Student requests JST be sent to the Transition Manger for preliminary evaluation using this link: **http://jst.doded.mil**

Transition Manger completes preliminary evaluation to establish course prefixes\*. Student meets with transition manager to discuss potential credit.

Student sends preliminary evaluated JST to academic advisor & sets up meeting to discuss possible substitutions with Advisor.

Advisor reviews courses & discusses with Advisee what the student did in each course to determine if applicable to major, minor, or Gen Ed (refer to minor advisor if for minor) \*\*.

If there are courses from the JST that can be used for major, minor, and/or Gen Ed requirements, it is recommended to complete a sub form first. If advisor is unsure, it is recommended to work with respective department. If using for general elective credit, a sub form is not necessary.

Once sub form is approved by all parties, email the transition manager a copy of JST with highlighted courses that should be posted to student’s transcript. Also notify if prefixes should be posted as something different.

Transition Manger in Daniels Center posts credit to student’s account then notifies the advisor and the student.

Advisor notifies graduation analyst and subs are entered to degree works.

Helpful Tips for Evaluating a JST:

Helpful Tips for Reviewing a JST:

* **IMPORTANT: Once credit has been posted, it CANNOT be removed. Subs should be completed before credit posting is requested.**
	+ A maximum of 52 credit hours from the JST can be applied to students’ transcripts/record. Students may apply all credit, some credit, or no credit.
	+ 6 to 8 hours of credit from the DD214 will automatically be applied to students’ transcript/record.
		- **NOTE: If less than 8 credits – or none – were given from the DD214, the student may receive up to 60 credit hours from the JST.**
	+ When subbing military credit for general education courses, advisors should request attributes for gen ed via the sub form rather than requesting substitutions for direct equivalencies unless the direct equivalency is needed for the student’s intended major or minor.
* Save a copy of the JST to the student’s college file.
* Print a hard copy first to make notes when meeting with the student.
* \*The prefixes established by the transition manger have some flexibility. For example, the Transition Manager may determine that a course is most closely aligned with BCED but you can request it to be changed to COMM when posted and/or do a substitution for a course beginning with a different prefix. This may be a departmental preference as some departments will not substitute courses with different prefixes.
	+ Only look at the courses in which a course prefix has been written in by hand the Transition Manager.
	+ If students have questions about why they received credit for some coursework on JST and not others, it is dependent on the students’ rank in the military. Refer students to the Transition Manger for information.
	+ SH stands for semester hours.
	+ To determine if a course would be upper division or lower division, look under the column on the far right that says “Level”. “L” equates to lower division and “U” equates to upper division.
	+ All courses will be initially posted as ELLD or ELUD.
* \*\*Use the ACE website to review course descriptions. It is only applicable for the Army, Navy, and Marines: <https://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>
	+ When doing a course search, you must have the correct branch; if unsure of the branch, ask the student or Transition Manger.
* When reviewing coursework from Community College of Air Force, coursework will post the same as traditional transfer coursework and be available under the transfer evaluation link.
	+ Course descriptions can be obtained from College Source: <https://cso.collegesource.com/home.asp> (location is Montgomery, AL)
* In the section “College Level Test Scores”, if students have credits here, then they will have to request that an official score report be sent from the appropriate organization such as College Board for CLEP credit or DANTES for DSST credit to the Admissions Office. The Daniels Center does not post these credits.
* The Transition Manger will place a copy of students’ JST in their BDMS file.

Transition Manager:

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