



Transfer Credit Guide for Veterans (Quarter)

Please submit the necessary documentation to receive academic credit.

**CREDIT FOR YOUR MILITARY COURSES AND/OR TRAINING**

- A) DD 214 to the Registrar’s Office**
  1. Nine quarter units of lower-division elective credit
    - a. Must have completed Basic Military Training, served one year of active-duty service, and received a discharge other than dishonorable.
    - b. Credit is not given for completion of the six-month reserve training programs or for college level general educational development tests.
    - c. If you have subsequently passed ENG 110 (Freshman English I) or a comparable transfer course, then four of the nine quarter units will be applied towards General Education Area E.
  2. An additional 13 ½ quarter units of lower-division elective credit for commissioned officers.
    - a. Must submit evidence of receiving a commission in the Army, Navy, Marine Corps, Air Force, or Coast Guard.
  
- B) Official military transcript & Request for Evaluation of Military Transcript (REMT) form to the Registrar’s Office**
  1. Request official transcripts through the websites below:
    - Army, Coast Guard, Marine Corps, or Navy: <https://jst.doded.mil>
    - Air Force: <http://www.au.af.mil/au/ccaf/transcripts.asp>
  2. Submit the REMT E-Form here: <http://www.cpp.edu/~registrar/forms-services/index.shtml>
  3. Credit is awarded in accordance with the recommendations from the *American Council on Education (ACE), Guide to the Evaluation of Educational Experiences in the Armed Services* at: <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.
  
- C) To request specific course credit, along with REMT form stated above, submit advisor-approved Course Substitution or Acceptance of Transfer Coursework Request form to the Registrar’s Office**
  1. Download form here: <http://www.cpp.edu/~registrar/files/public/forms/PetitionCourseSub.pdf>
  2. Attach a copy of your military transcript and any other documentation, such as a course outline or syllabus, to support your request.

**CREDIT FOR EXTERNAL EXAMINATIONS**

- D) Defense Language Institute Official Transcript to the Registrar’s Office**
  1. Request official transcripts directly from DLIFLC: <http://www.dliflc.edu/dlitranscripts.html>.
  2. A maximum of four quarter units for General Education Area C3 shall be awarded for Defense Language Institute Foreign Language Center proficiency exams.
  3. Any additional credit for language proficiency recommended by ACE shall be awarded as elective credit.
  4. The *ACE guidelines in the National Guide to College Credit for Workforce Training* are published online at: <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=190163>
  
- E) College Board Exam Score Reports to the Registrar’s Office**
  1. Request score reports through the College Board website: [www.collegeboard.org](http://www.collegeboard.org)
  2. DANTES Subject Standardized Test (DANTES/DSST) credit is awarded based on ACE recommendations.
  3. Credit for College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) is awarded as specified in the University college catalog: <http://catalog.cpp.edu/>