Standardizing the evaluation of Joint Service Transcripts
Starting May 1, 2017, new Joint Service Transcripts (JST) will be processed similarly to domestic post-secondary transcripts. All JST coursework will be entered into PeopleSoft and DARS by admissions services. All unarticulated courses will be evaluated by Academic Transfer Credit Solutions. Once articulated, the equivalency will appear on the student’s record and will display to all students via the course equivalency search in the Transfer Credit Guide (TCG) under JOINT SERVICE TRANSCRIPT.

The total credit hours per course will be entered. Example below would be NV 17320026 for 20 credit hours:

Course on Joint Service Transcript:

![Image of Joint Service Transcript]

Course in TCG View

<table>
<thead>
<tr>
<th>NV 17320026</th>
<th>PHY Department Elective (MIL)+ CHM Department Elective (MIL)+ MAT Department Elective (MIL)+ Elective Credit (MIL)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lower 2000 - Beyond</td>
</tr>
</tbody>
</table>

Credit awarded for time served
Starting May 1, 2017, Veterans or active duty students will be awarded Military Science Department Elective Credit (MIS DEC) based on time in service. This is in addition to any credit awarded from the Joint Service Transcript according to the process described above. Course credit hours are assessed as follows: Less than 3 months = No Credit; 3 months = 2 credit hours; 6 months = 4 credit hours; 9 months = 6 credit hours; 12 or more months = 8 credit hours. Course will display on DARS as: MI 00000000 “Time Served” (X credit hours).

Next Steps
When working with veteran student, if they have not submitted a JST to ASU there will be no indicator on their DARS. Moving forward, if a JST is submitted to ASU it will be automatically entered by Admissions Services and evaluated by Academic Transfer Credit Solutions. Current students will fall into one of the following categories:
1. **No JST work is on the record (DARS and PeopleSoft)**
   a. Check appXtender to see if ASU has the JST on file.
      i. If there is a JST listed, email transfercredit@asu.edu to have the transcript added to the record. The courses will then be evaluated.
      ii. If there is not a JST listed, a JST will need to be sent to ASU. Please request the student send the transcript to admissions services for processing.

2. **JST work is on the record with courses listed as GEN XXX for 0 credit**
   a. Courses will need to be reviewed for degree applicability. *This list of students will be sent to each college.*
      i. This requirement will appear near the top of the audit with 0.00 Hours Taken, which is an indicator that there is JST coursework on file that needs reviewing:

        ![Credit By Exam and Military Credit 60-Hour Maximum]

      ii. Email articulation@asu.edu for assistance in adding credit hours and updating the course evaluations.

3. **JST work is evaluated on the record as GEN XXX with credit**
   a. This requirement will appear near the top of the audit with X.XX Hours Taken

        ![Credit By Exam and Military Credit 60-Hour Maximum]

   b. No action is needed, the student worked with an advisor to have JST coursework evaluated
   c. Email articulation@asu.edu for questions regarding evaluation and/or requests for re-eval

**Additional Information**
- JST coursework cannot count toward the student’s GPA for admission purposes.
- Military credits that transfer to ASU through educational experiences in the armed services are not applicable toward completing ASU’s general studies requirements for graduation but do count for total credits toward completion.
- Students can earn no more than 60 credit hours in independent learning courses, which includes military experience.
- If a student has a military course (with 0 or more hours) or credit by exam, the DARS “Credit by Exam and Military Credit 60-Hour Maximum” requirement will appear.
- Because the courses are evaluated centrally, credits are universally applied and no longer need to be re-evaluated if students change their major.

**If you are not sure how to best assist a student with their JST work, email articulation@asu.edu for assistance.**