# Army Services

Transcript Posting of Military Credit

College policy requires that a student establish residency with Coastline by completing 12 semester hours of course work before any experiential or prior learning credit is posted to a student's official college transcript. Further, standard procedures is to wait until a student has petitioned for graduation before posting credit in order to assure that all transcripts have been received and accounted for in order to eliminate duplication of effort and better assure that all official documentation has been received.

When a student is evaluated for graduation, all credits earned through military training and experience is posted to the transcript in one total sum. An exception to this posting procedure is made for Soldiers who are required to adhere to Army Code Section 3-49 that requires an official college transcript that shows block credit for military experience and training broken down by each course evaluated for credit.

In the event a Soldier has established residency with Coastline and requires that credit earned through military experience and training be broken down by each course, according to Army code, the Soldier may submit this Transcript Posting Petition Form.

Upon approval of this petition, posting of credit shall be completed within 15 business days, at no additional charge. At that time, a courtesy copy of the Transcript will be mailed to the student. Official transcripts may be requested online at http://military.coastline.edu/transcript.htm

I, _____am preparing a packet for the Promotional Board and request that my military training and experience be posted to my official Coastline College transcript according to the Army policy section 3-49.

**I verify that I have:**

□ completed 12 semester hours at Coastline Community College

□ submitted my official military transcript to Coastline Community College

My records will be reviewed by the Promotion Board on: _____

Signature of ACES counselor: _____Date:_____

Student Name_____

**First** **M.I.** **Last**

Student ID# or SS# _____ DOB _____Day Phone#_____

Email Address_____

Mailing Address_____

Signature: _____Date _____

**Submit this form by fax to Coastline College at (714) 241-6193, Attn: Military Evaluations**

Coastline Community College, Military Services, 11460 Warner Avenue, Fountain Valley, CA USA 92708

*For office use only*
# of credits posted: _____
Signature: _____Date: _____