

MILITARY TRANSFER GUIDE

**Apply Your Military Service as Transfer Credit
for a Degree at CTU**

Whether you are an active duty, reserve, or veteran service member, your military training and service experience may take you closer to a two or four-year degree at Colorado Technical University. Read on to learn how the courses required for your program of study can be reduced – enabling you to save tuition costs and graduate sooner.



ARE YOU IN?



HOW DOES TRANSFER CREDIT WORK?

CTU uses the **American Council on Education (ACE)** guidelines to determine transfer eligibility for all newly-enrolled military students. Typically, transfer credit includes credit granted by a university for previous courses or programs completed. Along with standard transfer credit, students in the armed forces are eligible to use a **Joint Service Transcript (JST)** to apply past military training and experience to their CTU classes.

How do universities decide whether or not to accept transfer college credits?

Each university makes their own transfer credit decisions by determining whether the learning you received from the military, or other institution, is equivalent to the requirements for the courses they offer. CTU uses the American Council on Education (ACE) guidelines to make these decisions. ACE provides credit recommendations that help determine the direct alignment of your JST to specific subjects offered at CTU.

Here are some examples of commonly seen ACE credit recommendations found on military transcripts that transfer to CTU:

MILITARY TRAINING OR COURSE	POTENTIAL CTU TRANSFER CREDIT
Military Science	Social Science elective
Leadership	
Human Relations	
Nutrition OR Health & Wellness	Science elective
Chemistry OR Anatomy & Physiology OR Oceanography	
Communications	Humanities elective
Oral Communications OR Public Speaking OR Principles of Speech	Humanities elective OR ENGL203 Professional Speech Communications
Supervision OR Principles of Supervision OR Management Practicum	MGM255 Management Fundamentals
Personnel Supervision OR Human Resource Management	HRMT215 Management of Human Resources
Technical Mathematics	Mathematics elective
English Composition	ENGL101 Composition and Critical Thinking
Introduction to Computers (completed within the past 5 years)	IT101 Computers and Information Technology Literacy OR IT254 Spreadsheet Applications

Credit is not limited to the courses shown here – these are just a few of the most common examples of CTU credit you may be eligible to receive. Be sure to speak with a member of the **Prior Learning Assessment** team who will carefully review your transcript to determine your individual transfer credit eligibility.

OTHER FORMS OF CREDIT FOR TRANSFER

In addition to credit earned based on your JST, you may be eligible to receive other forms of transfer credit. These credits may be earned by providing evidence of job experience, taking a proficiency exam or providing certified results of previous testing. CTU offers four ways to earn academic credit:

1. **CTU FAST TRACK**

Proficiency credit can be earned in select CTU courses just by demonstrating what you already know. *Fast Track* assessments are taken using CTU's **intellipath™** adaptive learning technology to reduce your tuition costs and time to graduate by up to 30%. *Fast Track* is only offered to students completing their Associate or Bachelor's degree.

2. **Experiential Learning**

In some cases, you may receive course credit for experiential learning gained through non-collegiate school-based learning, employment or other appropriate learning experiences. To earn this credit, you must show a direct alignment with courses in your academic program and demonstrate the results of your skills that can be documented.

3. **Professional Training/Certification**

You may have earned formal training from a non-accredited institution or company that offers professional training. Typically this is in the form of Continuing Education Units (CEUs), but other documented clock hours may be eligible. You may be required to submit a learning narrative as part of the evaluation process.

4. **Standardized Assessment**

You can demonstrate knowledge competency by having taken an Advanced Placement (AP) exam, **College-level Examination Program (CLEP) exam**, or a **DANTES Subject Standardized Test (DSST) exam**.

One final note, CTU does not imply or guarantee that credits completed at the university will be accepted or transferable to any other college, university, or institution. Each institution has its own policies governing the acceptance of credit. Students seeking to transfer credits earned at CTU elsewhere should contact the institution to which they seek admission.

READY TO GET STARTED?

When you're ready to transfer credit to any university, the first step is to learn more about the university's policies so you can make the most of your past training and experience.

Universities look for evidence that learning objectives have been achieved through your past military training and experience. On average, military students at CTU earn about 20 credits, which is equivalent to four to five courses. Of course, there are many variables that go into determining transfer credit eligibility, so your situation may earn you more or less transfer credits.

Please note, all credit must be worth at least 2 semester hours and must be college level (vocational credit is not acceptable).

Explore CTU's military transfer credit details or review the current university catalog for specific information about transfer credit policies. **Learn more** about military credit transfer.

Next, request your military transcript. For active and veteran members of the Army, Navy, Coast Guard and Marine Corps, you will order a JST. The Air Force issues its own transcript through the **Community College of the Air Force**.

Finally, if you're interested in learning more about your personal military transfer credit, CTU's experienced Prior Learning Assessment team is available to help you navigate the transfer credit process and determine your individual eligibility.

**Contact CTU for more information.
Call: 866.396.1726**