



AWARD OF CREDIT FOR MILITARY EDUCATION  
AND EXPERIENTIAL LEARNING

**Policy Title:** Award of Credit for Military Education and Experiential Learning

**Policy Type:** Administrative

**Policy Number:** Administrative Policy # 31-15 (2014)

**Approved:** 06/05/2014

**Responsible Office:** Enrollment Management Office

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** Active duty military, reservists, and veterans

**POLICY STATEMENT**

Norfolk State University is committed to serving and fostering an educated, skilled and diverse workforce, which includes the military and veteran population. This policy adheres to the requirements of § 23-9.2:3.7 B of the *Code of Virginia* and the *Guidelines on Award of Academic Credit for Military Education, Training and Experience by Virginia Public Higher Education Institutions* (2013) established by the State Council of Higher Education for Virginia (“SCHEV”) [<http://www.schev.edu/forms/SCHEV-Guidelines-Military-Credit.pdf>] to implement policies for the purpose of awarding academic credit to students for educational experience gained from service in the armed forces of the United States.

The Enrollment Management Office is the Responsible Office for matters regarding transfer credit for military education and training, and for developing the processes for awarding credit to students for military education and training through prior learning assessment in compliance with the guidelines and procedures in this policy. This policy advances the practice of having a military- friendly institution.

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## **DEFINITIONS**

**Certificate of Advanced Standing (CAS):** an electronically-generated summary of all coursework accepted by the University from external sources (i.e., other colleges and accepted tests).

**EVAl:** an electronic academic degree plan outlining all courses required, completed or in progress toward a desired major. This planning tool is available for academic departments and students for advising and monitoring of progress. The EVAl is used by the University Registrar to determine completion of degree requirements.

**Military Student:** includes currently enrolled active duty, reservist, and veteran students at the University.

## **CONTACT(S)**

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Enrollment Management Office is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Enrollment Management Office.

## **STAKEHOLDER(S)**

Active duty military and veteran students; faculty; Enrollment Management staff including Military Programs, Veterans Affairs, Admissions, the TransferMation Center, and the University Registrar.

## **AWARD OF CREDIT FOR MILITARY EDUCATION AND EXPERIENTIAL LEARNING: POLICY CONTENTS**

In addition to the transfer policies outlined in the University undergraduate and graduate catalogs, the following provisions are made regarding the award of academic credit for military education and experiential learning:

1. The following administrative offices, including but not limited to the Undergraduate Admissions Office, the TransferMation Center, and University Registrar, are responsible for the processing and management of all matters related to the receiving and recording of transfer credit for military education, training, and military experience to a student's academic record.
2. Prospective students seeking the award of academic credit for military education and training, must submit their admissions application and all related materials (including test results, ACE transcripts, SMART, etc.) at least 30 days prior to the beginning of the applicable semester in which they plan to enroll. The acceptance criteria for transfer work related to military service members is found in the [NSU Catalog](#) Documents received 30 days after the beginning of the semester may be evaluated for admissions in the subsequent semester.
3. Upon receipt of all required documentation, the Undergraduate Admissions Office shall record the courses meeting the University requirements for academic departmental consideration for the appropriate learning acquired in military service levels consistent with the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed

Services and those approved by the Community College of the Air Force.

4. An undergraduate Certificate of Advanced Standing (“CAS”) will be generated for access by the appropriate academic department and a copy will be provided to the student. The CAS will include all recorded transfer work and learning assessments meeting the University’s general standards at the time of admission. The academic department is responsible for approving equivalencies for the intended major and returning the signed CAS to the appropriate administrative office prior to the beginning of the term. Documents submitted after 30 days prior to the start of the term will not be processed until after the first semester of enrollment.
5. Upon receipt of the CAS from the academic department, the appropriate administrative office will equate the approved credits in the student information system. Students may review those equivalencies through their MyNSU student portal in the form of an EVAL, which outlines all necessary coursework to complete the chosen degree. Students should discuss their academic plans and upcoming course registration with their academic advisor.
6. Military students seeking credit based on an individualized portfolio evaluation must enroll in an on-line Experiential Learning Portfolio Development (“ELPD”) seminar prior to enrollment or within one semester of enrollment. After successful completion of the ELPD, the student is responsible for submitting his/her portfolio to the department of their intended undergraduate major according to the guidelines outlined in the seminar. The submission must be received by the academic department no later than 30 days prior to start of the upcoming term. All submissions after that time may be considered for review in the following semester of enrollment. The academic department hosting the undergraduate major will review the student’s submission. Students are permitted to submit a portfolio for review twice to the same department.
7. To receive the bachelor’s degree, a military student must have spent a minimum of two semesters in residence at Norfolk State University and have earned a minimum of 30 semester hours of credit during this period, including all of the courses required by the senior year curriculum.
8. Other considerations:
  - a. Undergraduate students may earn no more than 30 undergraduate credit hours equated from an individualized portfolio evaluation.
  - b. Accepted hours will be equated and submitted to the University Registrar as course substitutions within the semester the credit is awarded. Submissions as part of a graduation application will not be accepted.
  - c. Credit hour equivalencies may be applied to the student’s desired major, minor and/or used as elective credit at the discretion of the departmental faculty and in alignment with any program or school accreditation standards or certifications.
  - d. In the review of an individual portfolio, an academic department may, at its discretion, request additional information for clarification purposes.
9. The acceptance of prior learning assessments shall include but is not limited to the College Board College Level Examination Program, DDST exams and Excelsior College examinations

and individualized portfolio evaluation for credit active duty military and veteran undergraduate students.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy to the President's Office for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the Division's SharePoint Site and/or website; on the webpages of the Division of Academic Affairs, Enrollment Management, Military Programs, Undergraduate Admissions Office, University Registrar, Veteran Affairs, and the TransferMation Center; student handbooks, University catalogs; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Faculty members designated by the Dean or Department Chair to review portfolio submissions will be offered additional training in support of military student's timely degree completion goals.

Failure to satisfy procedural requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

Next Scheduled Review: 04/26/2021

Approval by, date: President/Cabinet 06/05/2014

## **Revision History:**

## **RELATED DOCUMENTS**

- [Code of Virginia § 23-9.2:3.7 B](#)
- [\*SCHEV Guidelines on Award of Academic Credit for Military Education, Training and Experience by Virginia Public Higher Education Institutions \(2013\)\*](#)
- [\*BOV Policy # 8 \(2014\) Award of Academic Credit for Military Education, Training and Experience\*](#)
- [NSU Catalog](#)