

**LSUA Campus Procedure for  
Awarding Military Credit from ACE Guide  
(updated Fall 2011)**

LSU Alexandria recognizes military credit from ACE Registry Transcripts.

Every effort will be made to apply the appropriate credit to the student's transcript. Courses transferred in as "TRAN" with asterisks in the course number can be used for degree credit under the free elective category. Courses transferred in with a course rubric such as "KINS" with asterisks in the course number can be used for major electives for degree credit to the extent allowed under the appropriate degree plan.

ACE Credit Recommendations are accepted as follows:

1. The Course Number will be applied as follows:
  - a. "In the Lower-Division Baccalaureate/Associate Degree Category" - Course number will be "1\*\*\*"
  - a. "In the Upper-Division Baccalaureate/Associate Degree Category" - Course number will be "3\*\*\*"
  - b. "In the Vocational Certificate Category" - no credit will be recorded
2. The Rubric (Course Code Letters) will be applied as follows:
  - a. For recommendations in Physical Conditioning, Marksmanship, and First Aid, the Rubric will be KINS
  - b. For all other recommendations, the Rubric will be TRAN
3. The Course Name will be applied as closely as possible to the recommendation on the ACE Guide (i.e. Leadership, Quality Control, Management Principles)

Because the ACE guide does not include actual syllabus information, direct equivalency (credit aligned to a specific course in the LSUA Catalog) must be approved at the department level. Students should work with their advisor and/or department chair to request credit assessment for course substitutions for specific courses. Course substitutions are approved for a specific degree plan and must be approved each time a student changes their degree plan.