

Transfer Guide: Transfer Credit Checklist

A number of factors affect transfer of military credit, such as institutional policy, alignment with appropriate courses, procedures, requirements, and transfer application deadlines.

Here's a quick checklist to help you transfer credit to a new institution:

- Research and identify an academic institution that meets your needs as an individual and as a learner. You may want to select an institution and academic programs that have policies to maximize your nontraditional learning (military credit, CLEP, DANTES, etc). Start by looking at our guide's Resources section.
- Learn about and make sure you understand your academic institution's policies and procedures regarding transfer of credit. These practices are established by each institution and will vary.
- Audit and review your military transcripts periodically (every 6 months if on active duty) for updates and modifications.
- Start the transcript and transfer review process early, with your application to the institution. Have all of your official transcripts from previous colleges and service branches sent to your new school for evaluation before you start taking any classes. Official copies must bear the appropriate institutional signatures, seal, and date of issuance.
- Speak with your academic adviser. He or she should be able to help you avoid taking classes for which you may receive transfer credit until an official evaluation is completed. Many students waste valuable time and money taking classes that are unnecessary duplications of previous courses, because they signed up before their military and prior college transcripts were completely evaluated.

In preparation for meeting or speaking with your academic adviser, make sure you:

- Review your degree plan and identify potential academic courses for transfer.
- Consider the level of the credit recommendation and analyze the appropriateness to the degree plan.
- Compare your credit recommendations to this institution's courses. For example, are the learning outcomes and topics on the ACE exhibit of the course you took the same as those listed in the institution's course catalog?
- Take ownership during the transfer process by following up with the transfer, registrar, or admissions department.
- Monitor your curriculum plan, transfer approvals, and documentation within formal university systems. This process is sometimes called a "degree audit" and it means that you and your academic adviser are making sure that you are receiving appropriate credit and taking the right classes to complete your degree.