

## APSU VA Prior Credit Evaluation Form

### Instructions:

Meet with your academic advisor, read the information below for both the student and advisor/faculty sections, and complete and sign the second page of the form with your advisor. This document must be submitted to the APSU Office of Veteran Affairs. Our office has several options for submission, including electronic upload within AP OneStop.

### Student

Both the law and regulations require schools to grant appropriate credit for prior training and experience. The current procedure provides for termination of VA benefits if the school does not furnish an evaluation of prior credit within one (1) term (38 U.S.C. 3675(b)(2) and 3676(c)(4), and §21.4253(d)(3) and 4254(c)(4)).

#### General Information:

- Program of studies published in the Undergraduate Bulletin outline students' required courses. The prior credit evaluation provides information regarding applicable credit towards a student's current program of study.
- Courses must be required or pre-requisites for required courses and listed on the student's program of study/prior credit evaluation in order to be certified for VA benefits.
- Previously passed courses, including those dropped under the CARE or Fresh Start programs, do not qualify for VA benefits.
- A course substitution for a required course must be approved by the academic department and the Office of the Registrar in order for that course to be certified for VA benefits.

#### Second Degree (if applicable):

- Electives and/or general education core courses are not certified for VA benefits without a completed prior credit evaluation and an academic advisor indicating the courses are required.

#### Undeclared (if applicable):

- If a student's major is undeclared, general education core are the only courses certifiable for VA benefits. If all general education core requirements are met, a student must declare a major and complete VA paperwork.

### Academic Adviser/Faculty

Both the law and regulations require schools to grant appropriate credit for prior training and experience. The current procedure provides for termination of VA benefits if the school does not furnish an evaluation of prior credit within one (1) term (38 U.S.C. 3675(b)(2) and 3676(c)(4), and §21.4253(d)(3) and 4254(c)(4)).

#### General Information:

- Courses must be required or a pre-requisite for a required course in the student's program of study. VA benefits cannot be utilized for recommended courses.
- Appropriate credit must be given for any applicable transfer credit/prior training and experience at the time a prior credit evaluation is completed.
- Course substitutions for required courses must be approved by the academic department and the Office of the Registrar in order to be certified for VA benefits.
- Failure to initially complete a course substitution and later process the substitution could result in adjustment or termination of a certification and a significant billing to the student.
- Courses in which a passing grade was assigned, including transfer courses or courses under the CARE/Fresh Start policy, must be included on a student's program of study. VA benefits cannot be utilized to repeat these courses.
  - Example: Student who received a grade of "B" for a required course and included it under Fresh Start retakes the course to fulfill graduation requirements. According to VA regulations, the course is considered fulfilled according to the first grade. The repeat enrollment is not certified for payment.
- Two-year and four-year program of studies published in the Undergraduate Bulletin are utilized to determine if courses are certifiable for payment. Students' courses are deemed excessive if fulfilled or not included on a program outline. If a student is advised to enroll in a course included in one bulletin year but not included in the student's official bulletin, a course may be considered excessive. To be certified for payment, a student's courses must be included on the program of study for the correct bulletin year and unfulfilled.

## APSU VA Prior Credit Evaluation Form

Student's Full Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Prior credit is defined by the U.S. Department of Veterans Affairs as "the amount of credit allowed for previous education, training, and experience; including military training and experience". This form documents credits approved for use towards a student's major/degree program. Prior credit evaluations must be submitted within one term. Failure to submit this document results in VA enrollment benefits not being processed to the Department of Veterans Affairs beyond that point.

### STUDENT SECTION

Read and Initial:

\_\_\_\_ I certify I listed all sources of potential transfer credit on my APSU admission application. All academic transcripts from previously attended colleges/universities were received by APSU.

\_\_\_\_ I understand if I change my major, I must submit a new VA Prior Credit Evaluation Form.

\_\_\_\_ Dual Programs (if applicable)—I am a dual degree/major. I must submit a separate VA Prior Credit Evaluation Form from each department.

\_\_\_\_ Two-year and four-year program of studies published in the Undergraduate Bulletin outline my required courses.

### ACADEMIC ADVISOR SECTION

Major/Degree Program: \_\_\_\_\_

College/Department: \_\_\_\_\_

\_\_\_\_ Number of previous earned credits applicable to current degree program  
+ \_\_\_\_ Number of credit hours remaining to complete degree  
= \_\_\_\_ Total number of hours required for degree

List all needed pre-requisites, below. If student is second degree, list core courses which must be completed for degree.

Substitutions:

Course substitutions must be processed and official prior to VA certification. Indicate below whether or not a student is permitted course substitutions. If the student is permitted course substitutions, your signature signifies the substitutions have been approved and fully processed. Our office will update the students VA degree evaluation to include the processed substitutions.

\_\_\_\_ Course substitutions will not be processed for this student

\_\_\_\_ Course substitutions are permitted and have been processed for this student

- Number of substitutions approved: \_\_\_\_

Two-year and four-year program of studies published in the Undergraduate Bulletin outline students' required courses.

\_\_\_\_ Initial line indicating you verified the accuracy of the published outline.

\_\_\_\_\_  
Academic Advisor Name (Printed)

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### APSU Office of Veteran Affairs

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**Address.** P.O. Box 4546 \* Clarksville, TN 37044

**Fax.** 931-221-6305 (Clarksville Campus)

931-221-1450 (Fort Campbell Campus)