



## Petition to Award Transfer Credit for Military Training

Name: \_\_\_\_\_ UTA ID:   
*Last First Middle*

**NOTE:** In addition to this petition, the student must submit all documents listed below to the UT Arlington Office of Admissions Processing at [AdmissionsProcessing@uta.edu](mailto:AdmissionsProcessing@uta.edu):

- Official ACE military transcript or Joint Services Transcript (JST) that describes the substance of the training, verifies the student’s successful completion of that training, and indicates recommended credit.**
- Official High School transcript from an accredited public or private high school, or high school operated by the U.S. Department of Defense, that indicates date of graduation.**
- DD214 that indicates the student was honorably discharged AND completed at least 2 years of military service OR was discharged because of disability.**

### Petition Regulations:

1. **Student must meet with an Academic Advisor in order to submit the petition.**
2. **If you are using or plan to use military benefits, please see an advisor in Military & Veteran Services to discuss how to best utilize the credit in coordination with your benefits.**
3. **Credit is only awarded by petition after admission to UTA.**
4. **Credit will be evaluated in accordance with Texas Education Code (TEC) 51.3042 and American Council on Education (ACE) recommendations, and using established university transfer credit policies.**
5. **All approved credit will be lower-division elective credit and will not exceed 12 semester hours.**
6. **All decisions are final.**
7. **Awarded credit will be applied to the student’s UTA academic record and will be calculated into the total hours completed. Awarded credit cannot be rescinded at any time in the future.**

With few exceptions you are entitled, on your request, to be informed about the information U.T. Arlington collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Arlington correct information about you that is held by us and that is incorrect. Be assured that your UTA records are protected from unauthorized disclosure by federal law.

Your UTA Identification number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTA identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

**Admissions Processing Stamp:**

I have read the above information and fully understand the regulations for this request for transfer credit.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

UTA Email: \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_