Law Enforcement & Fire Department Military Education Credit Procedures

Criteria: Law Enforcement (LE) and Fire Department (FD) Employees **who have an application on file AND have units earned at College of the Canyons from a previous semester** may submit unopened official military transcripts for credit evaluation.

- **Limitations:**

  - A College of the Canyons application must be on file
  - Only those LE & FD employees who have earned units at College of the Canyons may be evaluated
  - **Air Force** members must have **earned a minimum of 12 units completed at College of the Canyons** prior to an evaluation (CCAF is considered a community college)
  - Maximum number of units allowed to be given for military service transcripts is 18 units.

- **Process:**

  - Request a copy of military transcripts through the appropriate branch of service – See attached list.

FAQ:

- Why do Air Force members need 12 units completed at College of the Canyons and other branches only need "any amount" of units completed at College of the Canyons?

  *CCAF is considered a Community College and as such College of the Canyons must follow the catalog requirement of a minimum of twelve units of coursework completed at College of the Canyons in order to accept and evaluate CCAF transcripts. Due to the fact that CCAF **is** a community college we suggest you send these copies directly to your post liaison unit.*

- I have not taken any courses through College of the Canyons but was in the military, can I have military experience evaluated for credit?

  No, only LE & FD employees who have an application on file AND have earned units may submit military transcripts.

- I took my first course of continuing education where I turned in my application and we are done but my grade hasn't shown up yet?

  For LE & FD continuing education and academy courses we receive all information at the end of your course. Due to the volume of receiving all the information at once, it will often be 90 days before we have everything entered into the system.

Attachments:
1. Navy & Marine SMART transcript request form
2. Community College of the Air Force transcript request form
3. Army AARTS transcript request form