

The DLIFLC Associate of Arts Degree Program

General Information

Eligibility:

1. Applicants must be a member (or dependent of a member) of the U.S. Military on Active Duty, Active Reserve, National Guard, or a U.S. Federal Government service employee and active upon completion of all degree requirements, which includes having all documents (application, copy of full LES or military ID* and transcripts) on file and active in the AA Degree office PRIOR to leaving active Government service. (IRR and contractor status are not eligible.) * **Military ID card copy:** *Title 18, USC Part I, Ch 33, Section 701 "except as authorized under regulations made pursuant to law" and AR 600-8-14, para 1.8, "the cardholder may allow photocopying of their ID card to facilitate DoD benefits."*
2. The AA Degree is based on the successful completion of studies in the foreign language major in residence at DLIFLC (Monterey, CA). Also required is the completion of specific general education requirements; which may be earned through testing or coursework at other accredited institutions.
3. Students who graduated from a resident DLIFLC Basic language program with a class start date after 1 October 1991 may apply.
4. Students who graduated from a resident DLIFLC Intermediate language program with a class start date after 1 February 1998 may apply.
5. Advanced programs are not eligible.

Requirements:

1. Applicants must meet eligibility requirements as listed in #1 above.
2. Basic program students must achieve a minimum DLPT score of L2/R2/S1+.
3. Intermediate program students must achieve a minimum DLPT score of L2+/R2+/S2.
4. A cumulative grade point average of a "C" (2.0) or higher is required for DLIFLC coursework.
5. Final DLIFLC grades below a D are not acceptable.
6. Students must have completed 45 semester credits at DLIFLC plus 18 semester credits in general education. Intermediate program students who were not enrolled in the Basic program are required to take an additional general education courses. Students returning to DLIFLC for additional languages must complete the 45 semester credits in each language.

General education (GE) requirements:

1. Basic language program students need to transfer 18 semester credits to DLIFLC:
 - A. English Composition requirement
 - B. Natural or Physical Science (lab optional)
 - C. Social Science requirement
 - D. College Math requirement
 - E. Technology* (Computers) requirement

*The Technology must be completed within five years prior to the AA Degree conferral date.

2. Transfer courses must show a grade of C or better and have a minimum of 3 semester credits or 4.5 quarter credits.
3. Graduates from the Intermediate Language Program must contact the AA Degree Office to review the additional GE requirements.
4. The AA Degree Office has the right to approve or disapprove GE transfer credit.
5. Credits for GE requirements may also be satisfied through acceptable CLEP/DSST/AP/IB tests, ACE credit through military training etc.

How to apply for the AA Degree:

Step 1. Do this first!

Complete the two-page application **PRIOR** to submitting any coursework results. Students who are no longer in residence at DLIFLC must include a copy of their current full page LES or military ID with their application (See Eligibility #1). Eligible dependents must include a copy of their dependent ID and sponsor's LES or military ID. Students who attended more than one language program must submit an application for each language. **Applications will be accepted in person, through U.S. Mail or electronically through Safe Access File Exchange (SAFE) <https://safe.amrdec.army.mil>. Send SAFE files to this email: aadegree@dliflc.nps.navy.mil. Do not email or fax your application.**

Step 2.

Students must provide official sealed transcripts from the grade granting institution. **Please refer to the AA Degree Plan document for details on ordering electronic transcripts BEFORE you request your transcripts. No faxed transcripts accepted.**

Step 3.

The student is responsible to ensure the AA Degree Office has received all documents and contact information. Students will not be notified when documents are received and are encouraged to contact the office to check the status of their file. Students no longer in Monterey whose application is more than one year old must update their file by sending a current mailing address and a copy of either their LES or military ID.

Important note: Resident students who plan to receive their AA Degree at graduation must submit all forms and supporting documents no later than 30 business days before their graduation date.

Application, Degree Plan, and information:

www.dliflc.edu

DLIFLC Associate of Arts Degree Application

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PLEASE READ: Only (Basic/Intermediate) students who will or have graduated from DLIFLC in Monterey are eligible for this AA Degree program. Applicants must be a member (or dependent of a member) of the U.S. Military on Active Duty, Active Reserve, National Guard, or a U.S. Federal Government service employee **and** active upon completion of degree requirements, which includes having all documents (application, copy of LES or military ID* and official transcripts) on file in the AA Degree office. IRR and contractor status are not eligible.

LES REQUIRED FOR NON-RESIDENT STUDENTS: Students no longer in residence at DLIFLC Monterey, must include a copy of their current full page LES (you may redact anything below the ID line) or military ID¹ for proof of service. Spouses must submit a copy of their dependent ID and their spouse's LES or military ID. Do not fax copies of ID cards. All documents must be on file in the AA office PRIOR to ETS.

Last Name: _____ First Name: _____ Middle Name: _____

SSN: _____ -- _____ -- _____ Other Last Name(s) Used: _____

Service Branch: <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marines <input type="checkbox"/> Other: _____	Date of Birth: _____ MM/DD/YYYY <input type="checkbox"/> Enlisted <input type="checkbox"/> Officer	Status: <input type="checkbox"/> Active Duty <input type="checkbox"/> National Guard (even if currently active) <input type="checkbox"/> Active Reserve (IRR not eligible) <input type="checkbox"/> Federal Government Employee <input type="checkbox"/> Dependent of military member
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PLEASE PRINT LEGIBLY – Degrees not awarded at graduation will be mailed to this address:

Street/Apt: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: (____) _____
(email most frequently used)

DLIFLC Graduation Date: _____ Language: _____
(Additional application required for each language.)

Your name as you would like it to appear on the Associate of Arts Degree (**PLEASE PRINT LEGIBLY**):

First: _____ Middle: _____ Last: _____

Your degree will be awarded at your graduation ceremony if all requirements are complete.

Students who have already graduated may select to pick up the degree in person or have it mailed.

Mail to address above. Pick up in person at the AA Degree Office (Bldg. 634, Rm 3).

Mail this 2-page application and LES to:

Defense Language Institute
ATTN: AA Degree Program Office
597 Lawton Rd, Bldg 634 Rm 3
Presidio of Monterey, CA 93944

_____	_____
Student Signature	Date

Or send electronically through Safe Access File Exchange (SAFE) <https://safe.amrdec.army.mil>. Use the email address: aadegree@dliflc.nps.navy.mil to send through SAFE. Do not email or fax your application.

By signing this AA Degree application, I agree to the AA Degree Requirements.

¹Military ID card copy: Title 18, USC Part I, Ch 33, Section 701 "except as authorized under regulations made pursuant to law" and AR 600-8-14, para 1.8, "the cardholder may allow photocopying of their ID card to facilitate DoD benefits." **Privacy Act Statement:** This information is solicited by Authority Title 10, USC 3012 and Executive Order 9397. SSN is used as the personal identifier in locating your training records. Personal information provided above will solely be used to properly respond to your request for granting the Associate of Arts in foreign language. Failure to provide this information could result in the inability of DLIFLC to respond to your request.

PLEASE READ - Degree Application - General Education (GE) Requirements

Last Name: _____ First: _____ Middle: _____

Instructions: In the space below, write in where/how you have completed or intend to complete the GE requirements. **All official documents/transcripts must be received by the AA Degree office 30 days prior to graduation or by separation date from Active Duty/Federal service, whichever applies.**

- Students are responsible to ensure the AA Degree Office receives all documents. You will not be notified when documents are received and are encouraged to check with the office on the status of your application. All official documents must be in the AA Degree Office before the degree may be granted. You will only be contacted if there is a question with your file.
- **Transcripts: Please refer to the AA Degree Plan for details on ordering transcripts BEFORE you order.** Transcripts must be from the grade granting institute where you completed the coursework. Only CLEP/DSST/AP/IB scores may be transferred from third party transcripts at the discretion of the AA Degree Office. CCAF transcripts do not show CLEP/DSST scores. Transcripts received less than 30 days before graduation do not guarantee award of the degree at your graduation ceremony. Transcripts from colleges/universities outside the U.S. must be evaluated by a NACES member. www.naces.org.
- Students must meet all DLIFLC coursework, DLPT/OPI, and general education (GE) requirements. DLIFLC AA Degree requirements and transfer credit information may be found on the AA Degree Plan. Students no longer in Monterey whose application is more than one year old must update their file by sending a current mailing address and a copy of either their LES or military ID. Students who have a name change must complete a new application.
- All transferrable GE courses must be 3 semester credits or 4.5 quarter credits each and grades of C or better. The AA Degree Office has the right to approve or disapprove General Education transfer credit.

COMPLETE THE FOLLOWING:

General Education Requirements: <small>College Level = transferable level, no remedial or developmental coursework. (Three semester credits for each requirement.)</small>	Name of College or Source of Alternative Credit:	
	I DID complete it:	I WILL complete it:
English Composition - A college-level English writing course or CLEP/DSST/AP/IB tests. **	Name of school/Test – no checkmarks	Name of school/Test – no checkmarks
Mathematics - A college-level mathematics class or CLEP/DSST/AP/IB test. **	Name of school/Test – no checkmarks	Name of school/Test – no checkmarks
Natural/Physical Science - A college level course in a natural or physical science or a CLEP/DSST/AP/IB test. Lab is optional. **	Name of school/Test – no checkmarks	Name of school/Test – no checkmarks
Social Science - A college level Social Science course or CLEP/DSST/AP/IB test. See AA Degree Plan for acceptable credits. **	Name of school/Test – no checkmarks	Name of school/Test – no checkmarks
Technology (Computers) - College level course or CLEP/DSST/AP/IB test. See AA Degree Plan for acceptable credits. <i>This requirement must be met within 5 years prior to AA Degree conferral.</i> **	Name of school/Test – no checkmarks FIVE year time limit for technology	Name of school/Test – no checkmarks FIVE year time limit for technology
Physical Education - (For CIVILIAN students who were never Active Duty.) College level course in physical education or Here’s to Your Health test. **	(Civilians only) – Name of school/Test	(Civilians only) Name of school/Test

**Read the AA Degree Plan for alternative methods of obtaining credit and transfer credit information.