



Obtaining your ACE credits

The first step to claiming the credits you have earned is to request a transcript from your military service. Each service will provide unofficial personal copies and send schools an official copy of your transcript at no charge. Each service branch has their own system for recording your military education and experience credits:

Army

- The Army uses the **AARTS system**, which automatically captures your academic credits from military training, and Standardized tests. The AARTS system is available to **enlisted soldiers only**. [AARTS Home Page](#)
- Army Officers must use the [form DD 295 \(Application for Evaluation of Learning\)](#) to report their military training and experience.

Navy and Marines

- The Navy and Marine Corps use the SMART system. This system automatically captures your training, experience and standardized test scores. [SMART Homepage](#)

Air Force

- The Community College of the Air Force (CCAF) automatically captures your training, experience and standardized test scores. Transcript information may be viewed at the CCAF web site.

Coast Guard

- The Coast Guard Institute (CGI) requires each Servicemember to submit documentation of all training (except correspondence course records), along with an enrollment form, to receive a transcript.

Veterans

- Under most circumstances, Veterans are eligible to use their former service branches transcript program. However if you are not eligible for AARTS, SMART, CCAF, or CGI systems, you will need to fill out form DD-295 and provide your DD-214 Discharge Document to receive credit or your experience. http://images.military.com/Resources/Forms/DD_295.pdf

Applying Your ACE Credits

XU as a SOC, yellow ribbon and military friendly school will accept transfer credits for military experience and this will help you achieve your degree faster and more efficiently.