

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 26/05

**Establish Equivalency Level Acceptance of American Council of Education
(ACE) Military Credit Policy**

RECOMMENDATION

The Transfer of Credit Subcommittee of the Undergraduate Studies Council recommends the creation of a policy that establishes how military credits that have been evaluated by the American Council of Education (ACE) transfer into Western Michigan University curriculum.

RATIONALE/PURPOSE

Background: Military Credit at WMU

- MOA-25/01: *Revision of Military Initial Entry Training Credit Policy* governs how WMU awards credit for initial entry training only.
- No WMU policy exists regarding other types of military credit (e.g., advanced training, occupational specialties, professional military education).

Role of ACE in Military Credit Evaluation

- The American Council on Education (ACE) is the sole recognized authority for evaluating U.S. Armed Services courses and occupations.
- ACE's evaluations, established through a DoD contract, have been ongoing since 1954.
- ACE credit recommendations appear on the Joint Services Transcript (JST), which institutions use as a basis for awarding transfer credit.
- Institutions of Higher Education (IHEs), like WMU, retain autonomy in determining how to apply ACE recommendations.

ACE Review Process

- Courses submitted by military for evaluation.
- Evaluation conducted by a team of at least three content experts (faculty) with significant higher education teaching and tenure experience.
 - 70% have at least five years of ACE evaluation experience
 - 65% have doctoral degrees
 - Must have consensus decision recommendation for lower (L) or upper (U) division
- Reviews evaluate course content, scope, and rigor against current college standards.
- Only courses with formal assessments are eligible for ACE review.

ACE Credit Recommendation Levels

- Vocational Certificate – Equivalent to non-degree/certificate coursework.
- Lower Division – Equivalent to 100/200-level undergraduate courses.
- Upper Division – Equivalent to 300/400-level undergraduate courses.

RESPONSIBLE OFFICES AND ENFORCEMENT OFFICIALS:

Registrar's Office, Office of Military and Veterans Affairs, Office of Admissions Credit Evaluators, Professional Advisors, Graduation Auditors, WMU faculty

STAKEHOLDERS

WMU students, faculty and staff

HISTORY:

- a) Effective date of current version: fall 2026
 - b) Date first adopted: fall 2025
 - c) Revision history: N/A
 - d) Proposed date of next review: fall 2029
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PROPOSED POLICY

ACE-Evaluated Military Credits into Undergraduate Major or Minor

PROPOSED POLICY LANGUAGE

Courses that ACE has evaluated as lower division (L) will transfer to WMU similarly to 1000-/2000-level course and courses that are evaluated by ACE as upper division (U) will transfer to WMU similar to 3000-/4000-level courses. Policies regarding the maximum number of credit hours that can be transferred into WMU and can be used in a major or minor continue to be in place. Because ACE evaluates these experiences as eligible for course credit, ACE-evaluated military credits cannot be used for prior-learning (PLA) credits.

ACE-evaluated military credit may be awarded as either direct course equivalency or departmental credit. Departmental credit recommendations do not replace specific requirements within an academic program or the current WMU General Education curriculum (WMU Essential Studies), but they may be applied toward the minimum 120 credit hours required for graduation.

Students are responsible for requesting an ACE evaluation and determining whether applying these credits is in their best academic interest. It is recommended that students only transcript credits that will contribute toward the 120-credit minimum. Once military credits are posted to the transcript, they cannot be removed.

POLICY DETAILS

MOA-25/01: *Revision of Military Initial Entry Training Credit Policy* awards course credit to students who have completed their initial entry training. This policy applies to course credit above and beyond what students earn through their initial entry training.

WMU faculty and academic advisors, Office of Admissions credit evaluators, and graduation auditors are responsible for monitoring this policy. This policy will be posted on the Office of Admissions website and the website of the Office of Military and Veterans' Affairs, and be emailed University-wide via the Faculty Senate's Snapshot email Newsletter.

RELATED POLICIES

[MOA-25/01](#): *Revision of Military Initial Entry Training Credit Policy*