

## **ASMC Guide to Gaining College Level Credit for EDFMC Completion Earning college credit for ASMC's Enhanced Defense Financial Management Course (EDFMC)**

Many colleges and universities have developed policies and procedures for awarding credit for learning that is attained outside the college classroom. This includes learning acquired from work and life experience, independent reading and study, and participation in formal courses sponsored by associations, business and industry, the military, and government. The American Council on Education (ACE) has established through an intensive review process that the ASMC Enhanced Defense Financial Management Course is college-level instruction and has recommended credit for it. The recommendation is for three semester hours at the undergraduate level, upper-level baccalaureate degree category. If a paper is written in addition to successfully completing the course, the recommendation is for three semester hours at the graduate level.

A word of caution, particularly at the graduate level. While the American Council on Education has been providing college credit recommendations on a variety of educational experiences to American colleges and universities for many years, the final decision on whether to accept the recommendation and grant college credit lies with the registrar or the appropriate dean or department head in each college or university. If you are already enrolled in a degree program, particularly at the graduate level, please discuss the applicability of the credit to your program before beginning the process requesting a transcript and/or of researching and writing a paper. (Details on the process of selecting a topic and having your paper evaluated are contained below.)

For ease of informal discussion with college officials, the credit recommendation is contained in the American Council on Education's 2002 National Guide to Educational Credit for Training Programs. [http://www.acenet.edu/calec/corporate/inside\\_guides.cfm](http://www.acenet.edu/calec/corporate/inside_guides.cfm).

### **ACE and what is its role in the review process**

The American Council on Education is a comprehensive association of the nation's colleges and universities dedicated to higher education issues and advocacy on behalf of quality higher education programs. One area of operations within ACE reviews and makes credit recommendations for extra-institutional education programs and courses offered by such institutions as ASMC. Its credit recommendations are intended to guide colleges and universities as they consider awarding such credit. ACE reviews all courses according to standardized policies and procedures and therefore has a consistent review process that is accepted by colleges and universities as non-partial and credible. As ACE reviews additional courses and awards college credit recommendations, it will publish descriptions of those courses in its annual edition of The National Guide.

### **How is the number of credits to be awarded determined**

ACE bases the number of credits recommended for each course on factors such as length of course, level of difficulty, reviews of student achievement or knowledge gained by satisfactory completion of the course, required readings and reports, and writings or performance demonstrations.

The National Guide lists the recommended number and level of credits for each course at the end of each course exhibit. A team of subject-matter experts makes this recommendation when it has determined that a course is at the college level. A complete copy of the college credit recommendation for the Enhanced Defense Financial Management Course is contained at enclosure 2 to this document.

### **Is college credit automatically earned when someone successfully completes a course listed in The National Guide?**

No. Successful completion of such a course results in actual course credit only when a postsecondary institution accepts the course toward a degree or certificate. Students who have already taken one of the courses listed in The National Guide, or who plan to take one, should contact the admissions office or their faculty advisers to determine the acceptability of the course for credit. The extent to which the content of the course is relevant to a student's academic program of study forms the basis for determining the number of credits that will be accepted. These are credit recommendations. A college is not required to grant as much credit as recommended by the reviewers, nor is a college limited to granting only that amount of credit.

### **Policies for granting credit are not the same in all colleges**

Each college sets its own policies, and these vary from college to college. While most colleges grant credit for a course conducted by a noncollegiate organization, some may not. It should be noted that sometimes a college does not grant credit, but it may instead waive a prerequisite course.

Each institution, and in many cases each academic department within the institution, sets its own policies for granting credit. The college admissions office should be able to guide students to the appropriate official responsible for deciding credit recommendations.

### **How much credit may be earned from courses taken from ACE participating organizations?**

Colleges and universities have different policies regarding the amount of off campus credit that may be earned. The student should check with the college to determine the amount of credit that will be granted for such courses and the subject area in which the college will grant credit for these courses. A college may grant credit only provisionally at enrollment time and may withhold full credit until the student successfully completes one or more courses at the college.

## **Steps for requesting college credit for completed ASMC courses**

You should establish a training record with the ACE Transcript service which reflects completion of the EDFMC course for which you are requesting academic credit.

To enroll in the ACE Transcript Service, a computerized transcript registry, go on the internet at [www.acenet.edu](http://www.acenet.edu) and click on "College Credit Recommendation Service" on the left side of the page. This will bring you to a page that will give detailed instructions on enrolling and links to an enrollment form. Cost for enrollment is \$35.00 with a cost of \$10.00 each time a transcript is sent. If you have questions or need help, you can call the ACE Transcript Service at (202) 939-9443 or email them at [credit@ace.nche.edu](mailto:credit@ace.nche.edu).

A packet will then be mailed to you so that you can first get your course completion authenticated by ASMC and then entered into the ACE data base. Fill out the course completion form and mail it to the American Society of Military Comptrollers, CDFM Certification Office, 415 N. Alfred Street, Suite 3, Alexandria, VA 22314 -- Attention: EDFMTC COLLEGE CREDIT. The staff will authenticate the course completion and forward the form directly to ACE for entry in their system.

Inform your college or university adviser that you have completed the course(s) and would like to have the ACE-recommended credits applied to your degree program. If the answer is affirmative, fill out a request for the transcript and send it to the ACE Transcript Service office. The Transcript Service office will send the academic institution an official transcript confirming that you have successfully completed the course(s). Call or write the college registrar and ask if the course transcript has been received and is in your file. Talk with your college or university adviser to find out whether the ACE-recommended credits will be transferred to your program of study.

If your adviser is not familiar with the ACE credit recommendations for training, the adviser may call the American Council on Education directly at (202) 939-9476 or refer to the 2002 National Guide to Educational Credit for Training Program. The Guide is a reference book listing credit recommendations and course descriptions for ACE-reviewed training.

## **Eligibility for Undergraduate Credit for Successfully Completing the EDFMC**

To receive a 3 SH undergraduate credit recommendation for successful completion of the Enhanced Defense Financial Management Course (EDFMC), an applicant must meet the following criteria:

- a. Hold a high school diploma or GED.
- b. Attend all sessions of the EDFMC and pass both course examinations with a score of at least 70% on each.

## **Applying for Graduate Credit for Successfully Completing the EDFMC**

To receive a 3 SH graduate credit recommendation for successful completion of the Enhanced Defense Financial Management Course (EDFMC), an applicant must meet the following criteria:

- a. Hold a bachelor's degree from a regionally accredited college or university.
- b. Attend all sessions of the EDFMC and pass both course examinations with a score of at least 80% on each.
- c. Complete a written project conforming to the standards and procedures listed below.
- d. Receive a letter grade of "B" or above on the written project.

**Written Project** - The written project is the preparation of a professionally relevant paper which may take the form of a case study, policy analysis, program evaluation, organizational design, management study, managerial action plan or other project requiring a description, analysis, conceptualization and recommendation for action. It should have direct application to financial management within the Department of Defense.

**Step One -Discuss the Applicability of the Credits with your Graduate Program Advisor** - As mentioned above, make sure the institution you are attending will grant the credits based on the American Council's recommendation. They may, for example give you elective as opposed to required credit, but the effort to write the paper will still be very worthwhile.

**Step Two - Select a Topic** - The topic should be of interest to you and perhaps applicable to your current job. You will live with this topic for a long time so be sure that it excites you. You will coordinate your topic selection with a member of the ASMC staff; Mr. John Raines. (His email address is [raines@asmconline.org](mailto:raines@asmconline.org).) The papers will be reviewed and evaluated by the graduate faculty of Syracuse University's Army MBA program.

**Step Three -Develop a Project Proposal** - Develop a written project proposal. The major areas of concern are:

- ◆ **Justification:** State the subject of your study and reason concentrated study and research in this area seems critical to your or to your agency.
- ◆ **Methodology and Timeline:** State how you propose to assemble and analyze the material to be used in the project (legal reports, in-house records, interviews, surveys, personal observation, etc.) Provide a timeline for completing each stage of the project.

**Step Four -Obtain ASMC Approval** - Forward the Project Proposal to Mr. John Raines, ASMC National Headquarters, 415 N. Alfred Street, Suite 3, Alexandria, VA 22314. ASMC will answer your request as soon as possible in the quickest fashion (e-mail or fax) so you may begin work.

**Step Five -Write the paper** - The paper will be graded on its content as well as the quality of its analysis. Follow a standard style manual. The manual of the American Psychological Association (APA) is preferred. Writing style should be appropriate for the intended audience. Leave time in your planning for editing and if you cannot complete the paper within the 90-day time frame, please request an extension from ASMC Headquarters.

**Step Six -Submit the paper** - Papers submitted will compete in the annual ASMC National Research Awards Program as well as receive consideration for publication in the Armed Force Comptroller Magazine. You will be notified in writing by ASMC Headquarters of your project letter grade and of your eligibility to receive the graduate credit recommendation.

**Standards for Graduate Papers Submitted for Academic Credit (Based on Successful Completion of EDFMC Course)**

Paper will be graded by faculty at Army MBA Program at Syracuse University. Topic will be selected by the writer after discussion with the Associate Director for Professional Development, ASMC (Mr. John Raines).

Paper should address a major financial / resource management issues facing DoD (it should not be history lesson - i.e., history of PPBE or history of CFO Act.). The paper should show original thought.

Paper should be 20 - 25 pages in length including bibliography.

Prior to actually writing the paper, the author should contact his or her graduate institution to assure that academic credit will be granted. Once this assurance is obtained, preferably in writing from the school, the writer should establish a transcript account with the American Council on Education, so the final grade may be officially transmitted to the graduate institution.

Paper should follow generally accepted writing rules (Barron's Essentials of English; or some other source). Footnotes should be in accordance with APA (American Psychological Association) format. Paper should emphasize alternative solutions, conclusions and recommendation. Generally the paper should conform with the following outline:

Description of the issue / problem (3-4 pages).

Description of alternative solutions with advantages & disadvantages (12 -15 pages).

Conclusions (2-3 pages).

Recommendation (2-4 pages).

**If ACE credit recommendations are not accepted by your college**

The appropriate ACE program office should be informed promptly. Lack of familiarity with the American Council on Education or College Credit Recommendation Service may be the reason for a college's reluctance to accept records or credit recommendations. A phone call or letter from the appropriate ACE program office to the college may alleviate that problem. The phone number for the ACE College Credit Recommendation Service Office in the Center for Adult Learning and Educational Credentials is (202) 939-9724.

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### **American Society of Military Comptrollers**

The American Society of Military Comptrollers (ASMC) is a nonprofit educational and professional organization for persons, military and civilian, involved in the overall field of military comptrollership. ASMC has developed and is now administering the Certified Defense Financial Manager (CDFM) Program. Since the program began with beta testing in December 1999, more than 200 people have taken and passed the three-part examination and earned the designation of CDFM. ASMC was established as the Society of Military Accountants and Statisticians in 1948 in San Antonio, Texas, and was open only to active-duty officers. Since then, ASMC has expanded to include all Department of Defense (DoD) and Coast Guard Financial Management personnel. The national headquarters in Alexandria, Virginia, currently serves a growing professional society of approximately 18,000 individual members and 150 corporate members. Military comptrollership is defined as the profession of financial management in the DoD and Coast Guard. It includes the fields of accounting and finance, financial management, administrative support, auditing, budgeting, comptrollership, cost analysis, information management, management analysis, manpower management, program analysis, resource management, statistics, and many supporting activities. ASMC's mission is to provide education and training to its members and to all professional DoD comptrollers and financial managers. As part of this mission, ASMC holds an annual Professional Development Institute (PDI). At the PDI, experts and practitioners are given a platform from which to speak about the latest developments in the field of defense financial management and to inform the attendees of proposed developments or changes in the field.

Organization contact: Lieutenant General James F. McCall, U.S. Army, ret., Executive Director, ASMC, 2034 Eisenhower Avenue, Suite 145, Alexandria, VA 22314.

Web Address: [www.asmonline.org](http://www.asmonline.org) or [www.asmc certification.com](http://www.asmc certification.com)

### **Source of Official Student Records:**

ACE Transcript Service, American Council on Education, One DuPont Circle NW, Washington, DC 20036-1193.

### **Additional Information about the Courses:**

College Credit Recommendation Service, American Council on Education, One DuPont Circle NW, Washington, DC 20036-1193.

### **Enhanced Defense Financial Management Training Course (EDFMTC)**

**ACE Transcript Data:** ASMC-0001

**Location:** Various sites in the United States and at U.S. government sites overseas.

**Length:** 41 hours (5 days) contact time, with another 7 hours of extracurricular preparation time expected of the participants.

**Dates:** March 2001-Present.

**Objective:** To provide knowledge and skills about financial management concepts including budgeting, cost analysis, accounting and finance in the federal government and in the Department of Defense.

**Learning Outcome:** Upon successful completion of this course, the student will be able to describe the interactions between the internal and external resource management elements of the DoD; identify the standards and environments under which federal financial managers perform the planning, programming, and budgeting cycle; describe how accounting and finance in DoD can aid financial managers in meeting objectives for reliable financial management and reporting; articulate the uses and importance of auditing; and comply with specific DoD legal requirements.

**Instruction:** Major topics covered in the course are the government and DoD resource management environments; management internal controls; personnel management; manpower management; the planning, programming, and budgeting system; cost and economic analysis; business management process improvement;

and accounting, finance, auditing, and fiscal law. Methods of instruction include lecture, case studies, discussions, PowerPoint presentations, and proctored examinations.

**Credit Recommendation:** In the upper division baccalaureate degree category, 3 semester hours in Finance, Governmental Budgeting, or Business elective (10/01).

**Enhanced Defense Financial Management Training Course(EDFMTC) (Graduate)**

**ACE Transcript Data:** ASMC-0002

**Location:** Various sites in the United States and at U.S. government sites overseas. **Length:** 41 hours (5 days) contact time, with another 7 hours of extracurricular preparation time expected of the participants, and course project.

**Dates:** March 2001-Present.

**Objective:** To provide knowledge and skills about financial management concepts including budgeting, cost analysis, accounting and finance in the federal government and in the Department of Defense.

**Learning Outcome:** Upon completing this course, the student will be able to describe the interactions between the internal and external resource management elements of the DoD; identify the standards and environments under

which federal financial managers perform the planning, programming, and budgeting cycle; describe how accounting and finance in DoD can aid financial managers in meeting objectives for reliable financial management and reporting; articulate the uses and importance of auditing; and comply with specific DoD legal requirements.

**Instruction:** Major topics covered are the government and DoD resource management environments; management internal controls; personnel management; manpower management; the planning, programming, and budgeting system; cost and economic analysis; business management process improvement; and accounting, finance, auditing, and fiscal law. Methods of instruction include lecture, case studies, discussion, PowerPoint presentations, proctored examinations. A graded research project related to course material must be submitted within 90 days after completing course instruction. It must follow generally accepted graduate-level standards in terms of content, references, and format.

**Credit Recommendation:** In the graduate degree category, 3 semester hours in Finance, Governmental Budgeting, or Business elective (10/01).

2002 National Guide to Educational Credit for Training Programs