BOV Policy #08 Award of Academic Credit for Military Education, Training and Experience

Policy Title:	Award of Academic Credit for Military Education, Training and Experience
Policy Type:	Board of Visitors
Policy No.:	BOV Policy # 08
Approval Date:	May 8, 2026
Responsible Office:	Enrollment Management
Responsible Executive:	Vice President for Operations and Chief Strategist for Institutional Effectiveness
Applies to:	Military Students

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 § 23.1-904(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 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 identified as the Responsible Office for matters regarding transfer credit for military education and training, and for coordinating the processes and procedures for awarding credit to students for military education and training through prior learning assessment in compliance with the guidelines and procedures in Administrative Policy # 31-15 (2014) Award of Credit for Military Education and Experiential Learning. This policy furthers the practice of having a military-friendly institution.

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DEFINITIONS:

Military Duty: includes active duty, National Guard and Reservists in the armed forces of the United States military.

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Military Student: includes all active duty, National Guard and Reservists, and veteran students at the University.

CONTACTS:
The Associate Vice President for Enrollment Management official interprets this policy. The Vice President for Operations and Chief Strategist for Institutional Effectiveness 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.

AWARDING CREDIT FOR MILITARY EDUCATION AND TRAINING
The Administration, through its Enrollment Management Office, shall develop and implement processes for awarding credit to students for military education and training through prior learning assessment, i.e., the award of credit for learning that occurs outside of the academic setting. Upon adoption of this policy, the Responsible Office and Executive shall submit this policy and any required documentation to SCHEV in the prescribed format and required timeframe. The Responsible Executive shall notify SCHEV of any amendments to policies enacted under SCHEV's Guidelines.

Awarding Credit
Credit may be awarded under the following methods, but due care shall be exercised in evaluating and determining the acceptance or rejection of each of the following as elements of these processes:

a. Awarding credit for appropriate learning acquired in military service at levels consistent with the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services and/or those transcribed by the Community College of the Air Force.

b. Awarding credit for successful performance on national for-credit examination programs such as the College Board College Level Examination Program, DSST exams, or the Excelsior College examination.

c. Awarding credit based upon individualized portfolio evaluation, which may be conducted by faculty at the individual colleges or by using the Council for Adult and Experiential Learning ("CAEL") guidelines or CAEL's LearningCounts.org, a national online prior learning assessment service.

Norfolk State University will award credit only for coursework offered by the University or reasonably comparable to University course offerings. The University reserves the right to offer credit based upon other experiences but nothing in this policy shall be construed to require the University to award credit for coursework that is not offered, or is not reasonably comparable to coursework offered by the University. Nothing in this policy shall be construed to limit awarding of credit solely to the three methods referenced above.

Disclosure
Administrative policies and procedures shall provide for disclosure to students of any academic residency requirements pertaining to a student's program of study, including total and any final year or final semester residency requirement, at or before the time the student enrolls in the program.

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Administrative policies shall:
(i) respect credit awarded by other accredited institutions to the greatest extent possible;
(ii) describe the process by which the institution evaluates such credit; and
(iii) provide that any denials of credit will include documentation of an educationally grounded rationale.

EDUCATION AND COMPLIANCE :
Bi-annual enrollment information sessions will be conducted with faculty to address the process for prospective students to receive college credit from standardized testing. Enrollment Management will work in conjunction with the academic departments to ensure compliance.

Failure to comply will result in the faculty being reported to the appropriate academic administrator within the department.

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

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board of Visitors, Division of Academic Affairs, Enrollment Management Office, Military Programs, Veterans Affairs, and University Registrar webpages; any other related webpages, student handbooks, University catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE:

- Next Scheduled Review: December 2028
- Approved by, Date: BOV March 19, 2021; BOV May 8, 2026
- Revision History, May 9, 2014; May 8, 2015, March 17, 2016; September 15, 2017; December 11, 2020; May 8, 2026
- Supersedes: None

RELATED DOCUMENTS:

- Higher Education Opportunity Act, 20. U.S.C. § 1088 et seq.
- *Code of Virginia § 23.1-904(B)*
- Administrative Policy # 31-15 (2014) Award of Credit for Military Education and Experiential Learning