

Procedure 3.35.3 Military Courses and Military Occupations

Part 1. Purpose

To establish consistent practices and procedures for awarding undergraduate credit for learning assessed from military courses and military occupations.

Part 2. Definitions

American Council on Education (ACE)

ACE is a major coordinating body for colleges and universities and provides leadership and a unifying voice on key higher education issues. ACE influences public policy through advocacy, research, and program initiatives.

American Council of Education (ACE) credit recommendation

ACE offers a nationally recognized assessment service providing standardized reviews and credit recommendations for college-level learning achieved through third-party study/exam programs, professional and certification trainings and assessments, and military training and assessments.

Credit for prior learning (CPL)

Academic credit awarded for demonstrated college-level learning gained through learning experiences outside college credit-bearing courses and assessed by academically sound and rigorous methods and processes.

Military Courses

A curriculum with measurable outcomes and learning assessments that service members are required to successfully complete based on their military occupation.

Military Occupation(s)

A service member's job(s) while in the military.

Part 3. Credit for Military Courses and Military Occupations

Dakota County Technical College shall recognize and award credit for courses and occupations that were part of military training or service and that meet the standards of ACE or equivalent standards for awarding academic credit. When awarding credit, consideration will be given to all aspects of the training, course, or occupation.

Dakota County Technical College shall offer students the opportunity to demonstrate college-level learning for military courses and military occupations that include the components listed below.

Subpart A. Credit award

Dakota County Technical College faculty evaluate a military course or military occupation and determine a credit award and level. Once a credit award and level has been determined, students who provide documentation that they meet the military course or occupation requirements will be awarded the credit(s).

Subpart B. Credit awarded

Dakota County Technical College will award credit for military courses and military occupations as a course or as an elective. Minnesota Transfer Curriculum goal areas may be designated for military courses and military occupations when there are no equivalent general education courses at the college. Credits awarded for prior learning may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), program and/or elective courses.

Subpart C. Residency credit

Dakota County Technical College shall award credit for military courses and military occupations consistent with the residency and graduation requirements in Board Policy 3.36 and System Procedure 3.36.1 Academic Programs. Credit awarded for military courses and military occupations does not apply toward residency credit requirements.

Subpart D. Record the credit awarded

Dakota County Technical College will record the credit awarded for military courses and military occupations as transfer credit on the official student transcript. The source of the credit award must be designated and the course equivalency, when applicable, must be designated on the official student transcript.

Subpart E. Credit limit

Dakota County Technical College will not limit the total number of credits students may be awarded for military courses and military occupations.

Subpart F. Tuition and fees

Colleges and universities will not charge tuition for the award of credit for military courses or military occupations and shall not charge fees for assessment or evaluation services.

Part 6. Transfer of Credit Awarded for Prior Learning

A student who was awarded credits based on military courses and military occupations and transfers to Dakota County Technical College from a campus within the Minnesota State system, DCTC will evaluate their transcript pursuant to System Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum. When a course equivalency has been designated by the sending institution, DCTC will honor the original course equivalency.

Part 7. Implementation**Subpart A. Student responsibility**

1. A student must be admitted to the college to be eligible for the award of credit for prior learning through military courses or occupations.
2. Students seeking credit for prior learning through military courses or occupations are responsible for seeking information and advice on the use of that credit in college programs, including understanding processes, expectations, and any applicable prerequisites or limitations based on degree program, major, MnTC criteria, etc.

3. Students may choose to submit documentation for all, some or none of their CPL for military courses or occupations.
4. In order to receive credit for military courses and occupations, a student must request that an official military transcript be sent directly to Dakota County Technical College. Students should request military transcripts as follows:

a. Army, Marine Corps, Navy, and Coast Guard: active duty, guard, reserve, and veterans: Students who are serving or have served in these branches of the armed services may request an official military transcript through the Joint Services Transcript (JST) webpage and have it sent directly to the Dakota County Technical College.

b. Air Force: active duty, guard, reserve, and veterans: Students who have earned credit through Air University (AU), Community College of the Air Force (CCAF), and/or Air Force Institution of Technology (AFIT) may request an official transcript from the respective regionally-accredited institution(s).

Subpart B. College responsibility

Dakota County Technical College has established procedures for assessing and awarding credit for military courses and military occupations that include the following:

1. Dakota County Technical College will publish opportunities for CPL for military courses and military occupations in its print and electronic media catalog and related publications. Published information must include CPL policies and procedures, and CPL appeals.
2. Dakota County Technical College will provide students with information about CPL assessment processes, applicable policies, required documentations, appeals process, transfer information, and the impact that credit awarded for prior learning may have on financial aid eligibility.

Part 8. Appeals

Dakota County Technical College has established an appeal process that may be used by students who are denied credit requested for military courses or military occupations

Related Documents:

Minnesota State Colleges and Universities Board Policy 3.35
Subd. 2 Minnesota Statute 197.775 Higher Education Fairness

Responsible Administrator: Associate Vice President of Student Affairs

Policy History:

Date of Adoption: 5/17/2017

Last Revision date: 02/18/2020

Date most recent policy revisions go into effect: 02/18/2020

Date and subject of revisions:

2020: Separated the previous procedure for Prior Learning into three separate procedures for clarity.

2017: Policy completely re-written in 2016-2017. Policy Committee Review Fall 2016 through Spring 2017. Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review 12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017 through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.