



Military Education Services Office (MESO)

Military Credit for Prior Learning

GRANTING CREDIT WHERE CREDIT IS DUE!

Veterans and service members have a variety of ways to earn credit for their military experience. As a member of the military, you may be eligible for college credit based on your military experience, coursework, or other training.

If you have served or are currently serving in the United States military, you may receive college credit for basic training, military occupational specialties, and other military coursework.

MATC evaluates military training and experience according to the American Council on Education (ACE) standards for recommended college credit. Determination of credit awards is based on competencies and approved by college content experts.

The following are several ways veterans and service members may obtain academic credit for military training:

- **Joint Services Transcript (JST)** When veterans leave the Army, Coast Guard, Marine Corp and Navy, they can obtain a record of their training known as the joint services transcript. The transcript is a record of completed training that is approved for credit by the American Council on Education (ACE).
- **Air University (AU)/ Community College of the Air Force (CCAF)** provides transcripts for Air Force veterans. The CCAF is a regionally-accredited degree-granting institution that serves the United States Air Forces' unlisted members.
- **Standardized Testing College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST).** DSST's enable people to use the knowledge acquired outside the classroom to accomplish educational and professional goals.
- **Credit by Exam** Demonstrating proficiency of course requirements by successfully passing an appropriate examination
- **Portfolio Assessment** Collection of evidence that documents experiential learning and learning outcomes to support what you learned, the context in which it was learned, and how you applied the knowledge. MATC follows the guidelines for prior learning established by the Council for Adult and Experiential Learning (CAEL) for portfolio assessment.

		STEPS FOR CREDIT FOR PRIOR LEARNING
✓		
1.		Follow the steps to apply to MATC at www.matc.edu . Military transcripts are reviewed for possible credit for prior learning after student has declared a program of study and has applied to MATC
2.		Complete the Request for Credit for Prior Learning and Experience form. Forms are available at the MESO office. An online form is also available at http://www.matc.edu/student/resources/MESO/get-started.cfm .
3.		Official transcripts are required for review. If you have not already submitted your military and/or college transcripts, please submit along with the Request for Transfer Credit Evaluation form to MATC, Attn: MESO Office, 700 W. State St, Milwaukee, WI 53233. <ul style="list-style-type: none"> ➤ Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans can now access their transcripts through JST, Joint Services Transcript. To register for a JST account, go to https://jst.doded.mil/smart/signIn.do ➤ U.S. Air Force: Community College of the Air Force (CCAF) transcripts are sent by U.S. Mail only. http://www.au.af.mil/au/barnes/ccaf/transcripts.asp.
4.		A specialist will review your documents and make credit recommendations to an Associate Dean for approval or denial.
5.		Approved credits will be recorded to the students' permanent record. Check your MATC G-mail or your My MATC account for CPLE results.
6.		See a MATC counselor or adviser to register for courses.