

## EXCELSIOR COLLEGE CREDIT BANK TRANSCRIPT REQUEST

**Background information regarding why you need an official transcript:** Section 808 of FY01 NDAA established the requirement for 24-semester credit hours of business education prior to assignment into the Contracting career field, effective 1 Oct 2000. New entrants to the Civil Engineer Corps (CEC) have Baccalaureate degrees in engineering and generally have only 12 semester credit hours of business education. If you're not sure how many business credits you have in your undergraduate degree, you should send a copy of your college transcript to Dennis Potter (PERS4413) for review.

CEC officers without the requisite 24 semester credit hours of business education cannot be legally placed in the Contract coded acquisition billets or become members of the Acquisition Professional Community (APC). DAU, NFACT, and Navy College Program (NCP) courses that carry American Council on Education (ACE) recommendation may be used to meet the 24-semester hour requirement if those credit recommendations appear on an **OFFICIAL** transcript. Excelsior College has a "Credit Bank" transcript service that will provide college credit for DAU, NFACT, and NCP courses that have been successfully completed.

### **Instructions for obtaining an OFFICIAL Excelsior College Transcript:**

1. Complete the "**Acquisition Information for CEC Officers**" and attach copies of your Defense Acquisition University (DAU) and/or Naval Facilities Acquisition Center for Training (NFACT) course completion certificates. Most of you will only have DAU Completion Certificates for your Level I Contracting courses. *Completing this form establishes an NFACT Acquisition Transcript that is submitted along with your Excelsior College Credit Bank Application.*
2. Complete the **Excelsior College Credit Bank Application**. Part of this application has been filled out for you. **Note:** If you have taken courses through NCP and wish to have those courses reviewed for business credit, check the *Sailor/Marine/ACE Registry (SMARTS)* block on page 3 of the Credit Bank Application. You should then request your SMART transcript at <https://www.navycollege.navy.mil>. Click on "Smart College Credit" to complete the "Official SMART Request Form". **All SMART transcripts should be mailed directly to Excelsior College from NCP.**
3. Mail Excelsior College Credit Bank Application and Acquisition Information for CEC Officers to:  

Naval Facilities Institute  
3502 Goodspeed Street, STE 2, BLDG 1444  
Attn: Lana Lyskin  
Port Hueneme, CA 93043-4337
4. Contact Lana Lyskin at (805) 982-6550 if additional assistance is required in completing the above documentation. You will be notified when your official transcript is received. Officers still not having the required 24 hours in business disciplines (after credit has been obtained for DAU, NFACT, or NCP courses) will be provided an option for meeting this requirement.

## ACQUISITION INFORMATION CEC OFFICERS

Please complete the below information so that a record of your acquisition data can be established.

Name: \_\_\_\_\_

SSN (required): \_\_\_\_\_

Rank: \_\_\_\_\_

Work Phone (DSN): \_\_\_\_\_

Work Phone (Commercial): \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Work address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UIC: \_\_\_\_\_ Organization Code: \_\_\_\_\_ Active Duty: \_\_\_YES \_\_\_NO

Professional Registration: \_\_\_\_\_ College Degree: \_\_\_YES \_\_\_NO

APC Member: \_\_\_YES \_\_\_NO Acquisition Billet: \_\_\_YES \_\_\_NO

DAWIA Certification Level: \_\_\_\_\_ Date Certified: \_\_\_\_\_

**ATTACH COPIES OF YOUR CERTIFICATES OF COMPLETION FOR ANY DEFENSE  
ACQUISITION UNIVERSITY (DAU) OR NFACT COURSES YOU HAVE COMPLETED.**



**Payment**

When you submit this application, be sure to include payment of the current Credit Bank Fee. If you are unsure of the current fee, please contact our Business Office at 518-464-8500 or toll-free at 888-647-2388; at the automated greeting press 1-4-2. **Make your check or money order payable to Excelsior College in U.S. dollars drawn on a U.S. bank, or complete the charge card authorization below.**

A portion of the Credit Bank Fee will be applied toward the Enrollment/Initial Evaluation Fee if you enroll in an Excelsior College degree program within one year of the date your initial Credit Bank transcript was mailed to you. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

Payment in full is attached (check, money order, or completed charge authorization)

Charge Card Authorization:

I authorize Excelsior College to charge \_\_\_\_\_ (or the current Credit Bank Fee at the time this form is received by Excelsior College) to my:

MasterCard     VISA     Discover

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder (print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Signature and Date (required)**

I certify that the above statements are true and correct. I understand that false information and documents will nullify my Credit Bank application and may result in dismissal from the College if I enroll. I also understand that it is my responsibility to submit a complete Credit Bank package.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Full signature required. *Do not print.*

Send your completed application, payment and all official documents in the enclosed preaddressed envelope to:

Excelsior College Business Office  
7 Columbia Circle  
Albany, New York 12203-5159

**Transcript Request (optional)**

If you wish to have an **official** or **additional student** copy of your Excelsior College transcript, please complete the request below and include the appropriate fee with your Credit Bank Application.

The current transcript fee is \$10. If you require that the additional transcript be sent within 3 business days from the date your Credit Bank transcript is prepared, you will also need to pay the Transcript Rush Fee for a total of \$35.

Which transcript shall we send?     student copy     official copy

Are you requesting Transcript Rush Service?  
(additional \$25 required, making a total of \$35)     yes     no

**Authorization for release of transcript**

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_  
Full signature required to release transcript. *Do not print.*

Send transcript to: (print complete mailing address):

Naval Facilities Institute  
3502 Goodspeed Street, STE 2 (ATTN: Lana Lyskin) Bldg 1444  
Port Hueneme, CA 93043-4337

### Documents Submitted for Evaluation

1. **Regionally-Accredited Institutions:** List each institution from which you have earned college-level credit for which you are submitting a transcript. Military related applicants should include the Community College of the Air Force (CCAF), the U.S. Army Command and General Staff College. Course work transferred from one institution to another is not always listed in an acceptable format for Excelsior College to evaluate. Therefore, we encourage you to have transcripts submitted from each separate institution you attended.

**Institution**

\_\_\_\_\_  
Defense Acquisition University (See NFACT Transcript)  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Military Documentation

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> DD Form 295 (active duty personnel)                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Sailor/Marine/ACE Registry (SMARTS)      |
| <input type="checkbox"/> Army/ACE Registry Transcript (AARTS)                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Defense Language Institute (DLI)         |
| <input type="checkbox"/> DD Form 214 (Veterans/Retirees) *<br><b>*Please note: A DD Form 214 sent by the student must be certified, include the original signature of the appropriate official, and submitted by the student to Excelsior College in the sealed envelope issued by the county clerk; or state, or county VA office; or military education center.</b> | <input type="checkbox"/> Defense Language Proficiency Test (DLPT) |
|                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Coast Guard Institute                    |

### 3. Score Reports from Testing Agencies

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Excelsior College Examinations, formerly Regents College Examinations (including any examinations taken through ACT PEP). It is not necessary to submit official score reports for Excelsior College Examinations, including examinations taken through ACT PEP. We will take this information from our files. | <input type="checkbox"/> DANTES/USAFI                                   |
| <input type="checkbox"/> AP (Advanced Placement Tests)                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> GRE Subject Tests                              |
| <input type="checkbox"/> CLEP (only those tests not administered by DANTES/USAFI)                                                                                                                                                                                                                                                       | <input type="checkbox"/> Other Test Results (explain)<br>_____<br>_____ |

4. **Other:** List any official transcripts (such as PONS/ACE approved business and industry transcripts, FAA Fixed Wing Pilot certificates, international credentials evaluation, etc.) that will be received for your Credit Bank transcript.

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