

Community College of the Air Force

The Airman's College...We Educate Airmen for Life



U.S. AIR FORCE

TOP 10 REASONS FOR TRANSCRIPTS NOT BEING ACCEPTED

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Barnes Center/CG
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Integrity - Service - Excellence



TRANSCRIPT ACCEPTANCE



The Airman's College

Top 10 Reasons Why Transcripts are not Accepted

10. College has a response cycle for when they send out transcripts (Member needs to confirm with the institution when transcript will be sent out)
9. Students send a transcript to CCAF via FAX (Can not be accepted)
8. Students have an outstanding balance at the college they are seeking a transcript from; therefore, the transcript is not sent on the student's behalf
7. Student is not enrolled in a CCAF degree program (i.e., CCAF degree has already been awarded) (civilian college credit will only be added to the CCAF record if a student is enrolled in a CCAF degree program)



TRANSCRIPT ACCEPTANCE



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Top 10 Reasons Why Transcripts are not Accepted

6. Students are unaware of the process and fail to send a transcript
5. Courses are listed on another's school transcript as transfer credit (CCAF does not accept transfer credit from another school's transcript. An official transcript is required from each school)
4. School is not regionally or nationally accredited
3. The school is nationally accredited and the appropriate documentation has not been submitted (Course descriptions and instructor credentials [what degrees the instructor hold and in what specialty] are required for evaluation)



TRANSCRIPT ACCEPTANCE



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Top 10 Reasons Why Transcripts are not Accepted

2. Students send transcripts personally to CCAF or have the transcript sent from a 3rd party (i.e., Education Services Officer, recruiter) (These transcripts will not be accepted. Transcripts must come directly from the institution providing college credit, even if the transcript was sent in a sealed envelope)
1. Not able to add the transcript to the student's record because the student cannot be found (i.e., student has a common name, transcript does not include a DOB or SSN, transcript is submitted under a previous name)



QUESTIONS



The Airman's College



CONTACT INFORMATION

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