**Occupation Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupation Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Dates:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Source:**  ACE Military Guide

**Date of Access:** Click here to enter a date.

To evaluate Military Occupation Specialties (MOS), reference the American Council on Education (ACE) Military Guide website. Instructions for completing this form and understanding the ACE Military Guide are available at: <https://www.tn.gov/thec/bureaus/academic-affairs-and-student-success/veterans-education/redirect-veterans-education/veteran-pla-resources.html> This form is available as a guide to establish a uniform method of evaluating a MOS and is not intended to replace an institutions prior learning assessment policies or procedures.

**Credit equivalency decision:**

* **Yes, military l**earning, as identified below, is equivalent to the specific identified course(s) at my institution.
* **No credit recommendation: not enough information** available to determine if credit is equivalent to coursework at my institution.
* **No credit recommendation:** **does not meet minimal standard** for awarding credit towards a course at my institution.

**Credit mapping worksheet:** In the left table include the ACE Military Guide course recommendation and credit hours associated with recommended skill level. In the right table list the evaluated equivalent course name and number available at your institution. Indicate the skill levels that the credit applies to by placing a mark in the appropriate skill level column. Include in each table if the courses are upper-division (UD) or lower-division (LD) as necessary.

|  |  |  |
| --- | --- | --- |
| **ACE Military Guide Recommendation** |  | **Institution Evaluation of Equivalent Course &** **Credit Hours** |
| **ACE Course Recommendation** | **Number of Recommended Credit hours by Skill Level** |  | **Course Equivalent**  | **Number of Equivalent Credit hours applied to Skill Level**  |
| UD/LD | 10 | 20 | 30  | 40 | 50 |  | UD/LD | 10 | 20 | 30  | 40 | 50 |
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**Provide any notes relevant to your evaluation of this military occupation.**

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Occupation Evaluation Cover Sheet

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| --- | --- |
| **Credit decisions apply to academic years:** |  |
| **Cover sheet prepared by:** |  |
| **Date of evaluation:** |  |
| **List the occupation titles included in this packet:**  |  |

This evaluation process is designed to be completed abiding to the Council on Adult and Experiential Learning standards. For the occupation titles listed above, please attest to the following statements concerning the process of evaluation, by placing initials to the left of the statement:

|  |  |
| --- | --- |
|  | The evaluation team included faculty members representing the academic discipline that offers the identified equivalent courses.  |
|  | The evaluation team included representatives with delegated authority to make decisions on the institution’s curriculum.  |

|  |  |
| --- | --- |
|  | There is evidence that learning (not just work, training, and experience) occurred as a part of the evaluated military experience |
|  | The learning that occurred as part of the evaluated military experience meets the standard for awarding credit at my institution, as listed in the most recent course catalog. |
|  | The learning is equivalent in nature to specific courses at my institution. |

Use the space below to list the faculty members who contributed to this evaluation below, along with an institutional representative with authority to accept the curriculum decision.

|  |  |  |
| --- | --- | --- |
| **Evaluators:** |  | **Prepared by:** |
|  |  |  |
|  |  | **Evaluations approved by:** |
|  |  |
|  |  |  |
|  |  | **Date of approval:** |