*Purpose:* This form is for determination of course equivalency credit or general college credit for military courses and trainings listed on the Joint Services Transcript (JST) or Air University (AU) transcript of U.S. military active duty or veteran students at Olivet College. Learning outcomes as identified on the JST or AU and evaluated by the American Council on Education (ACE) will be compared to Olivet College course learning outcomes and assessed for alignment with Olivet College course learning outcomes by the department chair(s) or designee(s). The department chair or designee will then make an overall recommendation of credit equivalency to the assistant dean for academic records for approval. Approved JST/AU equivalencies will be entered into the college’s course equivalency database and reported on the college’s website. Only Olivet College courses at the 100/200 level should be evaluated for course equivalency; Olivet College courses at the 300/400 level require further approval by the dean of faculty. A copy of the most recent course syllabus used as reference for determining Olivet college course learning outcomes is attached or included with this form.

This form is to be returned to the assistant dean for academic records within 7 days of the date of its initiation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Initiation: | JST or AU course for which Credit/Equivalency is sought: | | | | |
| Evaluator Name:       Department: | Olivet College course being considered for possible equivalency: | | | | |
| **Olivet College Course Learning Outcome** | **JST/AU Learning Outcome** | No match  (0-33%) | Moderate Match  (34-67%) | Strong Match  (68-100%) | Not Applicable |
|  |  |  |  |  |  |
| **Other Equivalency Factors.** Describe in the box to the right. If none, type “None.” |  | | | | |
| **JST/AU Course Description.** Look for similar wording or other high-level similarities. |  | | | | |
| **Topics/Subjects** covered in JST AU course as compared to OC course. Are there points of overlap or similarity? |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **General Course Role in Program.** How does the course role match the program of student requirements for the OC receiving program/major? Check all that apply. | | | | Major/Minor Required Course  Prerequisite  Co-requisite  Major/Minor Elective  General or LAC Elective  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| **Evaluation Summary** | | | | | |  |
|  | **Course Credit Equivalency** | | If one or more JST/AU learning outcomes match one or more OC course learning outcomes for the OC course equivalency at the moderate or strong level, the military course or training is eligible for consideration for OC credit, up to the full credit equivalency of the OC course. Check the box of the number of credits of equivalency recommended. | | How many semesters hours:  Recommend 0 OC semester hours  Recommend 1 OC semester hour  Recommend 2 OC semester hours  Recommend 3 OC semester hours  Recommend 4 OC semester hours | |
|  | **General Credit Equivalency** | | If no specific OC course learning outcomes are met by the JST/AU course but “Other Equivalency Factors” are identified above, please comment on recommendations for consideration for general credit equivalency, including but not limited to: general program/major elective credit, general elective credit, liberal arts core course credit, or other. If other credit is recommended, state the specific recommendation plus the number of recommended credits. Include a justification or explanation. | | How can the student best meet required learning outcomes:  Additional paper as needed to meet missing outcome(s).  Prior Learning Credit  Testing  Course substitution  Independent study  CO-OP/internship credits  General elective credit.  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Notes.** Include any notes to be considered when this JST/AU course credit equivalency recommendation is being reviewed. | |  | | | |  |

Evaluator Name:

Assessment Form Completion Date:

*For Office of Academic Affairs Use*

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| Assistant Dean for Academic Affairs Approval of Credit Equivalency Recommendation:  Yes No  Date of Assistant Dean Approval: |
| Date of Registrar Entry of Equivalency into SIS:        Initials: |
| Date of Reporting in OC Military/Veteran Website Database:        Initials: |