Western Michigan University
Faculty Senate
Memorandum of Action

MOA – 17/03

Creation of the Block Transfer of Military Credit Policy

Transfer of Credit Committee and Undergraduate Studies Council

Approval Date:
TCC Approval on 6/7/16
USC Approval on 9/13/16

Implementation Date:
Upon Administrative Approval

RECOMMENDATION:
Adopt the new policy on block transfer of military credit.

David Scott Reinhold — 4/6/17

David Reinhold, Chair, Transfer of Credit Committee — Date

☒ Approve ☐ Disapprove ☐ Other Action
Comments:

Approved by Faculty Senate on 4.6.17

Suzan F. Ayers — 4.6.17

Suzan F. Ayers, WMU Faculty Senate President — Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Timothy J. Greene — 5/5/17

Timothy J. Greene, Provost and Vice President for Academic Affairs — Date

☑ Approve ☐ Disapprove ☐ Other Action
Comments:

John M. Dunn — 5/8/2017

John M. Dunn, WMU President — Date

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RATIONALE
Many students who come to us from the armed forces have fairly extensive transcripts of courses they have taken while serving in the military. Many of these courses have no WMU equivalent, nor are they associated with a specific program here at the university, so students are not given any credit here at WMU. Many of these courses, however, have been evaluated by American Council of Education (ACE) and have been equated to college level curriculum at either the lower (freshmen/sophomore) or upper (junior or senior) level. This policy will allow the University to recognize the effort these students have already put into their education and help them towards a faster graduation.

RECOMMENDATION
Adopt the new policy on block transfer of military credit provided below.

PROPOSED LANGUAGE
Students who are military service members or veterans may receive a block of up to 15 credit hours of open elective credit towards a bachelor's degree.

Block credit may be granted for military training documented on a Joint Services Transcript (JST) with ACE recommendations or for military training documented on a Community College of the Air Force (CCAF) transcript. Credit recommendations on a JST designated as lower-level (L) will be counted as credit from a two-year institution and recommendations designated as upper-level (U) will be counted as credit from a four-year institution. All credit recommendations on a CCAF transcript will be counted as a two-year credit.

The block of credit will count toward the total (122 minimum) credit hours required for graduation, but will not replace any specific course requirements in an academic program or general education. Credit awarded through the regular military evaluation process, found on the Admissions website, cannot be used for this block credit.

Students must consult the appropriate college advising office before the end of their second semester at WMU to determine whether they are eligible for the block of credit hours. It is solely the student's responsibility to initiate a request for such credit; it is not the responsibility of an advisor or any other University representative. Consultation with an advisor is required since the awarding of such credit may not be to the student's advantage.

PROCEDURES
The Transfer of Credit Committee used several pieces of information to construct this policy. The committee investigated what other universities were doing and found a great deal of variation. The committee also looked at actual examples of students' military transcripts and the amount of credit they were eventually allowed to claim here at WMU. This information lead to discussions on how many credit hours should be allowed to transfer since some of the military transcript samples were quite extensive. The committee eventually settled on 15 credit hours thinking that this was a typical semester load. The policy was drafted by Joyce Busch, Military Advocate, Ken Schaefer, Associate Director of Admissions and Jane Harrison, Credit Evaluator, and then revised from that form by the members of the TCC before sending it forward to the Undergraduate Studies Council.