

## Transfer Credit Guide for Veterans

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. Six semester units of lower-division elective credit
  - a. Must have completed Basic Military Training ("boot camp").
  - b. Credit not given for completion of the six-month reserve training programs or for college level general educational development tests.
  - c. 3 of the 6 semester units will be applied towards General Education Area E.
2. An additional 9 semester 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) E-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 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 any other documentation, such as a course outline, syllabus, or ACE Exhibit, 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: <https://www.dliflc.edu/administration/registrar/transcripts-records/>
2. A maximum of 3 semester units for General Education Area C2 (formerly C2b) shall be awarded for Defense Language Institute Foreign Language Center proficiency tests (DLPT).
3. Any additional credit recommended by ACE for language proficiency 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/>