

**SOLANO COMMUNITY COLLEGE**  
**Office of Admissions and Records**

**EVALUATION OF MILITARY CREDIT**

- A. **Credit for Military Service:** Solano Community College will grant six (6) elective semester units of credit for military service if the person has (a) spent at least one year in active service, and (b) has not received a dishonorable discharge. Active duty personnel must submit a copy of DD Form 295. Veterans must submit DD Form 214 to the Office of Admissions and Records for evaluation. **THESE UNITS WILL NOT SATISFY PHYSICAL EDUCATION, HEALTH EDUCATION OR SUBJECT AREA REQUIREMENTS.**

The Office of Admissions and Records will evaluate all non-traditional school credit in the first semester of official enrollment. The maximum credit from all non-traditional sources combined may not exceed twenty-four (24) semester credit units.

- B. **Credit for Military Service Schools:** Elective credit is limited to service schools conducted on a formal basis (i.e., approved by a central authority within each service and listed by the service in its catalog as formal resident training.) These courses are conducted for a specified period of time with a prescribed course of instruction in a structured learning situation with qualified instructors. Courses must be given on a full-time basis (a minimum of 30 contact hours academic instruction per week) for not less than two weeks duration; or, if less than two weeks in length, the course must include a minimum of sixty contact hours of academic instruction.
- C. **Procedure for Evaluation:** To receive an evaluation for military service schools, ask for a Request for Military Service School Evaluation form at the Information Window, Office of Admissions and Records, Building 100, Room 153. List each school you wish to have considered on the form, and attach a copy of your military educational record. If available, attach a copy of the DD214, DD295 and the Certificate of Completion or Diploma. More than one of these forms is required to evaluate the credit.
- D. **Official Military Records Required to Verify Completion of a Service School:** Students who apply for credit for service schools are required to submit to the institution official military records to verify completion of that school. A copy of the certificate or diploma is acceptable.
- E. **Air Force Personnel:** Air Force personnel seeking category credit should submit an official Community College of the Air Force transcript as they would submit a transcript from any other accredited institution.
- F. **Summary:** Each school does its own evaluation of military credit. Credit granted at Solano Community College will not necessarily be accepted at another institution. It is advisable to check with the college you plan to transfer to for their policies on Non-Traditional credit.

***Please Complete Other Side***

Complete the following information and attach this form to your papers for evaluation.

NAME \_\_\_\_\_ SSN or SCCID# \_\_\_\_\_  
(Please Print) Last First M

ADDRESS \_\_\_\_\_  
Street City State Zip

PHONE # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**1. I have enclosed the following forms for evaluation of military service schools:**

- \_\_\_\_\_ DD214 (military discharge paper)
- \_\_\_\_\_ DD295 (active duty)
- \_\_\_\_\_ Certification of Completion or Diploma

**2. Please list the military school(s) you wish to have evaluated:**

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**3. I would like six (6) elective units for military service.**

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Student's Signature Current Date

**Please Note:** You may go to [www.dantes.doded.mil](http://www.dantes.doded.mil) – Examination Programs – Transcript Request to complete the following:

- To request a USAFI GED or College Level Transcript for tests or USAFI courses taken before July 1, 1974
- To request Transcripts and Grade Reports for exams taken after July 1, 1974  
(CLEP and DSST)
- To download a printable military transcript request form for college level exams taken after July 1, 1974