

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

MOA – 25/01

Name of Councils/Committees:
Transfer of Credit Committee

Undergraduate Studies Council

Approval Date:
13 Feb. 2025

11 March 2025

Implementation Date:
Upon Administrative Approval

RECOMMENDATION:

Melinda Holohan May 5, 2025
Melinda Holohan (May 5, 2025 15:55 EDT)
Melinda Holohan, Chair, Transfer of Credit Committee Date

Diane E. Riggs May 5, 2025
Diane E. Riggs (May 5, 2025 16:56 EDT)
Diane Riggs, Chair, Undergraduate Studies Council Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Amy Naugle May 6, 2025
Amy Naugle, WMU Faculty Senate President Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

C. C. Cheatham May 20, 2025
Christopher Cheatham, Interim Provost and Vice President for Academic Affairs Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Edward Montgomery May 20, 2025
Edward Montgomery, WMU President Date

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Revision of Military Initial Entry Training Credit Policy
(Supersedes MOA-17/03 and <https://wmich.edu/transfer/credit/military>)

RECOMMENDATION

The Transfer of Credits Committee recommends revision of Memorandum of Action-17/03: Creation of the Block Transfer of Military Credit Policy for inclusion in the Undergraduate Catalog. The proposed revisions will clarify military initial entry credit equivalencies. Additionally, the Transfer of Credit Committee is recommending that this revised language be included in the Undergraduate Catalog and removed from the WMU Transfer website: <https://wmich.edu/transfer/credit/military>

RATIONALE/PURPOSE

Clarifying necessary credits for military-connected students who have completed their initial entry training is imperative as WMU strives to continue to be military-friendly and competitive among peer institutions. Additionally, these revisions will provide the maximum credits for military-connected students.

The Military Science and Leadership (MSL) program has made changes to its courses so that they all are included in the WMU Essential Studies (general education) program. MSL also streamlined its minor requirements to include all of the MSL course work specified in this MOA. These courses will be direct equivalencies therefore, should be applied the same as any direct transfer equivalency used in majors, minors, and WMU Essential Studies (general education) program.

RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):

Provost and Vice President for Academic Affairs designated transfer credit coordinator
WMU Curriculum Manager
WMU Office of Admissions
Office of Veterans and Military Affairs

STAKEHOLDERS

WMU staff, faculty, and military-connected students who have completed initial entry training.

HISTORY:

- a) Effective date of current version: 05/09/2017
- b) Date first adopted: 05/09/2017
- c) Revision history: N/A
- d) Proposed date of next review: spring 2028

CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough):

Students who ~~are military service members or veterans may receive a block of up to 15 credit hours of open elective credit~~ **have completed their initial entry training as documented on their Joint Service Transcript (JST) with American Council on Education (ACE) recommendations will receive 14 credit hours** towards a bachelor's degree. **This credit will automatically be applied to the student's transcript and be considered as coming from a 4-year institution.**

These credits include:

- **MSL 1010 – Introduction to Critical Thinking and the Army (2 hours)**

- MSL 1020 – Introduction to the Profession of Arms (2 hours)
- MSL 2010 – Leadership and Decision Making (2 hours)
- MSL 2020 - Army Doctrine and Team Development (2 hours)
- MSL 2050 – Military Health and Fitness (3 hours)
- GEOG credit for Land Navigation and Map Reading (3 hours)

MSL courses listed above may be used in the Military Science and Leadership minor. Any of these courses that are included in the WMU Essential Studies (general education) program may also be used in this program. All of these credits will count toward the credit hours required for graduation (122 minimum).

Block credit may be granted for military training documented on a Joint Services Transcript (JST) with ACE recommendations or for military training documented on a Community College of the Air Force (CCAF) transcript. Credit recommendations on a JST designated as lower level (L) will be counted as credit from a two-year institution and recommendations designated as upper level (U) will be counted as credit from a four-year institution. All credit recommendations on a CCAF transcript will be counted as a two-year credit.

The block of credit will count toward the total (122 minimum) credit hours required for graduation, but will not replace any specific course requirements in an academic program or general education. Credit awarded through the regular military evaluation process, found on the Admissions website, cannot be used for this block credit.

Students must consult the appropriate college advising office before the end of their second semester at WMU to determine whether they are eligible for the block of credit hours. It is solely the student's responsibility to initiate a request for such credit; it is not the responsibility of an advisor or any other University representative. Consultation with an advisor is required since the awarding of such credit may not be to the student's advantage.

PROCEDURES

The Transfer of Credit Committee used several pieces of information to construct this policy. The committee investigated what other universities were doing and found a great deal of variation. The committee also looked at actual examples of students' military transcripts and the amount of credit they were eventually allowed to claim here at WMU. This information led to discussions on how many credit hours should be allowed to transfer since some of the military transcript samples were quite extensive. The committee eventually settled on 15 credit hours thinking that this was a typical semester load. The policy was drafted by Joyce Busch, Military Advocate, Ken Schaefer, Associate Director of Admissions and Jane Harrison, Credit Evaluator, and then revised from that form by the members of the TCC before sending it forward to the Undergraduate Studies Council.