; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small human resource office, battalion, and human resource services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on staffing levels of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises quality assurance procedures; advises commander, adjutant, and other staff members on human resource administration activities.			
	• Business Communications		3 SH	L
	• Office Administration		7 SH	L
	• Word Processing or Computer Applications		3 SH	L
	• Field Experience In Management		3 SH	U
	• Human Resources Management		3 SH	U
	• Management		3 SH	U
	(9/04)(9/04)			

Other Learning Experience

The last portion of the JST includes a list of other learning experience. These are generally not evaluated by ACE and are not awarded credit:

<div align="center">Other Learning Experiences</div>

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

(1) Course has not been evaluated by ACE.
(2) Class attendance dates were not recorded in the service member's record.
(3) Course was not completed during the ACE evaluation period.
(4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
RECBN		Reception Battalion Attrition		1
J3TA-US022		Code of Conduct Survival Evasion Resistance and Escape (SERE)		1
JS-US007		Level I Antiterrorism Awareness Training		1
071-ASIB4 Ph 1		Sniper		1
071-ASIB4 Ph 2		Sniper		1
1B-F43 (V)		Sponsorship Training		1
TGPS-US000		Tgps Demographics Survey		1
FT RILEY COMBATIVES 2		Combatives Level 2		1
FT RILEY ASIST/GATE/LRT		Applied Suicide Intervention Skills Training		1
J3TA-US1328		CTIP Annual Awareness Web-Based Training (1hr)		1
JS-US021		Js Sexual Assault Prevention And Response		1
J3TA-US1329		SERE 0.2 Level A SERE Education And Training		1
FT RILEY HAZWOPER		Hazardous Waste Operations And Emergency		1
FT RILEY OSHA 510		CONSTRUCTION SAFETY		1
FT RILEY OSHA 2225		RESPIRATORY PROTECTION		1
FT RILEY OSHA 511		GENERAL INDUSTRY SAFETY		1

Accessing ACE/Reviewing Courses

1. Visit ACE's course catalog: https://militaryguide.acenet.edu/.
2. Locate ACE ID number on the JST:

3. Click the correct ACE course that matches the JST.

4. When you click on the course, you will see the length of the course (hours), learning outcomes, instruction, methods of assessment, related competencies, and credit recommendations.

5. Example for 600-C44 "Warrior Leader" from 7/14 to 9/16: https://militaryguide.acenet.edu/.

Satisfactory Academic Progress/Federal Aid

The following three components are evaluated at the end of each academic year:

1. Minimum GPA – Maintain a minimum 2.0 cumulative grade point average.

2. Pace - Successfully complete 67% of total attempted credits. A student's total number of attempted credits consists of all credits that a student has enrolled in after the 10th day of any academic term as well as any post-secondary credits transferred in from other institutions.

   A grade of F, W, XF, U, or IN is not considered successfully completing the class. Test credits and non-GPA credits (remedial, retro and pass-fail) will be counted as attempted and earned credits.

3. Maximum Time Frame – Complete a degree within 150% of the published length of the degree program. Most undergraduate degrees require 120 credits, which means most students must complete a degree within 180 attempted credits. (120 credits x 150% = 180 credits.)

Credits attempted by a student during a period where they are not receiving Title IV aid (federal financial aid) must still be counted toward a student's maximum time frame.

Transfer Credits: Credits transferred from other institutions **will be added to resident enrolled credits to determine total number of enrolled credits when calculating Maximum Time Frame, PACE, and GPA for Satisfactory Academic Progress.

Once students reach 130 cumulative credits (**resident plus transfer**)** they receive a warning letter about maximum time frame. At 150 or more credits, aid is put on hold and the student must file an appeal explaining the extenuating circumstances that have required the student to attempt so many credits in pursuit of a degree.

Appeal Process for the Satisfactory Academic Progress (SAP) at UW Eau Claire
You can access the SAP Appeal eForm online by doing the following:

1. Go to http://eform1.uwec.edu
2. Enter your UWEC username and password
3. Click the "Start New Form"
4. Select "Office of Financial Aid" from the drop down menu
5. Select "Satisfactory Academic Progress (SAP) Appeal Form"

UWEC Policy:
https://www.uwec.edu/tuition-financial-aid/financial-aid/satisfactory-academic-progress/

Credit by Examination

A course will generally be transferred in as a major/minor prefix course (elective or direct transfer), ELEC 907U, or ELEC 907L. Should a student wish to challenge a program requirement, then a credit by examination is one avenue that they can pursue.

1. A student would be advised to present their case with the Department Chair/Program Director that houses the prefix they intend to challenge.

2. The Chair/Program Director will meet with the student to offer advice regarding the value and availability of a credit by exam attempt.

3. If agreed, the e-form (Registration-Records) is sent to Blugold Central. The student will go to Blugold Central to pay the $75 application fee. When the student pays the fee, the form is rerouted back to the Department Chair/Program Director.

4. The Department Chair/Program Director will work with the student to schedule the exam.

5. The Department Chair will complete the form with "earned credit" or "no credit" and submit to finalize processing with the Registrar's Office.

Links & Resources

American Council on Education
- Military Guide: https://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx
- Course Search: https://militaryguide.acenet.edu/
- Samples of Transcripts: https://www.acenet.edu/news-room/Pages/Transcripts-for-Military-Personnel.aspx
- ACE Reviews: https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Types-of-ACE-CREDIT-Reviews.aspx
- Joint Services Transcript Brochure: https://www.acenet.edu/news-room/Pages/Joint-Services-Transcript-Brochure.aspx
- Toolkit for Veteran Friendly Institutions: https://www.acenet.edu/news-room/Pages/Toolkit-for-Veteran-Friendly-Institutions.aspx

DANTES: Defense Activity for Nontraditional Education Support
- https://www.dantes.mil/

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