

# University of North Carolina System Office

Category: Guide

**Military Prior Learning How To Implementation Guide**

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# Table of Contents

|   |          |
|---|----------|
| <b>Introduction</b>   | <b>3</b> |
| Supporting Resources  | 3        |
| <b>Uniformly Awarding Credit for Military Prior Learning</b>                                | <b>4</b> |
| I. Enter Military Course Equivalency Rules into the Campus ERP:                             | 4        |
| <b>How to Record Military Prior Learning Course Equivalency Rules into Banner</b>           | <b>4</b> |
| A. Create Source Code for Military Branches   | 4        |
| B. Create the Military Branch Transcript Grades in SHATGRD                                  | 8        |
| C. Enter the Military Branch Training & Experiences into either SHATATC or SHATATR          | 9        |
| f. The Subject, Course, and Title fields have Prescribed Formatting/Naming Convention:      | 9        |
| D. Utilize the Course Attribute, Description, and Course Comments Fields                    | 12       |
| E. Utilize Group & Primary Fields for Military Training/Experience with Multiple Components | 13       |
| F. Enter Military Training/Experience Course Equivalency Rules in SHATATR                   | 13       |
| G. View Course Equivalency Rules Entered into Banner  | 14       |
| Appendices  | 16       |
| Appendix A: Example JST   | 16       |
| Appendix B: Example Banner Academic Transcript  | 22       |
| Appendix C: Banner Academic Transcript Information in the Student Data Mart                 | 23       |

## Change Log

| Release # | Change Date | Author       | Change Description  |
|-----------|-------------|--------------|---|
| 1.0.0     | 3/14/2023   | Karen Boulas | Initial Version   |
| 1.0.0     | 4/11/2023   | Karen Boulas | Updated Course field standard format for military experiences |
| 1.0.0     | 12/01/2023  | Karen Boulas | Updated the example JST in Appendix A                         |

# Introduction

The University of North Carolina System has policy Section 3 of Session Law 2014-67 the Policy on Military Student Success 700.7.1 regulation 700.7.2[R] - Awarding Credit for Military Training or Experience.

- [https://www.northcarolina.edu/apps/policy/index.php?tab=policy\\_manual](https://www.northcarolina.edu/apps/policy/index.php?tab=policy_manual)

In accordance with Statute SB 761 and Policy Section 3 of Session Law 2014-67 the Policy on Military Student Success 700.7.1 regulation 700.7.2 - The University of North Carolina System is statutorily required to “implement a uniform system of granting course credits to all students enrolled in constituent institutions of The University of North Carolina... based on the students' military training or experience. The plan shall include the process for the transfer of course credits between constituent institutions and community colleges when course credit has been granted by any institution or community college based upon military training or experience.”

The UNC System Office has developed an implementation guide to align all institutions and their offices to bring us in compliance with the statute. The implementation highlights requirements for entering course equivalency rules for military experiences into your Student Information System, to have a uniform system for granting course credits to all students, based on military training and experiences.

## Supporting Resources

Submit a help ticket to [banner-support@northcarolina.edu](mailto:banner-support@northcarolina.edu) with questions.

## Uniformly Awarding Credit for Military Prior Learning

Entering military equivalencies rules into the campus Enterprise Resource Planning software (ERP) is the same as you did for entering Common Number System (CNS) course equivalency rules. To ensure we can pull data from all campuses, here is a summary of some things we want to do consistently.

### **I. Enter Military Course Equivalency Rules into the Campus ERP:**

- A. Create a separate Banner Source code for each branch of the military.
- B. Crosswalk the campus Source/Background Institution code to the Student Data Mart (SDM) military FICE codes in SDM dimension FICE - FICE Code.
- C. Maintain course equivalency rules for military training/experiences by military branch.
- D. Use an agreed upon format for entering the military training/experience subject, course, and title into the ERP.
- E. If the military training/experience consists of multiple trainings, put each training into the ERP as a separate training and then link all the training together.
- F. Use the Joint Services Transcript (JST) produced by the Defense Activity for Non-Traditional Education Support (DANTES) as an official record of a student's military training.
  1. Enter the student's military training and experiences under their branch of service.
    - a) The branch can be located in the seal of the JST.
  2. A Community College of the Air Force (CCAF) transcript does not go through the Military Faculty Review Panel and can go through a campus' normal transfer credit process.

## How to Record Military Prior Learning Course Equivalency Rules into Banner

This "How To" implementation guide provides some best practices. The best practice recommendations may not work for campuses that have customizations in their Enterprise Resource Planning software (ERP). In those cases where customizations exist, the best practices are just recommendations and campuses can use their customizations for compliance with the 700.7.2[R].

### **A. Create Source Code for Military Branches**

1. In STVSBGI - Source/Background Institution Code Validation Page create a code for each of the military branches if one doesn't exist already.

Source/Background Institution Code Validation STVSBGI 9.3.28 (GADEV1)

Active filters: Source or Background Institution: 999% Source Indicator: unchecked Clear All Filter Again

| Source or Background Institution * | Description *                  | Type *  | Source Indicator                    | Admissions Request | Admissions Request Description | Electro... | FICE   | Voice Response Message Number |
|------------------------------------|--------------------------------|---------|-------------------------------------|--------------------|--------------------------------|------------|--------|-------------------------------|
| 999002                             | Nevada Regional Tech Ctr       | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 014134 |                               |
| 999501                             | US Air Force                   | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 999501 |                               |
| 999502                             | US Army                        | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 999502 |                               |
| 999503                             | US Coast Guard                 | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 999503 |                               |
| 999504                             | US Marine Corps                | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 999504 |                               |
| 999505                             | US Navy                        | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 999505 |                               |
| 999506                             | Air University                 | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 001001 |                               |
| 999510                             | A. T. Still Univ. of Health Sc | College | <input checked="" type="checkbox"/> | CLT1               | College Transcript             |            | 002477 |                               |
| 999600                             | National Geospatial Intelligen | College | <input checked="" type="checkbox"/> | CLT1               | College Transcript             |            | 999996 |                               |
| 999901                             | Beta Tech-Richmond Campus      | College | <input type="checkbox"/>            | CLT1               | College Transcript             |            | 031264 |                               |
| 999902                             | Lone Star College System       | College | <input checked="" type="checkbox"/> | CLT1               | College Transcript             |            | 011145 |                               |
| 999903                             | Dushanbe Medical College       | College | <input checked="" type="checkbox"/> | CLT1               | College Transcript             |            | 999998 |                               |
| 999904                             | Messenger College              | College | <input checked="" type="checkbox"/> | CLT1               | College Transcript             |            | 030926 |                               |

Record 1 of 30

Activity Date 05/26/2015 12:00:00 AM

SAVE

2. Crosswalk the campus Source/Background Institution code to the SDM military FICE codes in SDM dimension FICE - FICE Code.

- a. Here are the SDM Military FICE Codes:

| FICE   | Name            | Description     | Status | Fice High Degree Desc |
|--------|-----------------|-----------------|--------|-----------------------|
| 999501 | US Air Force    | US Air Force    | A      | Unclassified          |
| 999502 | US Army         | US Army         | A      | Unclassified          |
| 999503 | US Coast Guard  | US Coast Guard  | A      | Unclassified          |
| 999504 | US Marine Corps | US Marine Corps | A      | Unclassified          |
| 999505 | US Navy         | US Navy         | A      | Unclassified          |
| 999506 | US Space Force  | US Space Force  | A      | Unclassified          |

3. Use GTVSDAX - Crosswalk Validation page group code UNCONSTVSBGI for the crosswalks

- a. GTVSDAX Crosswalk Information:

- i. Internal Code = Campus Source code from STVSBGI
    - ii. External Code = FICE code from SDM dimension FICE
    - iii. Group Code = UNCONSTVSBGI
    - iv. Description = Military Branch FICE
    - v. Translation Code = can be left null
    - vi. Conception Code = can be left null

Internal

Code \* 990496

Sequence

Group \* UNCONSTVSBGI

External Code \* 999505

Description \* U S Navy FICE

Concept

Translation Code

Reporting Date

Sys \*

Sys Required

4. Set up each military branch source code in SOABGTA - Transfer Articulation Institution.
  - a. Fill in at least the required field of Level.
    - i. If Transfer Institution Level codes have not been created yet in STVTLVL - Transfer Institution Level Validation page, it is recommended to use the same codes that are being used in STVLEVL - Level Code Validation page.

| Code * | Description *      |
|--------|--------------------|
| 01     | Undergraduate      |
| 02     | Graduate           |
| 03     | Adult Education    |
| 04     | First Professional |
| 05     | Doctoral           |
| 06     | High School        |

- ii. Separate codes do not need to be created. Using the same level code makes manual entry of the incoming transcript on SHATAEQ - Transfer Articulation Evaluation page easier.

| Level Code * | Description *          |
|--------------|------------------------|
| 00           | Undeclared             |
| AA           | Associate              |
| CE           | Continuing Education   |
| CR           | Credit                 |
| D            | Doctoral               |
| G            | Graduate               |
| G1           | Previous Graduate      |
| G2           | Previous Graduate      |
| G3           | Previous Graduate      |
| U            | Undergraduate          |
| U1           | Previous Undergraduate |
| U2           | Previous Undergraduate |
| U3           | Previous Undergraduate |

- b. The Calendar Type and Multiplier field is used to automate converting the military training weight into semester credit hour.
  - i. This field can be left blank but the recommendation is to use the campuses Semester to Semester code from the STVCALD - Transfer Articulation Calendar Type page because it is the best fit.

ellucian Transfer Articulation Institution SOABGTA 9.3.28 (GADEV1) ADD RETRIEVE RELATED TOOLS

Institution: 999504 US Marine Corps Term: 201520

**Transfer Articulation Calendar Type (STVCALD)**

Criteria

| Code | Description         | Multiplier | ACTIVITY DATE |
|------|---------------------|------------|---------------|
| QTRS | Quarter to Semester | 0.667      | 10/21/2004    |
| SEMQ | Semester to Quarter | 1.5        | 10/21/2004    |
| SQTR | Straight Quarter    | 1          | 10/21/2004    |
| SSEM | Straight Semester   | 1          | 10/21/2004    |

1 of 1 10 Per Page Record 1 of 4

Cancel OK SAVE

**GENERAL INFORMATION**

From Term 201520

Highest Degree U \*\*\* Unknown

Level Offered

Acceptance Practice CRA \*\*\* Credit Accepted

Calendar Type and Multiplier SSEM \*\*\* Straight Semester

**TRANSFER LEVELS**

From Term 201520

| Level * | Description   |
|---------|---------------|
| 01      | Undergraduate |

1 of 1 10 Per Page

## Example SOABGTA:

ellucian Transfer Articulation Institution SOABGTA 9.3.28 (GADEV1) Start Over

Institution: 999502 US Army Term: 000000

**GENERAL INFORMATION** Insert Delete Copy Filter

From Term 000000 Maintenance To Term 201520

Highest Degree U \*\*\* Unknown

Level Offered

Acceptance Practice CRA \*\*\* Credit Accepted

Calendar Type and Multiplier SSEM \*\*\* Straight Semester 1

Acceptance Authority \*\*\*

Reported By

Reported Information

**TRANSFER LEVELS** Master Settings Insert Delete Copy Filter

From Term 000000 Maintenance To Term 201520

| Level * | Description   |
|---------|---------------|
| 01      | Undergraduate |
| 02      | Graduate      |

1 of 1 10 Per Page Record 2 of 2

SAVE

ellucian Transfer Articulation Institution SOABGTA 9.3.28 (GADEV1) ADD RETRIEVE RELATED TOOLS Start Over

Institution: 999502 US Army Term: 000000

**INSTITUTION ACCREDITATION** Master Settings Insert Delete Copy Filter

From Term 000000 Maintenance To Term 999999

Accreditation \* Description Institution Accreditation Date

1 of 1 10 Per Page Record 1 of 1

**TRANSFER ARTICULATION INSTITUTION** Master Settings Insert Delete Copy Filter

From Term 000000 Maintenance To Term 999999

Program Accreditation \* Description

1 of 1 10 Per Page Record 1 of 1

**COMMENTS** Master Settings Insert Delete Copy Filter

From Term 000000 Maintenance To Term 999999

Comments

1 of 1 10 Per Page Record 1 of 1

SAVE

## B. Create the Military Branch Transcript Grades in SHATGRD

- a. The Banner SHATGRD - Transfer Grade Code Maintenance page was designed to capture all the grades that will appear on an incoming transcript in order to be able to automate the transfer evaluation process.
- b. The Joint Services Transcript (JST) does not include grades for either military courses or military experiences.
- c. The recommendation is to enter in a placeholder grade in SHATGRD.
  - i. The campuses transfer grade or passing grade from SHAGRDE - Grade Code Maintenance page are good options to select from.
  - ii. If using a placeholder grade, this placeholder grade would be used for the Minimum Grade field in SHATATC/SHATATR.

| Transfer Grade * | Effective Term * | Level * | Abbreviation * | Status Ind * | Quality Points * | Count in Attempted * | Count in Passed... | Count in Earned * | Count in GPA * | Numeric Value | Institution Grade | Mode |
|------------------|------------------|---------|----------------|--------------|------------------|----------------------|--------------------|-------------------|----------------|---------------|-------------------|------|
| TP               | 201520           | 01      | TP             | A            | 0.000            | N                    | N                  | N                 | N              | 0             | TP                | 0    |

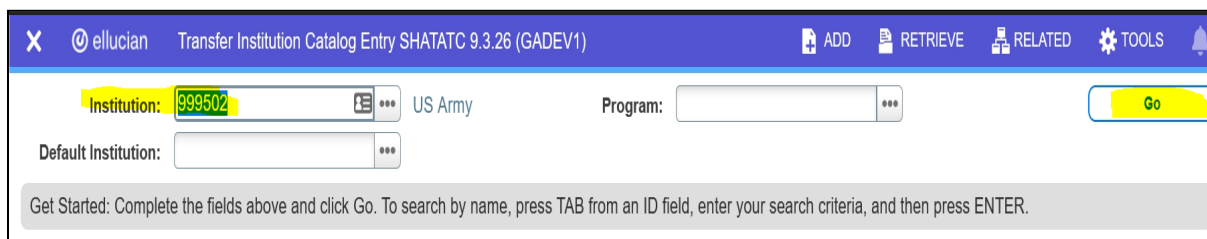
- d. This page has an **Effective Term** field to allow a campus to keep up with the military branches changes in grading policies.
  - i. If entering an Effective Term for the first time, pick the term your campus implemented Banner.
    1. This allows a campus to use Banner's automated transfer articulation functionality.
    2. It makes data entry of the equivalent courses' titles easier.
      - a. If the course is an active course in Banner, the course title defaults in.
  - ii. Then you can create new Effective Terms as needed in the future.

| Transfer Grade * | Effective Term * | Level * | Abbreviation * | Status Ind * | Quality Points * | Count in Attempted * | Count in Passed... | Count in Earned * | Count in GPA * | Numeric Value | Institution Grade | Mode |
|------------------|------------------|---------|----------------|--------------|------------------|----------------------|--------------------|-------------------|----------------|---------------|-------------------|------|
| B                | 201520           | 01      | TP             | A            | 0.000            | Y                    | Y                  | Y                 | N              | 2             | TP                | 0    |
| C                | 201520           | 01      | TP             | A            | 0.000            | Y                    | Y                  | Y                 | N              | 2             | TP                | 0    |
| TP               | 201520           | 01      | TP             | A            | 0.000            | N                    | N                  | N                 | N              | 2             | TP                | 0    |



**C. Enter the Military Branch Training & Experiences into either SHATATC or SHATATR**

- a. Enter the student's military training and experiences under their branch of service.
  - i. The branch can be located in the seal of the JST.
- b. SHATATC - Transfer Institution Catalog Entry page allows for the creation and maintenance of the sending institution's catalog information. SHATATR - Transfer Course Articulation page allows for the creation and maintenance of both the transfer course information and the equivalent course data.
  - i. Either page can be used for data entry.
  - ii. If you are just entering in the military branches military courses and experiences, you can use SHATATC or SHATATR.
    1. There is no benefit to using one over the other. It is strictly a display preference.
  - iii. If you are entering in the equivalent course data, SHATATR has to be used.
- c. It is best practice not to tie transfer equivalency rules to a campus program code.
  - i. Not tying rules to program code eliminates the need to reevaluate a student's JST if the student changes programs.
- d. In the key block section, Enter in the Military Branch Institution code and Go into the page.



- e. Enter in at minimum the required fields in the SHATATC/SHATATR page.
  - i. It is recommended to enter in the sending training/experience credits along with the Minimum Grade needed to be awarded credit.
    1. This information is used in the automated transfer credit evaluation process.
- f. ***The Subject, Course, and Title fields have Prescribed Formatting/Naming Convention:***

**Example JST Military Course:**

| Military Courses   |   |             |                              |       |
|--------------------|---|-------------|------------------------------|-------|
| Military Course ID | ACE Identifier<br>Course Title<br>Location-Description-Credit Areas   | Dates Taken | ACE<br>Credit Recommendation | Level |
| ⇒ 750-BT           | ⇒ AR-2201-0399 V01<br>⇒ Basic Combat Training:<br>Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment. | 16-JUL-1996 |                              |       |
|                    | • First Aid   |             | 1 SH                         | L     |
|                    | • Marksmanship  |             | 1 SH                         | L     |
|                    | • Outdoor Skills Practicum  |             | 1 SH                         | L     |
|                    | • Personal Physical Conditioning  |             | 1 SH                         | L     |
|                    | (10/00)(10/00)  |             |                              |       |

### Example JST Military Experience:

| Military Experience  |                             |             |                              |       |
|--|-----------------------------|-------------|------------------------------|-------|
| Occupation ID  | ACE Identifier<br>Title     | Dates Held  | ACE<br>Credit Recommendation | Level |
| Description-Credit Areas   |                             |             |                              |       |
| 11B10<br>Primary   | MOS-11B-005<br>Infantryman: | 01-JUL-1996 |                              |       |
| 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 |                             |             |                              |       |

| Banner Field  | JST Field  | Format   |        |               |              |               |       |          |               |       |          |               |       |          |
|---------------|--|--|--------|---------------|--------------|---------------|-------|----------|---------------|-------|----------|---------------|-------|----------|
| Subject       | The prefix of the ACE Identifier                   | <ul style="list-style-type: none"> <li>-The ACE Identifier's 2-letter prefix that designates the military service: <ul style="list-style-type: none"> <li><b>AF - Air Force</b></li> <li><b>AR - Army</b></li> <li><b>CG - Coast Guard</b></li> <li><b>DD - Department of Defense</b></li> <li><b>MC - Marine Corps</b></li> <li><b>NV - Navy</b></li> </ul> </li> <li>-Include only the 2 character ACE Identifier prefix</li> <li>-Letters should be capitalized <ul style="list-style-type: none"> <li>This is the Banner default</li> </ul> </li> <li>-Examples: AR-2201-0399 V01 = AR<br/>MOS-11B-005 = MOS</li> </ul>  |        |               |              |               |       |          |               |       |          |               |       |          |
| Course        | The digits course identifier of the ACE Identifier | <ul style="list-style-type: none"> <li>-Enter in the digits from the ACE ID that follows the 2 character prefix for trainings and 3 characters for experiences</li> <li>-You can leave out any hyphens</li> <li>-Include the version number if the ACE ID has a version number</li> <li>-Leave out space before the version number</li> <li>-Letters should be capitalized <ul style="list-style-type: none"> <li>-This is the Banner default</li> </ul> </li> <li>-Examples: AR-2201-0399 V01 = 22010399V01<br/>MOS-11B-005 = 11B005</li> <li>-For military experiences add the 2 digit Occupation ID suffix to the end of the ACE ID digits</li> <li>-Example: <table> <tr> <th>ACE ID</th><th>Occupation ID</th><th>Course Field</th></tr> <tr> <td>* MOS-11B-005</td><td>11B10</td><td>11B00510</td></tr> <tr> <td>* MOS-11B-005</td><td>11B20</td><td>11B00520</td></tr> <tr> <td>* MOS-11B-005</td><td>11B30</td><td>11B00530</td></tr> </table> </li> </ul> <p><b>Note:</b> If the military experience does not have an ACE ID and the campus wants to enter in an equivalency rule, enter in the Occupation ID</p> | ACE ID | Occupation ID | Course Field | * MOS-11B-005 | 11B10 | 11B00510 | * MOS-11B-005 | 11B20 | 11B00520 | * MOS-11B-005 | 11B30 | 11B00530 |
| ACE ID        | Occupation ID                                      | Course Field   |        |               |              |               |       |          |               |       |          |               |       |          |
| * MOS-11B-005 | 11B10  | 11B00510   |        |               |              |               |       |          |               |       |          |               |       |          |
| * MOS-11B-005 | 11B20  | 11B00520   |        |               |              |               |       |          |               |       |          |               |       |          |
| * MOS-11B-005 | 11B30  | 11B00530   |        |               |              |               |       |          |               |       |          |               |       |          |

| Banner Field | JST Field             | Format   |
|--------------|-----------------------|--|
| Title        | Course Title or Title | <ul style="list-style-type: none"> <li>-Use the Course Title for Military trainings</li> <li>-Use the Title for Military experiences</li> <li>-Spell out name where possible</li> <li>-Use standard abbreviations where necessary</li> <li>-Mixed case is recommended</li> <li>-Examples: Basic Combat Training Infantryman</li> </ul> |

### Example Military Training:

Transfer Course Articulation SHATATR 9.3.27 (GADEV1)

Institution: 999502 US Army Program: Default Institution:

Start Over

| Group | Primary                  | Subject | Course      | Title                         | Term   | Equivalent Exists |
|-------|--------------------------|---------|-------------|-------------------------------|--------|-------------------|
|       | <input type="checkbox"/> | AR      | 06020011V06 | Arabic (AD) Spec Op Lang I    | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 07020030V02 | Structured Self Dev (SSD I)   | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 07020030V03 | Structured Self Dev (SSD I)   | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 07020031V01 | Structured Self Dev (SSD III) | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 07020037V01 | Structured Self Dev (SSD II)  | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 08030007V02 | SERE High Risk Level C        | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 08030007V03 | SERE High Risk Level C        | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 14050235V04 | Unit Supply Specialist        | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 14050235V05 | Unit Supply Specialist        | 202260 | Yes               |
|       | <input type="checkbox"/> | AR      | 14060090V04 | Basic Noncomm Officer (NCO)   | 202260 | Yes               |

Record 21 of 64

Details Description

Level 01 \*\*\* Status AC \*\*\* Minimum Grade TP \*\*\*

Credits Low Credits High

Transfer 3.000 3.000

Converted 3.000 3.000

Protect from Import

COURSE ATTRIBUTES

Master Settings Insert Delete Copy Filter

SAVE

### Example Military Experience:

Transfer Course Articulation SHATATR 9.3.27 (GADEV1)

Institution: 999502 US Army Program: Default Institution:

Start Over

TRANSFERRING COURSE

Master Settings Insert Delete Copy Filter

Active filters: Primary: unchecked Subject: MOS Clear All Filter Again

| Group | Primary                  | Subject | Course | Title                       | Term   | Equivalent Exists | Transfer Catalog |
|-------|--------------------------|---------|--------|-----------------------------|--------|-------------------|------------------|
|       | <input type="checkbox"/> | MOS     | 77F000 | Petroleum Supply Specialist | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 92F003 | Petroleum Supply Specialist | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 13F003 | Fire Support Specialist     | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 77F001 | Petroleum Supply Specialist | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 92F000 | Petroleum Supply Specialist | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 92F001 | Petroleum Supply Specialist | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 92F002 | Petroleum Supply Specialist | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 92F004 | Petroleum Supply Specialist | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 92G000 | Food Service Operations     | 202260 | Yes               |                  |
|       | <input type="checkbox"/> | MOS     | 92G001 | Food Service Operations     | 202260 | Yes               |                  |

Record 1 of 11

Details Description

Level 01 \*\*\* Status AC \*\*\* Minimum Grade TP \*\*\*

Credits Low Credits High

Transfer 3.000 3.000

Protect from Import

SAVE

## D. Utilize the Course Attribute, Description, and Course Comments Fields

- a. Entering information into the sending course attribute, description, and/or course comment fields is at the discretion of the campus.

- i. Enter information if it will be of benefit or assist your campus's operations and reporting needs.

SHATATC Example:

The screenshot shows the SHATATC 9.3.26 (GADEV1) interface. At the top, it displays 'Institution: 999505 US Navy Program: Default Institution:'. Below this is a 'TRANSFERRING COURSE' table with columns: Group, Primary, Term, Level, Subject, Course, Status, and Title. Two rows are visible: one for 'HEED 112' (Health & Wellness) and one for 'PEDU 140' (Conditioning Exercise). Below the table is a 'Course Details' tab with a 'Course Description' field. Underneath, there are fields for 'Credits Low', 'Credits High', and 'Minimum Grade'. The 'Credits Low' and 'Credits High' fields are both set to '2.000'. The 'Minimum Grade' field is set to 'TP'. There is also a 'Protect from Import' checkbox. Below this is a 'COURSE ATTRIBUTES' section with a 'Code \*' and 'Description \*' field. At the bottom, there is a 'COURSE COMMENTS' section with a 'Comment' field. The interface includes navigation buttons like 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and 'SAVE'.

Course Description Tab:

This screenshot shows the 'Course Description' tab selected. It features a large text area for entering the course description. Below the text area, there are navigation controls including '1 of 1' and 'Per Page'.

SHATATR Example:

The screenshot shows the SHATATR 9.3.27 (GADEV1) interface. At the top, it displays 'Institution: 999505 US Navy Program: Default Institution:'. Below this is a 'TRANSFERRING COURSE' table with columns: Group, Primary, Subject, Course, Title, Term, Equivalent Exists, and Transfer Catalog. Two rows are visible: one for 'HEED 112' (Health & Wellness) and one for 'PEDU 140' (Conditioning Exercise). Below the table is a 'Details' tab with a 'Description' field. Underneath, there are fields for 'Level', 'Status', and 'Minimum Grade'. The 'Level' field is set to '01', 'Status' is set to 'AC', and 'Minimum Grade' is set to 'TP'. There are also fields for 'Credits Low', 'Credits High', and 'Protect from Import'. The 'Credits Low' and 'Credits High' fields are both set to '2.000'. Below this is a 'COURSE ATTRIBUTES' section with a 'Code \*' and 'Description \*' field. At the bottom, there is an 'EQUIVALENT COURSE' section with a table showing 'And/Or', 'Left Parenthesis', 'Subject', 'Course', 'Title', 'Catalog Low', 'Catalog High', 'Credits Used', and 'Right'. The table has one row: 'None', 'None', 'HEED', '112', 'Health and Wellness', '2.000', '2.000', '2.000'. The interface includes navigation buttons like 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and 'SAVE'.

Description Tab:

## E. Utilize Group & Primary Fields for Military Training/Experience with Multiple Components

- When a sending military training/experience has multiple components, use the Group and Primary fields to link the trainings/experiences together.
- All the trainings/experiences in a group will have the same "Group" code.
- Only the training/experiences where the transfer credit will be built, will get flagged with the "Primary" indicator.

| Group | Primary                             | Subject      | Course | Title                          | Term   | Equivalent Exists | Transfer Catalog |
|-------|-------------------------------------|--------------|--------|--------------------------------|--------|-------------------|------------------|
|       | <input type="checkbox"/>            | HEED         | 112    | Health & Wellness              | 201520 | Yes               |                  |
|       | <input type="checkbox"/>            | PEDU         | 140    | Conditioning Exercise          | 201520 | Yes               |                  |
| M1    | <input checked="" type="checkbox"/> | MOS-18D-0... | 18530  | Special Force Medical Sergeant | 201520 | Not Reviewed      |                  |
| M1    | <input type="checkbox"/>            | MOS-18D-0... | 18540  | Special Force Med Field Exp    | 201520 | Not Reviewed      |                  |
| M1    | <input type="checkbox"/>            | MOS-18D-0... | 18541  | Special Force Med Managem...   | 201520 | Not Reviewed      |                  |

| Details     |       | Description  |       |
|-------------|-------|--------------|-------|
| Level       | 01    | Status       | AC    |
| Credits Low |       | Credits High |       |
| Transfer    | 3.000 | Converted    | 3.000 |

## F. Enter Military Training/Experience Course Equivalency Rules in SHATATR

- For military training/experiences that have an equivalency, in the Equivalent Course section of SHATATR enter in the military training's/experience's equivalent course(s)
- For military training/experiences that do not have an equivalency, leave the Equivalent Course section null.
- Utilize the And/Or field if the military training/experience has more than one equivalent course.

ellucian Transfer Course Articulation SHATATR 9.3.27 (GADEV1)

Institution: 999504 US Marine Corps Program: Default Institution: Start Over

TRANSFERRING COURSE

| Group | Primary                             | Subject     | Course | Title                          | Term   | Equivalent Exists | Transfer Catalog |
|-------|-------------------------------------|-------------|--------|--------------------------------|--------|-------------------|------------------|
| M1    | <input checked="" type="checkbox"/> | MOS-18D-002 | 18530  | Special Force Medical Sergeant | 201520 | Yes               |                  |
| M1    | <input type="checkbox"/>            | MOS-18D-002 | 18540  | Special Force Med Field Exp    | 201520 | Not Reviewed      |                  |
| M1    | <input type="checkbox"/>            | MOS-18D-002 | 18541  | Special Force Med Management   | 201520 | Not Reviewed      |                  |
|       | <input type="checkbox"/>            | HEED        | 112    | Health & Wellness              | 201520 | Yes               |                  |
|       | <input type="checkbox"/>            | PEDU        | 140    | Conditioning Exercise          | 201520 | Yes               |                  |

Record 1 of 5

Details Description

Level 01 Status AC Minimum Grade C

Credits Low Credits High

Transfer 9.000 9.000

Converted 9.000 9.000

Protect from Import

COURSE ATTRIBUTES

Code \* Description \*

Record 1 of 1

EQUIVALENT COURSE

| And/Or | Left Parenthesis | Subject | Course | Title                       | Catalog Low | Catalog High | Credits Used | Right Parenthesis |
|--------|------------------|---------|--------|-----------------------------|-------------|--------------|--------------|-------------------|
| None   |                  | MGMT    | 685    | Leadership in Organizations |             | 3.000        |              |                   |
| And    |                  | MGMT    | 340    | Project Management          |             | 3.000        |              |                   |
| And    |                  | NURS    | 405    | Psychiatric Nursing         |             | 3.000        |              |                   |

Record 1 of 3

EQUIVALENT COURSE ATTRIBUTES

Master Settings Insert Delete Copy Filter

SAVE

- d. It is recommended, but not required, to use the “Equivalent Course Comments” section to add a tag that this course equivalency rule is part of the UNC System’s uniform military course equivalencies.

ellucian Transfer Course Articulation SHATATR 9.3.27 (GADEV1)

Institution: 999505 US Navy Program: Default Institution: Start Over

TRANSFERRING COURSE

| Group | Primary                  | Subject | Course | Title                 | Term   | Equivalent Exists | Transfer Catalog |
|-------|--------------------------|---------|--------|-----------------------|--------|-------------------|------------------|
|       | <input type="checkbox"/> | HEED    | 112    | Health & Wellness     | 201520 | Yes               |                  |
|       | <input type="checkbox"/> | PEDU    | 140    | Conditioning Exercise | 201520 | Yes               |                  |

Record 1 of 2

Details Description

Level 01 Status AC Minimum Grade TP

Credits Low Credits High

Transfer 2.000 2.000

Converted 2.000 2.000

Protect from Import

COURSE ATTRIBUTES

Code \* Description \*

Record 1 of 1

EQUIVALENT COURSE

| And/Or | Left Parenthesis | Subject | Course | Title               | Catalog Low | Catalog High | Credits Used | Right Parenthesis |
|--------|------------------|---------|--------|---------------------|-------------|--------------|--------------|-------------------|
| None   |                  | HEED    | 112    | Health and Wellness |             | 2.000        | 2.000        |                   |

Record 1 of 1

EQUIVALENT COURSE ATTRIBUTES

Master Settings Insert Delete Copy Filter

EQUIVALENT COURSE COMMENTS

Details

Uniform Military Credit Equivalency

Record 1 of 1

SAVE

## G. View Course Equivalency Rules Entered into Banner

- a. Use Banner job submission process SHRTECA - Transfer Equivalency Catalog to produce a report with course equivalency rules built in SHATATR.

Process: SHRTECA Transfer Equivalency Catalog Parameter Set: Start Over

**PRINTER CONTROL**

Printer: DATABASE Submit Time: PDF Font Size:   
 Special Print: MIME Type: None Delete After Days:   
 Lines: 55 PDF Font: Delete After Date:

**PARAMETER VALUES**

| Number * | Parameters                  | Values |
|----------|-----------------------------|--------|
| 01       | Report Term                 | 202110 |
| 02       | Process Term                | 202110 |
| 03       | Institution to Process      | %      |
| 04       | Program Code                | %      |
| 05       | Level Code                  | U      |
| 06       | Active/Inactive Indicator   | A      |
| 07       | Print Course Comments       |        |
| 08       | Print Equivalent Courses    |        |
| 09       | Print Equiv Course Comments |        |

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

**SUBMISSION**

☐ Save Parameter Set as: Hold / Submit ☐ Hold ☒ Submit

Name: Description:

SAVE

## Example Output:

02-APR-2023 02:32:47 PM Fayetteville State University PAGE 1  
 201520 Transfer Equivalency Catalog SHRTECA

999504 - US Marine Corps  
 \*\*\* WARNING \*\*\*  
 ---NO ADDRESS--

Highest Degree Level - Unknown  
 Acceptance Practice - Credit Accepted  
 Calendar Type - No Calendar Type  
 Authorization - No Authorization  
 Reported By - Not Entered  
 Comments - No Comments Entered

PROGRAM - Default LEVEL - 01 Undergraduate

| EQU                                      | GRP    | P     | SUBJ    | COURSE               | TITLE  | EFF  | BLTN | TRANSFER | CONVERTED | MIN     | STATUS        |
|--|--------|-------|---------|----------------------|--------|------|------|----------|-----------|---------|---------------|
|  |        |       |         |                      |        | TERM | YEAR | LOW      | HIGH      | GRD     |               |
| M1                                       | MOS-   | 18540 | Special | Force Med Field Exp  | 201520 |      |      | 0.000    | 0.000     | 0.000 C | AC-Active Cou |
| Uniform Military Credit Equivalency      |        |       |         |                      |        |      |      |          |           |         |               |
| M1                                       | MOS-   | 18541 | Special | Force Med Management | 201520 |      |      | 3.000    | 3.000     | 0.000 C | AC-Active Cou |
| Uniform Military Credit Equivalency      |        |       |         |                      |        |      |      |          |           |         |               |
| Y M1                                     | Y MOS- | 18530 | Special | Force Medical        | 201520 |      |      | 9.000    | 9.000     | 0.000 C | AC-Active Cou |
| Sergeant                                 |        |       |         |                      |        |      |      |          |           |         |               |
| Uniform Military Credit Equivalency      |        |       |         |                      |        |      |      |          |           |         |               |
| EQUIVALENCY                              |        |       |         |                      |        |      |      |          |           |         |               |
| SUBJ COURSE TITLE CREDITS                |        |       |         |                      |        |      |      |          |           |         |               |
| AND MGMT 685 Leadership in Organizations |        |       |         |                      |        |      |      |          |           |         |               |
| AND MGMT 340 Project Management          |        |       |         |                      |        |      |      |          |           |         |               |
| AND NURS 405 Psychiatric Nursing         |        |       |         |                      |        |      |      |          |           |         |               |

comment →

SoABGTA



# Appendices

## Appendix A: Example JST

### JOINT SERVICES TRANSCRIPT



**\*\*UNOFFICIAL\*\***

**Name:** SOLDIER, I AM  
**SSN:** XXX-XX-XXXX  
**Rank:** First Sergeant (E8)  
**Status:** Active

**Transcript Sent To:**  
 SOLDIER, I AM

#### Military Courses

| Military Course ID | ACE Identifier<br>Course Title<br>Location-Description-Credit Areas   | Dates Taken                | ACE<br>Credit Recommendation | Level            |
|--------------------|---|----------------------------|------------------------------|------------------|
| 750-BT             | AR-2201-0399 V0<br>Basic Combat Training:<br>Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.                    | 23-SEP-1990                |                              |                  |
|                    | <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Marksmanship</li> <li>• Outdoor Skills Practicum</li> <li>• Personal Physical Conditioning</li> </ul> (10/00)(10/00)  |                            | 1 SH<br>1 SH<br>1 SH<br>1 SH | L<br>L<br>L<br>L |
| 7-12-C20-42A       | AR-1408-0200 V01<br>Adjutant General Officer Basic:<br>Center for Information Dominance<br>Fort Meade, MD<br>Upon completion of the course, the student will be able to write memos, letters, and reports; supervise personnel activities, including classification, record keeping, career development, awards, and transitions; and describe operational and supervisory aspects of personnel administration systems. | 13-SEP-1993 to 16-DEC-1993 |                              |                  |
|                    | <ul style="list-style-type: none"> <li>• Business Communications</li> <li>• Office Administration</li> <li>• Personnel Supervision</li> <li>• Records Management</li> </ul> (9/96)(9/96)  |                            | 3 SH<br>2 SH<br>3 SH<br>1 SH | L<br>L<br>L<br>L |

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**SOLDIER, I AM**

Page 2 of 7

DD-1512-0003 DD-1512-0003 V01 06-SEP-1995 to 21-DEC-1995

**Defense Equal Opportunity Management Institute:**

Defense Equal Opportunity Management Institute

Patrick AFB, FL

Upon completion of the course the student will be able to effectively communicate in small groups; identify barriers to communication; mediate conflict situations; recognize the influences of stereotypes on perceptions; use feedback skills; use persuasive speech; speak extemporaneously; demonstrate effective writing skills using short report writing; prepare background papers, position papers, and official policy letters; identify the nature of diversity; recognize individual differences and similarities in various environments; establish norms for group dynamics; apply theories of motivation to groups; describe task functions in small group interaction and differentiate between formal and informal groups; identify interpersonal and intrapersonal conflict; negotiate; apply the concept of organization to systems; identify concepts and types of power; recognize stereotypes and the effect of perceptions on intergroup dynamics; communicate across differences of culture, gender, and race; recognize differences between racism, sexism, discrimination, and prejudice with particular attention paid to institutional discrimination; differentiate between concepts of culture and race; be cognizant of the history of racism in the military and identify contemporary racism where it exists; be knowledgeable about African American, Asian American, Jewish American, and Arab American history, sociology, and ethnicity and apply this information to contemporary issues; identify the majority white experience in the United States and consider the dynamics of majority-minority relations; possess administrative skills including action planning, intervention techniques, managing EO programs, and interviewing techniques; process assessment data, develop surveys and questionnaires; perform a unit climate assessment and interpret survey data; present briefings as an equal opportunity staff advisor; identify the impact of sexual harassment on the individual, society, and unit readiness; define affirmative action goals and processes; and use the demographic and social issues of Work Force 2000.

|   |      |   |
|---|------|---|
| • Basic Communication Skills  | 3 SH | L |
| • Introduction To Ethnic And Gender Differences; Pluralism And Diversity or Race, Ethnicity, and Gender | 3 SH | L |
| • Introduction To Survey Methods And Analysis or Introduction To Social Science                         | 1 SH | L |
| • Introduction to Social Science or Introduction to Behavioral Science                                  | 3 SH | L |
| • Jewish Studies  | 1 SH | L |
| • Public Administration or Policy Implementation  | 3 SH | L |
| • Public Speaking, Rhetoric, Argument and Debate or Persuasive Techniques                               | 2 SH | L |
| • Administrative Practices  | 1 SH | U |
| • Applied Field Methods In Social Science   | 1 SH | U |
| • Communication And Presentation Skills   | 1 SH | U |
| • Field Study or Practicum in Social Science  | 1 SH | U |
| • Human Resource Management   | 1 SH | U |
| • Instructional Methods   | 1 SH | U |
| • Racism/Sexism In The Military   | 1 SH | U |

(5/92)(5/92)

SAM-C

DD-1408-0038 V01 05-MAR-1999

**International Security Assistance Management CONUS:**

Defense Institute Of Security Assistance Management

Wright-Patterson AFB, Dayton, OH

Upon completion of the course, the student will be able to understand and analyze the acquisition and supply-chain functions as implemented in international environments.

|                           |      |   |
|---------------------------|------|---|
| • Supply Chain Management | 3 SH | U |
|---------------------------|------|---|

(4/00)(4/00)

DD-1512-0004 DD-1512-0004 V01 25-OCT-1999 to 05-NOV-1999

**Equal Employment Opportunity (EEO) Specialist:**

Defense Equal Opportunity Management Institute

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02/18/2016

## SOLDIER, I AM

Page 3 of 7

Patrick AFB, FL

Upon completion of the course, the student will be able to relate effectively to others from diverse backgrounds, understand and address personal and institutionalized forms of discrimination and develop and implement strategies for resolving individual or group problems in organizational settings.

- Cultural Diversity 1 SH L
- Interpersonal Relationships In Organizations 3 SH U

(3/01)(3/01)

QTC-010 AR-1406-0193 V01 19-MAR-2001 to 23-MAR-2001

Facilitator:

NGB Professional Education Center

Camp Robinson AR

Upon completion of the course, the student will be able to facilitate meetings. Knowledge and skills include meeting management, team building, group dynamics, adult and experiential learning, communication, and conflict management.

- Small Group Communication 3 SH L

(6/98)(6/98)

7-12-C23C AR-1408-0201 V02 16-JUL-2001 to 27-JUL-2001

7-12-C23 Adjutant General Officer Advanced Reserve Component Phase 2:

Adjutant General School

Ft Jackson SC

Upon completion of the course, the student will apply basic supervisory skills.

- Personnel Supervision 2 SH L

(9/97)(9/97)

DINFOS-PAOQC DD-0504-0024 V01 02-AUG-2004 to 13-AUG-2004

Public Affairs Officer Qualification:

Defense Information School

Ft Meade, MD

Upon completion of the course, the student will have the skills to manage a public affairs office, plan and supervise processes and techniques, direct internal and external communications, and manage media communication for a public affairs office.

- News Writing And Editing 3 SH L
- Principles Of Public Relations 3 SH L
- Public Speaking 1 SH L
- Advanced Public Relations 3 SH U

(2/05)(2/05)

## Military Experience

| Occupation ID | ACE Identifier<br>Title<br>Description-Credit Areas | Dates Held | ACE<br>Credit Recommendation | Level |
|---------------|---|------------|------------------------------|-------|
|---------------|---|------------|------------------------------|-------|

MOS-09S10 NONE ASSIGNED 01-JAN-2005

Duty Officer Candidate School:

Provides training to become a commissioned officer in the U.S. Army.

- None

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02/18/2016

**SOLDIER, I AM**

Page 4 of 7

|  |               |             |  |   |
|--|---------------|-------------|--|---|
| 21B10<br>Primary   | MOS-21B-001   | 01-MAR-2005 |  |   |
| <b>Combat Engineer:</b>  |               |             |  |   |
| Engages in vertical, road, bridge, and airfield construction and rigging, bridging, and demolition activities. Has knowledge of the hardware and associated software of the integrated communication system, FBCB2, which enables real-time battlefield communications. Uses system for command, control, and information purposes. Assists combat engineers, bridge, and powered-bridge specialists in performance of duties; reads, interprets, and plots maps, overlays, and photos; assists with tactical operations; and uses hand tools and engineering tools.   |               |             |  |   |
| • Credit may be granted on the basis of individualized assessment of the student   |               | 0 SH        |  | L |
| (9/04)(11/10)  |               |             |  |   |
| MOS-12B10<br>Duty  | NONE ASSIGNED | 01-MAR-2005 |  |   |
| <b>Combat Engineer:</b>  |               |             |  |   |
| Engages in vertical, road, bridge, and airfield construction and rigging, bridging, and demolition activities.   |               |             |  |   |
| • None   |               |             |  |   |
| 42A40  | MOS-42A-001   | 01-JAN-2011 |  |   |
| <b>Human Resources Specialist:</b>   |               |             |  |   |
| 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)   |               |             |  |   |
| MOS-35L10<br>Primary   | NONE ASSIGNED | 21-JUL-2014 |  |   |
| <b>Counter Intelligence Agent:</b>   |               |             |  |   |

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## JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>.

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (<http://www.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx>) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extraintitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Service members may request copies of JST transcripts directly from the Operation Centers at <https://jst.doded.mil>. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Service members must contact the respective service specific Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at [jst@doded.mil](mailto:jst@doded.mil).

## Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (<http://www.acenet.edu/news-room/pages/military-guide-online.aspx>) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

**Military Course ID** - This is the number the military service has assigned for this particular course.

**SH** - Semester hours.

**ACE Identifier** - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (AF - Air Force, AR - Army, CG - Coast Guard, DD - Department of Defense, MC - Marine Corps, and NV - Navy), followed by a unique eight-digit course identifier.

**ACE Credit Recommendation** is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

**Dates Taken/Dates Held** - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

**Location** - Valid location(s) where the course was completed.

**Occupational Codes:**

**Army MOS:**

MOS - Army MOS has 5 digits. The first 3 digits identify the occupational specialty and the last 2 digits identify the skill level (E1-E4 = skill level 10; E5 = skill level 20; E6 = skill level 30; E7 = skill level 40; E8 = skill level 50; E9 = skill level 60).

**Navy Rates and Ratings:**

**NER** - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

**NEC** - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECs have been evaluated by ACE to date.

**LDO, NWO** - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

**Marine Corps:**

**MCE** - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

**MCO** - officer MOS.

**Coast Guard:**

**CGA** - Coast Guard officer aviation competencies.

**CGR** - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

**CGW** - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

**MATMEP** - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the service member lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

**DANTES** - The Defense Activity for Non-Traditional Education Support maintains the educational records of the service members who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)** - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.



## SUMMARY

| Name:<br>SOLDIER, I AM |                        | SSN:<br>XXX-XX-XXXX   |             |        |       |                          |
|------------------------|------------------------|---|-------------|--------|-------|--------------------------|
| ACE Exhibit Number     | Military Course Number | Title / Subject   | Date        | Credit | Level | SOC Course Category Code |
| AR-2201-0399           | 750-BT                 | Basic Combat Training   | 23-SEP-1990 |        |       |                          |
|                        |                        | First Aid   |             | 1      | L     |                          |
|                        |                        | Marksmanship  |             | 1      | L     |                          |
|                        |                        | Outdoor Skills Practicum  |             | 1      | L     |                          |
| AR-1408-0200           | 7-12-C20-42A           | Adjutant General Officer Basic  | 16-DEC-1993 |        |       |                          |
|                        |                        | Business Communications   |             | 3      | L     |                          |
|                        |                        | Office Administration   |             | 2      | L     |                          |
|                        |                        | Personnel Supervision   |             | 3      | L     |                          |
| DD-1512-0003           | DD-1512-0003           | Defense Equal Opportunity Management Institute  | 21-DEC-1995 | 1      | L     |                          |
|                        |                        | Records Management  |             | 1      | L     |                          |
|                        |                        | Basic Communication Skills  |             | 3      | L     |                          |
|                        |                        | Introduction To Ethnic And Gender Differences; Pluralism And Diversity or Race, Ethnicity, and Gender |             | 3      | L     |                          |
|                        |                        | Introduction To Survey Methods And Analysis or Introduction To Social Science                         |             | 1      | L     |                          |
|                        |                        | Introduction to Social Science or Introduction to Behavioral Science                                  |             | 3      | L     |                          |
|                        |                        | Jewish Studies  |             | 1      | L     |                          |
|                        |                        | Public Administration or Policy Implementation  |             | 3      | L     |                          |
|                        |                        | Public Speaking, Rhetoric, Argument and Debate or Persuasive Techniques                               |             | 2      | L     |                          |
|                        |                        | Administrative Practices  |             | 1      | U     |                          |
|                        |                        | Applied Field Methods In Social Science   |             | 1      | U     |                          |
|                        |                        | Communication And Presentation Skills   |             | 1      | U     |                          |
|                        |                        | Field Study or Practicum in Social Science  |             | 1      | U     |                          |
|                        |                        | Human Resource Management   |             | 1      | U     |                          |
|                        |                        | Instructional Methods   |             | 1      | U     |                          |
|                        |                        | Racism/Sexism In The Military   |             | 1      | U     |                          |
| DD-1408-0038           | SAM-C                  | International Security Assistance Management CONUS  | 05-MAR-1999 |        |       | MG201A/MG201B Education  |
|                        |                        | Supply Chain Management   |             | 3      | U     |                          |

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate

This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the JST transcript.

## Appendix B: Example Banner Academic Transcript

Example of credit awarded to a student for prior learning from the military entered into Banner.

|  |  |  |  |   |
|--|--|--|--|---|
| 910 Raleigh Rd<br>Chapel Hill, NC 27514<br>United States of America  |  |  |  | SUBJ NO.                      COURSE TITLE                      CRED GRD                      PTS R   |
| Course Level: Undergraduate<br>First Admit: Fall Semester 2016<br>Last Admit: Spring Semester 2019<br><br>Primary Degree Sought:<br>Bachelor of Arts<br>Major : English & Literature<br><br>Events: EPP course completion<br>Decision: COMPLETED      Grade: A<br>EPP course completion<br>Decision: IN PROGRES      Grade: S<br><br>Comments:<br>EPP course completed 5/1/19<br>EPP course completed Fall 2018  |  |  |  | Transfer Information continued<br><br>COMM 240      News Editing                      3.00 TP<br>COMM 275      Crisis Communication                      3.00 TP<br>COMM 401      Argumentation and Debate                      3.00 TP<br>COMM 410      Communication Internship                      3.00 TP<br>MGMT 340      Project Management                      3.00 TP<br>MGMT 470      Strategic Management                      3.00 TP<br>Ehrs: 18.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00<br><b>Military Crd      US Coast Guard</b><br><br>ANTH 210      Introduction to Anthropology                      3.00 TP<br>ANTH 310      Cross Cultural Studies/Anthro                      3.00 TP<br>ENEC 200      Environment                      3.00 TP<br>ENGR 101      Intro to Engineering&Prob Slvn                      1.00 TP<br>ENGR 206      Prob & Stats for Engineers                      3.00 TP<br>FORS 200      Intro to Forensic Science                      3.00 TP<br>Ehrs: 16.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00<br><br><b>Fall 2018      US Coast Guard</b><br><br><b>TRANSFER CREDIT</b> ACCEPTED BY THE INSTITUTION:<br><br><b>1      East Carolina University</b><br><br>ACCT 211      Princ Of Acct I                      3.00 TP<br>ACCT 211      Principles of Accounting I                      3.00 TP<br>ENGL 1XXX      Funky English Mess                      6.00 TP<br>Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00<br><br><b>Military      US Air Force</b><br><br>MGMT 340      Project Management                      3.00 TP<br>POLI 430      International Politics                      3.00 TP<br>SOCI 210      Principles of Sociology                      3.00 TP<br>SOCI 210      Principles of Sociology                      3.00 TP<br>Ehrs: 9.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00<br><br><b>Military      US Air Force</b><br><br>BADM 215      Business Communications                      3.00 TP<br>COMM 235      Public Relation/Advertising                      3.00 TP<br>MGMT 420      Organizational Behavior                      3.00 TP<br>MGMT 470      Strategic Management                      3.00 TP<br>MGMT 685      Leadership in Organizations                      3.00 TP<br>MKTG 570      Fundamentals of Marketing                      3.00 TP<br>Ehrs: 18.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00<br><br><b>Army Credit      US Army</b><br>***** CONTINUED ON NEXT COLUMN ***** |
| <b>INSTITUTION CREDIT:</b><br><br>Fall Semester 2016<br>EPP Course Completed<br>College of Arts & Sciences<br>Undeclared<br>ACCT 211      Financial Accounting                      3.00 A      12.00<br>ACCT 311      Intermediate Accounting I                      3.00 B      9.00<br><b>E</b> ENGL 110      English Composition I                      4.00 C      8.00<br><b>I</b> MATH 121      Intro to College Algebra                      4.00 C      8.00<br>MATH 129      Precalculus Mathematics I                      3.00 A      12.00<br>Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 49.00 GPA: 2.88<br>Good Standing<br><br>Spring Semester 2017<br>College of Arts & Sciences<br>Undeclared<br>BIOL 110      General Biology I-SI                      4.00 A      16.00<br>BIOL 150      Principles of Biology I                      4.00 B      12.00<br>SPAN 110      Elementary Spanish I-SI                      3.00 C      6.00<br>SPAN 120      Elementary Spanish II                      3.00 A      12.00<br>Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 46.00 GPA: 3.28<br>Good Standing<br>Last Standing: Good Standing<br>***** CONTINUED ON PAGE 2 ***** |  |  |  |   |

## Appendix C: Banner Academic Transcript Information in the Student Data Mart

Transfer credit awarded to a student for military training and/or experiences that appear on a student's academic transcript will display in the SDM in the Credit Award Other Feed of snapshots.

Example of a Banner Academic Transcript and SDM Credit Awarded Other Feed:

Banner Academic Transcript:

|   |                               |          |       | SUBJ NO.  | COURSE TITLE                   | CRED GRD | PTS R |
|---|-------------------------------|----------|-------|---|--------------------------------|----------|-------|
| Course Level: Undergraduate<br>Only Admit: Spring Semester 2021     |                               |          |       | INSTITUTION CREDIT:   |                                |          |       |
| Primary Degree Sought:<br>Bachelor of Science<br>Major : Psychology |                               |          |       | Spring Semester 2021<br>College of Hum & Social Sci<br>Psychology |                                |          |       |
| SUBJ NO.  | COURSE TITLE                  | CRED GRD | PTS R | PSYC 300  | test                           | 3.00 A   | 12.00 |
|   |                               |          |       | PSYC 310  | Theories of Personality        | 3.00 B   | 9.00  |
|   |                               |          |       | PSYC 345  | Positive Psychology            | 3.00 C   | 6.00  |
|   |                               |          |       | PSYC 370  | Introduction to Biopsychology  | 3.00 B   | 9.00  |
|   |                               |          |       | PSYC 420  | Sensation & Perception         | 3.00 B   | 9.00  |
| TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:                        |                               |          |       | Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 45.00 GPA: 3.00                  |                                |          |       |
| 01/19-12/20 Cleveland Community College                             |                               |          |       | Good Standing   |                                |          |       |
| BIOL 150  | Principles of Biology I       | 3.00 TP  |       | Summer Session 2021   |                                |          |       |
| BIOL 150L   | Principles of Biology I Lab   | 1.00 TP  |       | College of Hum & Social Sci                                       |                                |          |       |
| BIOL 160  | Principles of Biology II      | 3.00 TP  |       | Psychology  |                                |          |       |
| BIOL 160L   | Principles of Biology II Lab  | 1.00 TP  |       | COHE 200  | Intro. to Community Health     | 3.00 B   | 9.00  |
| CSC 100   | Intro To Computers            | 3.00 TP  |       | PSYC 381  | Child & Adolescent Mental Hlth | 3.00 B   | 9.00  |
| ENGL 110  | English Composition I         | 3.00 TP  |       | Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 18.00 GPA: 3.00                    |                                |          |       |
| ENGL 120  | English Composition II        | 3.00 TP  |       | Fall Semester 2021  |                                |          |       |
| ENGL 321  | American Literature I         | 3.00 TP  |       | College of Hum & Social Sci                                       |                                |          |       |
| GSTU 200  | Spanish Lab I                 | 1.00 TP  |       | Psychology  |                                |          |       |
| HIST 110  | World History To 1600         | 3.00 TP  |       | PHIL 110  | Critical Thinking              | 3.00 B   | 9.00  |
| MATH 129  | Precalculus Mathematics I     | 4.00 TP  |       | PSYC 320  | Theories of Learning           | 3.00 B   | 9.00  |
| PHIL 320  | Introduction To Ethics        | 3.00 TP  |       | PSYC 380  | Behavior Modification          | 3.00 B   | 9.00  |
| PSYC 210  | General Psychology            | 3.00 TP  |       | PSYC 422  | Abnormal Psychology            | 3.00 A   | 12.00 |
| PSYC 331  | Developmental Psychology      | 3.00 TP  |       | Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 39.00 GPA: 3.25                  |                                |          |       |
| SOCI 210  | Principles Of Sociology       | 3.00 TP  |       | Dean's List   |                                |          |       |
| SOCI 330  | Marriage & Family Relations   | 3.00 TP  |       | Good Standing   |                                |          |       |
| SPAN 110  | Elementary Spanish I          | 3.00 TP  |       | Spring Semester 2022  |                                |          |       |
| SPEE 200  | Introduction To Speech        | 3.00 TP  |       | College of Hum & Social Sci                                       |                                |          |       |
| STAT 202  | Basic Probability&Statistics  | 4.00 TP  |       | Psychology  |                                |          |       |
| UNIV 110  | University Studies            | 1.00 TP  |       | MUSI 225  | A Hist of Jazz in Amer Culture | 3.00 A   | 12.00 |
| Ehrs: 54.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00                      |                               |          |       | PSYC 305  | Writing for Psychology         | 3.00 W   | 0.00  |
| <b>Military US Marine Corps</b>                                     |                               |          |       | PSYC 360  | Social Psychology              | 3.00 D   | 3.00  |
| COHE 200  | Intro. to Community Health    | 1.00 TP  |       | SWRK 230  | Introduction to Social Work    | 3.00 A   | 12.00 |
| CRJC 370  | Critical Iss/Criminal Justice | 3.00 TP  |       | Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 27.00 GPA: 3.00                    |                                |          |       |
| MGMT 302  | Disaster Management           | 3.00 TP  |       | Good Standing   |                                |          |       |
| MGMT 490  | Leadership and Communication  | 3.00 TP  |       | Summer Session I 2022   |                                |          |       |
| PEDU 100  | Individual Phys Educ Act      | 3.00 TP  |       | College of Hum & Social Sci                                       |                                |          |       |
| Ehrs: 13.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00                      |                               |          |       | Psychology  |                                |          |       |
| <b>Military US Coast Guard</b>                                      |                               |          |       | PSYC 233  | Statistics for Psychology      | 4.00 F   | 0.00  |
| CSC 201   | Comp Org & Architecture I     | 3.00 TP  |       | PSYC 300  | Stress Management and Wellness | 3.00 C   | 6.00  |
| CSC 202   | Programming in C              | 3.00 TP  |       | ***** CONTINUED ON PAGE 2 *****                                   |                                |          |       |
| Ehrs: 6.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00                       |                               |          |       | ***** CONTINUED ON NEXT COLUMN *****                              |                                |          |       |



## SDM Credit Awarded Other Feed:

**CREDIT AWARDED OTHER STAGING**

1. Datasets 2. Data To Display 2b. Sorting and Aggregation 3. Data Filters 4. Results

Excel PDF HTML TXT CSV Header/Footer Save Report Id: 12774

| ATTENDANCE_PERIOD | COURSE_KEY | COURSE_NUMBER | COURSE_SUBJECT_CODE | COURSE_FULL_NAME              | COURSE_SUI |
|-------------------|------------|---------------|---------------------|-------------------------------|------------|
| 01/19-12/20       | 160BIOL    | 160           | BIOL                | Principles of Biology II      |            |
| 01/19-12/20       | 160LBIOL   | 160L          | BIOL                | Principles of Biology II Lab  |            |
| 01/19-12/20       | 100CSC     | 100           | CSC                 | Intro To Computers            |            |
| 01/19-12/20       | 200SPEE    | 200           | SPEE                | Introduction To Speech        |            |
| 01/19-12/20       | 110ENGL    | 110           | ENGL                | English Composition I         |            |
| 01/19-12/20       | 120ENGL    | 120           | ENGL                | English Composition II        |            |
| 01/19-12/20       | 321ENGL    | 321           | ENGL                | American Literature I         |            |
| 01/19-12/20       | 110HIST    | 110           | HIST                | World History To 1600         |            |
| Military          | 200COHE    | 200           | COHE                | Intro. to Community Health    |            |
| Military          | 100PEDU    | 100           | PEDU                | Individual Phys Educ Act      |            |
| Military          | 490MGMT    | 490           | MGMT                | Leadership and Communication  |            |
| Military          | 302MGMT    | 302           | MGMT                | Disaster Management           |            |
| Military          | 370CRJC    | 370           | CRJC                | Critical Iss/Criminal Justice |            |

Page 1 of 2 Displaying 1 - 25 of 27

**CREDIT AWARDED OTHER STAGING**

1. Datasets 2. Data To Display 2b. Sorting and Aggregation 3. Data Filters 4. Results

Excel PDF HTML TXT CSV Header/Footer Save Report Id: 12774

| SENDING_INST_CODE | SENDING_INST_D...   | SENDING_FICE | SENDING_COURSE_SUBJ... | SENDING_COURSE_... | SENDING_C... | SENDING_FULL_COL    |
|-------------------|---------------------|--------------|------------------------|--------------------|--------------|---------------------|
| 005140            | Cleveland Commun... | 008082       | BIO                    | 112                | 4            | General Biology II  |
| 005140            | Cleveland Commun... | 008082       | CIS                    | 110                | 3            | Introduction to Com |
| 005140            | Cleveland Commun... | 008082       | COM                    | 231                | 3            | Public Speaking     |
| 005140            | Cleveland Commun... | 008082       | ENG                    | 111                | 3            | Writing and Inquiry |
| 005140            | Cleveland Commun... | 008082       | ENG                    | 112                | 3            | Writing / Research  |
| 005140            | Cleveland Commun... | 008082       | ENG                    | 231                | 3            | American Literature |
| 005140            | Cleveland Commun... | 008082       | HIS                    | 111                | 3            | World Civilizations |
| 999504            | US Marine Corps     | 999504       | AR                     | 22010399V01        | 4            | Basic Combat Trair  |
| 999504            | US Marine Corps     | 999504       | AR                     | 22010399V01        | 4            | Basic Combat Trair  |
| 999504            | US Marine Corps     | 999504       | AR                     | 07020032V01        | 3            | Structured Self Dev |
| 999504            | US Marine Corps     | 999504       | MOS                    | 11B005             | 15           | Infantryman         |
| 999504            | US Marine Corps     | 999504       | MOS                    | 11B005             | 15           | Infantryman         |

Page 1 of 2 Displaying 1 - 25 of 27