DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
LEARNING CENTER
P.O. Box 1600
HUNTSVILLE, AL. 35807-4301

CEHR-ULC   Date: 7 December 2015

SUBJECT: Memorandum of Instruction (MOI): Obtaining American Council on Education® ACE® CREDIT® Recommendation Transcripts for approved PROSPECT Courses and Requesting Evaluation of ACE CREDIT Recommendations by Participating colleges/universities

Reference: Guide to Initiating an ACE CREDIT Review

1.   **Purpose**. The purpose of the Memorandum of Instruction is to provide information to PROSPECT students on the process for adding ACE CREDIT Recommendations to a college/university transcript.

2.   **Background**. Founded in 1918, ACE is the major coordinating body for all the nation's higher education institutions, representing more than 1,600 college and university presidents and more than 200 related associations nationwide. It provides leadership on key higher education issues and influences public policy through advocacy. For more information, visit the ACE CREDIT website at: www.acenet.edu/credit.

3.   **PROSPECT Courses with ACE CREDIT Recommendations**: As of the date of this MOI, ACE has evaluated and recommended college credit for the following PROSPECT courses:

   a. Course 366-Construction Contract Administration; three semester hours; upper division baccalaureate credit.

   b. Course 004-Architect-Engineering Contracting; three semester hours; upper division baccalaureate credit.

4.   **Facts.** The ULC is aware of two methods that students can add ACE CREDIT Recommended courses to official college/university transcripts. The first method is a traditional method where the student is enrolled in a College/University Program and they submit their ACE CREDIT transcripts that include PROSPECT courses on them. The College/University will evaluate the entire ACE CREDIT transcript and award credit towards that program as applicable. The second method is a non-traditional method for adding ACE CREDIT recommendations to an official college transcript. The program is offered by Excelsior College and is called the Excelsior College OneTranscript®. Students that use this program pay a fee to have their ACE CREDIT recommended courses evaluated and added to an Excelsior official transcript.

5.   **Verifying ACE CREDIT Recommendation for Your PROSPECT Course and Requesting ACE Transcript**: In order to receive ACE CREDIT transcripts you must register for an account in the "Registry and Transcript System" at
https://www2.acenet.edu/credit/?fuseaction=transcripts.main

a. To register for an account click on the link "Create an Account" located on the left side of the page under the LOGIN button.

b. Once you registered in the "Registry and Transcript System", you will be able to search for ULC courses that you are eligible to receive ACE CREDIT Recommendations for.

c. Students can search using "Organization Name", *U. S. Army Corps of Engineers, Learning Center (ULC).*

d. Below USACE Learning Center summary, you will find all PROSPECT courses approved for ACE Credit Recommendations under *Courses/Exams.* Students must request for approval and verification of attending PROSPECT courses that are ACE CREDIT Recommended by clicking on https://www2.acenet.edu/credit/?page=transcripts Your transcript request will send an email to a ULC POC who will verify your attendance and satisfactory completion of course requirements including end of course assessment.

e. ACE CREDIT transcripts can be sent directly to a Granting Institution by ACE.

f. ACE charges a fee of $20.00 per transcript.

6. **Traditional Process.** If PROSPECT students require their PROSPECT ACE CREDIT Recommended courses evaluated through the traditional process they should complete the following steps:

a. Discuss with the registrar of the college/university that you are going to attend to make sure they accept ACE CREDIT Recommendations for evaluation. The following link lists colleges/universities that participate: http://www2.acenet.edu/CREDITCollegeNetwork/ to guide you in your decision.

b. Academic deans, department chairs, and provosts make decisions about their institution's transfer policy. They consider the ways in which the training compares to course offerings and the fit to the student's degree program. A college may also determine transfer policies based on standards of regional or professional accrediting bodies.

c. It should be noted that each college or university has varying acceptance criteria and not all ACE CREDIT recommendations will transfer to your selected program. The enclosure provided lists a general procedure that is followed by most institutions of higher learning for submitting your transcripts for evaluation.

7. **Non-traditional Process.** An option to consider is the Excelsior OneTranscript® service for those who wish to consolidate multiple approved academic records and training credits for employment or educational purposes in a single Excelsior College Credit Bank transcript. Official documents are reviewed and all appropriate college-level credits will be included on your Excelsior Credit Bank transcript. Information can be found at http://www.excelsior.edu/onetranscript   To apply for this service use the following steps:

a. Complete a OneTranscript application by completing one of the following:

    i. Apply online (login required):
https://login.excelsior.edu/cas/login?service=https%3A%2F%2Fmy.excelsior.edu%2Fsecapps%2Fcreditbankapp%2FcbApplyPolicy.jsf

    ii. Download a PDF version of the application:
https://my.excelsior.edu/documents/78666/102207/OneTranscript_application.pdf/0ce31366-2987-4dd2-8448-c8d7093a02c6

b. Submit for review **official** transcripts issued by colleges, testing agencies, education offices and ACE. See this link for details:
http://www.excelsior.edu/admissions/transcripts-and-documents

c. Include the OneTranscript fee:

    i. $270 onetime fee includes student copy of your transcript

d. Optional Fees

    i. $12 for each official transcript or additional copy requested

e. Excelsior College will prepare a student copy of your transcripts within 5 to 10 business days after receipt of all official documents.

f. The Excelsior OneTranscript® will consolidate from:

    i. Proficiency demonstrated through examination programs:

        1. CLEP® College Level Examination Programs
        2. DSST® DANTES Subject Standardized Tests
        3. Excelsior College® Examinations
        4. UExcel® Examinations

g. Business/Industry Government Training Courses evaluated for credit through:

    i. ACE-American Council on Education

    ii. National CCRS- National College Credit Recommendation Service

h. Military training evaluated college-level credit by the American Council on ACE.

8. The POC for this program is Mr. Andrew Browning ULC Quality Assurance/Quality Control Office, (265) 895-7409.

(signed)

2 Encls   Roy M. Elam Jr.
1. Traditonal Evaluation Process   Deputy, Chief ULC
2. Nontraditional Process

Enclosure One Traditional Evaluation Process

Step One: Decide on a program of study at a college or university that accepts ACE CREDIT recommendations. This link http://www2.acenet.edu/CREDITCollegeNetwork provides a list of colleges and universities that will evaluate ACE CREDIT recommendations for acceptance.

Step Two: Obtain Official copies of your ACE CREDIT transcripts using the instructions in this MOI. You can use this link to obtain your official ACE CREDIT transcripts: https://www2.acenet.edu/credit/?fuseaction=transcripts.main

Step Three: Contact the registrar/admissions officer of the university or college that you plan on attending and discuss with them the process for submitting the ACE Transcripts for evaluation. In most cases, students must submit a Request for Evaluation Form. The process for submitting your ACE or Army/American Council on Education Registry Transcript System will vary depending on the college or university.

Step Four: Satisfy the college or university's requirements for attendance or completion towards the selected program. In most cases the college or university will not apply the ACE CREDIT recommendations to the Official Transcripts until the student has satisfied a minimum amount of credits earned at the institution towards the degree.

Step Five: Request an official transcript from the college or university that has evaluated your ACE CREDIT recommendations and granted your course credits.

Enclosure Two Non-traditional Process

Step One: Review the information for the Non-traditional Credit Consolidation service provide through Excelsior One Transcript® service, which can be found at http://www.excelsior.edu/onetranscript

Step Two: Apply to OneTranscript® service in one of two ways. You can apply online by setting up an account or you can download a PDF version of the application and submit it back to the program. Use the following links to apply for the program:

Apply online (login required):
https://login.excelsior.edu/cas/login?service=https%3A%2F%2Fmy.excelsior.edu%2Fsecapps%2Fcreditbankapp%2FcbApplyPolicy.jsf

Download an application:
https://my.excelsior.edu/documents/78666/102207/OneTranscript_application.pdf/0ce31366-2987-4dd2-8448-c8d7093a02c6

Step Three: Submit your official ACE/AARTS transcripts, examination score reports military documentation, etc. issued by colleges, testing agencies, or education offices from which you have earned college-level credit. See this link for more information: http://www.excelsior.edu/admissions/transcripts-and-documents .

Please note that Official transcripts and documents must be sent to:
> Excelsior College
> Office of Registration and Records
> 7 Colombia Circle
> Albany, NY 12203-5159

Official transcripts must include:
- The institution's official seal
- The institution's registrar's signature (signature is usually a stamp)
- Two forms of student identification on the transcript (e.g. Social Security current address, or current address and date of birth).

Step Four: Submit your payment for the service.