

<b>LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS</b>	<b>INDEX NUMBER:</b> E-118
<b>REFERENCE:</b>	<b>TOPIC:</b> Military Credit
<b>ISSUE DATE:</b> June 14,2010	<b>INITIATED BY:</b> Educational Services
<b>CHANGES:</b> New Regulation	<b>DATES OF CHANGES:</b>

1. Credit for military service will be awarded toward Associate Degree requirements as follows:

- Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
- Three units of elective credit toward the 60 units required for an associate degree.

2. Application Requirements

- Complete an LACCD Application
- Arrange for all transcripts (including AARTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
- Provide verification of U.S. military service, as follows:
  - Military Personnel on Active Duty: documentation must verify at least 181 days of active duty
  - Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty

3. Acceptable Documentation for Verifying Military Course Completion

- Army/American Council on Education Registry Transcript System (AARTS)
- Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service."
- DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge."
- Course completion certificates
- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Community College of the Air Force (CCAF) Transcript
- Defense Acquisition University (DAU) Transcript

4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

## 5. Transcript Annotation

Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.