



Prior College/Military Credit

The Department of Veterans Affairs requires Chandler-Gilbert Community College to evaluate prior credit that veterans may have gained. This includes **all institutions** you have attended even if you did not use your educational benefits. It also includes your **military transcript**. In order to comply, it is the veteran's responsibility to request official transcripts. Please follow the steps listed below:

1. Request official transcripts from all colleges previously attended.
2. Request your military transcript (jst.doded.mil; or for Air Force only, www.au.af.mil/au/ccaf).
3. Have transcripts sent to CGCC Admissions & Records, 2626 E Pecos Rd., Chandler, AZ 85225-2499.
4. Turn in the Evaluation of Prior College Credit form (or Veterans Services can do this for you)

The CGCC Veterans Office will allow a **ONE SEMESTER** grace period for you to satisfy this requirement. However, if you are certified for a class/degree requirement that you have already received credit for, you will have an overpayment of funds. The VA will not pay for repeated courses if the grade already earned is acceptable for graduation requirements or if the courses are elective courses in excess of those needed to meet graduation requirements for your degree. This restriction includes transfer credit.

Once the grace period is over, CGCC Veterans Services office will NOT certify your enrollment to the VA until such time as **all** your transcripts are received and evaluated.

Name: _____ Student ID #: _____

Please list below all the colleges that you have previous attended. (Please write "none" if no previous college attendance).

Name of College	Location (i.e. Phoenix, AZ)	Approximate # of Credits
1.		
2.		
3.		
4.		
5.		
6.		

I certify that **all** institutions I have previously attended have been listed above and I will request an **official** academic transcript to be sent to the CGCC Admissions and Records office. I also promise to order my official military transcript to be sent to CGCC; if I do not, CGCC will order my military transcript on my behalf. I understand failure to provide these transcripts can result in overpayment from Department of Veterans Affairs and/or interrupt my educational benefits.

Signature: _____ Date: _____