

VETERAN SERVICES OFFICE  
Procedures for Veterans' Military Transcripts

OTC allows a *maximum* of 19 “free elective” transfer credits to be applied towards Associate programs as General Education electives. These credits will be posted by the Transcript Office upon receipt of the Military Transcript.

1. If you wish to waive the limit and have all military transcript credits equivalencies transcribed, complete top portion of the *Transcript Equivalency Request/Waiver Form* and turn it in to the Veterans Services or Registrar's Office.
2. If you wish to apply course-specific equivalency credit towards degree requirements, complete the *Transcript Equivalency Request/Waiver Form* and submit it to the respective Department Chair or Program Coordinator. Using the ACE Military Guide's course exhibits, the Chair or Coordinator will determine if course equivalencies may be given to the student for training and career experience while in the military. Once signed off by the Dean, the form will be routed to the Registrar's Office for transcription of courses.

Please print the following *Transcript Equivalency Request/Waiver Form* to complete your request. If you have questions concerning either of these procedures, please feel free to contact the Veteran Services Offices by e-mail at [GIBill@otc.edu](mailto:GIBill@otc.edu).

## **OZARKS TECHNICAL COMMUNITY COLLEGE**

### **MILITARY TRANSCRIPT EQUIVALENCY EVALUATION REQUEST and FREE ELECTIVE WAIVER**

The applicant completing this request form must be currently enrolled at Ozarks Technical Community College (OTC).

#### ELECTIVE WAIVER

OTC will provide a maximum of 19 free-elective transfer credits from a military transcript, to be applied towards Associate degree programs, unless a student waives their right to this option.

\_\_\_\_\_ I waive my right to limit credits transferred from my military transcript to 19 credit hours. In so doing, I agree that all transferrable free-credit coursework will be reflected on my OTC transcripts. *Only the student signature required. Sign and return to Veterans Services.*

#### EQUIVALENCY CREDIT

If a student desires course-specific equivalency credit, they are required to work with the respective Department Chair or Program Coordinator, using the *ACE Military Guide's* course exhibits to determine if course equivalencies may be given for military training and career experience. (<http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>)

The student is required to complete and submit this form through the Department Chair/Program Coordinator to the office of the Dean for the academic division of the student's declared program of study. *All signatures required.* Upon final approval, this form should be routed to the Registrar's Office for course transcription.

ACE ID or Course Number	OTC Course Equivalent	Administrator Signature

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Student \_\_\_\_\_ Date \_\_\_\_\_

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Department Chair / Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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Dean \_\_\_\_\_ Date \_\_\_\_\_

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<b>For office use only</b> Processed by and date