

# DLIFLC AA Degree Checklist and Information

www.dliflc.edu E-mail: pres.aadegree@conus.army.mil

## Steps to Completing the AA Degree:

**1. Complete the AA Degree Application** and submit it to the AA Degree Office before sending transcripts/test scores. Only students who took courses at DLIFLC in Monterey are eligible for this degree. Students no longer at DLIFLC must include a current LES. *Contact ONLY the AA Degree office in Monterey for any questions related to the AA Degree program. Please do not contact other offices.*

**2. General Education Requirements Checklist:** General Education is fulfilled through college level (Freshman/Associate level or higher) coursework/CLEP/DANTES/AP/IB or select military credit. Use the checklist below to track your progress of completing your AA Degree at DLIFLC.

General Education Requirement Progress:	If Requirement is Complete  Request Transcript from Source Listed Below (address page 4)	If Requirement is <u>NOT</u> Complete  Take a CLEP or DANTES Test or Take a Class*
<b>English Composition</b>		
<b>College Math</b>		
<b>Natural/Physical Science</b>		
<b>Social Science</b>		
<b>Technology</b> This requirement must be within 5 years prior to degree conferral.		
<b>Physical Education</b> For Civilians with no prior military service		

**3. Follow-Up! Contact the AA Degree Office to ensure all requirements have been fulfilled.** It is the student's responsibility to ensure the AA Degree office receives all materials. Due to the high volume of applicants, you will not be contacted when documents are received and are encouraged to check with the office on the status of your application. Allow 3-6 weeks for our office to receive transcripts/test scores. Contact us through email/walk-in/phone: pres.aadegree@conus.army.mil; Bldg 634 Rm 5; (831) 242-6431/5825.

## **4. DLIFLC Language Requirements (Only DLIFLC Monterey):**

In addition to the 15 semester credits required for General Education (18 for students with no prior military service), students must also meet the following requirements in order to be eligible for the AA Degree: DLPT R2/L2/S1+, GPA 2.0 minimum, No DLIFLC final semester grades below a D-. Students not meeting the 2/2/1+ while in Monterey, may be able to retest in the field and later be eligible for the AA Degree. However, an "F" in any DLIFLC final semester grade is permanent exclusion from the AA Degree program. Failing a test or project within any course may not necessarily indicate a failing final semester grade.

### **\*Education Center in Monterey:**

Contact the Education Center to **schedule CLEP/DANTES tests or for assistance in enrolling in general education (non-DLIFLC) courses**, by phone or in-person: (831) 242-5325; Bldg 630, Mon-Thurs 0900-1800, Fri 0900-1700, Closed 1-2 for lunch. Testing in Monterey is Tuesdays and Thursdays at 1600. If you are no longer in Monterey, contact your local Education Center or CLEP/DANTES for testing locations (see websites on page 4).

## **TRANSFERABLE CLEP/DANTES TESTS AND SUGGESTED COURSES:**

*This is a list of all CLEP/DANTES tests accepted for the AA Degree. Not all tests are available at all locations.*

*Please contact the AA Degree Office with any questions regarding transferable classes.*

*See pages 3 & 4 for details about testing and transferring credit.*

**DLIFLC test codes: CLEP 8431; DANTES 8744**

### **1. English Composition (ENG):**

CLEP: American Literature, Analyzing and Interpreting Literature, College Composition (essay required for this exam), College Composition Modular (essay optional), English Literature.

DANTES: There are no DANTES tests that fulfill the English requirement.

CLASS: The English requirement is fulfilled through composition type courses. Poetry, creative writing, journalism, prose/fiction, technical and business writing etc. are not acceptable.

### **2. Mathematics (MATH):**

CLEP: Calculus; College Algebra; College Mathematics; Financial Accounting; Precalculus.

DANTES: Business Mathematics, Fundamentals of College Algebra, Principles of Financial Accounting, Principles of Statistics.

CLASS: Courses such as Math for Liberal Arts majors, quantitative methods, statistics in the sciences, and logic (philosophy) may also be acceptable credit.

### **3. Natural or Physical Science (NSCI):**

CLEP: Biology, Chemistry, Natural Sciences.

DANTES: Astronomy, Environment & Humanity, Here's to Your Health, Principles of Physical Science I, Physical Geology.

CLASS: A lab is optional. Courses such as oceanography, meteorology, physics and nutrition science may also be acceptable credit.

### **4. Social Science (SSCI):**

CLEP: American Government, History of the United States I: Early Colonization to 1877, History of the United States II: 1865 to Present, Human Growth and Development, Introduction to Educational Psychology, Introductory Psychology, Introductory Sociology, Principles of Macro/Microeconomics, Social Sciences and History, Western Civilization I: Ancient Near East to 1648, Western Civilization II: 1648 to the Present.

DANTES: The Civil War and Reconstruction, Criminal Justice, Ethics in America, Foundations of Education, Fundamentals of Counseling, General Anthropology, A History of the Vietnam War, Human/Cultural Geography, Introduction to Law Enforcement, Introduction to the Modern Middle East, Introduction to World Religions, Lifespan Developmental Psychology, Rise and Fall of the Soviet Union, Substance Abuse, Western Europe Since 1945.

CLASS: Courses such as gender studies, gerontology, philosophy, and political science may also be acceptable credit. A course in Humanities may not be transferable.

### **5. Technology (TECH)**

CLEP: Information Systems and Computer Applications.

DANTES: Introduction to computing or Management Information Systems

CLASS: Courses such as programming, networking, AutoCAD, web design, MS Office etc. may also be acceptable credit. The following courses: Foundations of Online Learning and Skills for Learning in an Information Age etc. are not transferable.

## **PRACTICE TESTS:**

- Free online practice tests available through Petersons - <http://www.petersons.com/dod>  
(Set up user name and password and use access code: monterey45)
- DANTES website offers practice tests at a minimal cost. [www.getcollegecredit.com](http://www.getcollegecredit.com)

## **TESTING, TRANSCRIPTS, AND TRANSFER INFORMATION (PLEASE READ):**

- Students should **contact ONLY the AA Degree office** with any questions related to the AA Degree program including questions about taking classes that are not listed on page 2. Only the AA Degree Office has the right to approve or disapprove general education transfer credit.
- Application and all official, sealed documentation (transcripts/score reports etc.) **MUST** be on file in the AA Degree office 30 days **BEFORE** graduation or prior to separation from military or U.S. government Federal service (whichever applies).
- It is not necessary to complete the AA Degree while in residence at DLIFLC in Monterey; however students must complete the DLIFLC language course credit requirements in residence and maintain their active government service.
- Students applying for more than one AA Degree only need to send one set of official, sealed transcripts.
- Students in the Intermediate DLIFLC language program, who have never taken a Basic course at DLIFLC, must take an additional Critical Thinking course. Please contact the AA Degree for more information.
- **Students in the 15 Special Projects courses must still earn the 45 semester credits from DLIFLC to be eligible for the AA Degree. Coordinate with your MLI to ensure all credits will be completed.**
- Contact your local education center for assistance with CLEP/DANTES testing, class enrollment, tuition assistance, if applicable.

### **ADVANCED PLACEMENT (AP)/INTERNATIONAL BACCALAUREATE (IB)**

- Advanced Placement (AP)/International Baccalaureate (IB) test scores are transferable. AP test scores must be 3 or higher and IB must be Higher Level (HL) and 5 or higher. An official, sealed transcript must be sent to the AA Degree office from the College Board. In some cases, an official, sealed high school transcript will be accepted if the test scores are included. **AP Code: 1963**

### **CLEP/DANTES**

- Not all CLEP/DANTES (DSST) tests are available at all locations. All tests are pass/fail using the ACE recommended minimum score requirement. See CLEP or DANTES website for passing score requirement.
- Tests are free to service members; however, a non-military facility may charge a sitting fee. Civilians are required to pay for their tests.
- Students no longer in Monterey should make arrangements with their local education center or testing agency.
- Only CLEP/DANTES and AP/IB scores may be transferred from third party academic transcripts, score reports, or military training transcripts at the discretion of the AA Degree Office.

### **MILITARY TRANSFER CREDIT/MILITARY TRANSCRIPTS**

- Previous CLEP/DANTES test scores may be transferred from AARTS or SMART transcripts or can be requested from Prometric (CLEP/DSST) for a fee.
- Students wanting to transfer military credit from SMART, AARTS or CCAF must request official transcripts from these agencies (see page 4) to be sent to the AA Degree Office.
- Due to the format of the CCAF transcript, test scores are not transferable from CCAF. USAF members who took CLEP or DANTES tests without indicating DLIFLC as recipient of the score must request scores from Prometric to DLIFLC (fee involved) unless the scores are shown on other official college transcripts. (See page 4 for website link to Prometric transcript request form.)

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## **SCHOOL TRANSCRIPTS**

- Students must provide official, sealed transcripts from the ORIGINAL GRADE GRANTING institute(s) to the AA degree office. Only grades of C- or better will be considered for transfer. Coursework will NOT be transferred from third party transcripts. Transcripts from colleges and universities outside the United States must be evaluated by a NACES member. ([www.naces.org](http://www.naces.org)).
- Three semester credits (or 4.5 quarter credits) are required for each of the five General Education sections (total of 15 semester credits). Service members have automatically earned three Physical Education (PE) credits; civilians may have to earn an additional three semester credits in PE unless they were prior service (DD 214 required).
- School transcripts already in student's possession are acceptable if still sealed.
- Courses must be Freshman level or higher (no remedial/developmental courses accepted.)

## **CONTACT INFORMATION FOR TRANSFER SOURCES:**

Advanced Placement (AP) - [http://www.collegeboard.com/student/testing/ap/exgrd\\_rep.html](http://www.collegeboard.com/student/testing/ap/exgrd_rep.html) DLI Code: **1963**

International Baccalaureate (IB) – <http://www.ibo.org>

CLEP - <http://www.collegeboard.com/student/testing/clep/about.html> DLIFLC Code for CLEP: **8431**

DANTES (DSST) - <http://www.getcollegecredit.com> DLIFLC Code for DANTES: **8744**

CLEP/DANTES transcript request form for military members go to:  
[http://www.collegeboard.com/prod\\_downloads/student/testing/clep/clep-military-transcript-order-form.pdf](http://www.collegeboard.com/prod_downloads/student/testing/clep/clep-military-transcript-order-form.pdf)

CLEP/DANTES transcript questions can be directed to: (877) 471-9860

AARTS (Army) - <http://aarts.army.mil>

CCAF (Air Force) - <http://www.au.af.mil/au/ccaf/transcripts.asp>

SMART (Navy/Marines) - <https://smart.navy.mil>

## **AA DEGREE OFFICE CONTACT INFORMATION:**

[www.dliflc.edu](http://www.dliflc.edu)

**e-mail:** [pres.aadegree@conus.army.mil](mailto:pres.aadegree@conus.army.mil)

Monday-Friday 0745 – 1645

Building 634 Room 5

Phone: (831) 242-6431/5825 Fax: (831) 242-5963

## **Mail Official Transcripts/Score Reports to:**

Defense Language Institute  
ATTN: AA Degree (ATFL-APO-AR)  
597 Lawton Road, Bldg 634, Room 5  
Presidio of Monterey, CA 93944-5006

*Faxed or emailed transcripts are not accepted, except for advising purposes.*