

DLIFLC Associate of Arts Degree Plan and Information

www.dliflc.edu E-mail: aadegree@dliflc.edu

PLEASE READ THIS ENTIRE DOCUMENT - How to Complete the AA Degree:

1. DLIFLC Language Requirements: Students must successfully complete their language program through the Defense Language Institute Foreign Language Center (DLIFLC) in Monterey. Other locations are not eligible for the AA Degree; only students who have studied at DLIFLC in Monterey, CA are eligible. The Basic program requires 45 semester credits from DLIFLC. Students must also meet the following requirements: DLPT R2/L2/S1+, a minimum cumulative GPA of 2.0 and no DLIFLC cumulative semester letter grades below a D-. Students not meeting the 2/2/1+ while at DLIFLC, may be able to retest. However, a cumulative semester letter grade below a D- is permanent exclusion from the AA Degree program. Failing a test or project within any course may not necessarily indicate a failing cumulative semester grade. Students attending the Intermediate program only (who have never attended a Basic program) are required to obtain a 2+/2+/2 DLPT and have additional General Education requirements (please contact the AA Degree Office). Advanced and DTRA programs are not eligible.

2. Apply for the AA Program: This program is voluntary and therefore students must apply for the program by submitting an application. Applications should be submitted BEFORE sending transcripts. Applications may be mailed, faxed or emailed. Students no longer at DLIFLC in Monterey must include a copy of a current LES or military ID* with their application. Please do not fax copies of your ID card. Students no longer in residence in Monterey should ensure they meet the eligibility requirements by reviewing the eligibility section of the General Information form. Contact the AA Degree office for AA Degree program questions.

3. General Education (GE) Requirements: Attendance at DLIFLC does not meet all of the AA Degree requirements. In addition to the 45 semester credits earned from DLIFLC, 18 semester credits of General Education are required to be transferred to DLIFLC (3 credits for physical education will automatically be transferred from military service). General Education is fulfilled through college level coursework (Freshman/Associate level or higher)/CLEP/DSST/AP/IB or select military credit. The table below lists the six general education requirements. Use the table to track your progress toward completing your AA Degree at DLIFLC.

General Education (GE) Requirement Progress (3 semester or 4.5 quarter credits for each requirement):	If GE requirement <u>IS</u> complete, request official transcript(s) to the AA Degree Office. List name of school below. (See page 4 for details on sending transcripts)	If GE requirement is <u>NOT</u> complete, how will you complete it? Take a CLEP or DSST test or take a class – track your progress below.
English Composition		
College Math		
Natural/Physical Science		
Social Science		
Technology (Computers) This requirement must be within 5 years prior to degree conferral.		
Physical Education Only for Civilians with no prior military service		

4. 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 number of applicants, you will not be contacted when documents are received. You are encouraged to check with the AA Degree office on the status of your application. Allow 3-5 weeks for our office to receive transcripts. Contact us through email/walk-in/phone:
E-mail: aadegree@dliflc.edu; Building 634 Room 3; Phone: 831-242-6431.

OFFICE HOURS: Monday-Friday 1000-1300, 1400-1630.

TRANSFERABLE CLEP/DANTES TESTS AND SUGGESTED COURSES:

Below is a list of CLEP/DSST tests accepted for the AA Degree; this list may also be helpful when selecting classroom courses to fulfill the GE requirements. Contact the AA Degree Office with questions regarding transferable classes. DLIFLC test codes: CLEP 8431; DSST 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.

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

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

2. Mathematics (MATH):

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

DSST: 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 may also be acceptable credit. Economics will not be accepted for math.

3. Natural or Physical Science (NSCI):

CLEP: Biology, Chemistry, Natural Sciences.

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

CLASS: Lab is optional. Oceanography, meteorology, physics, 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.

DSST: 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. Business Ethics and Humanities are not transferable.

5. Technology/Computers (TECH) – This requirement must be fulfilled within five years prior to the AA Degree conferral – starting from when you took the class/test – not when you graduated from your college.

CLEP: Information Systems and Computer Applications.

DSST: 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. Statistics courses are also not transferable for technology credit.

PRACTICE TESTS/STUDY MATERIAL:

Online practice tests: <http://www.nelnetsolutions.com/dod/>.

DSST offers practice tests for a small fee: www.getcollegecredit.com.

Visit the DLIFLC Education Center or AISO Library for study materials.

Other education centers and libraries may be able to assist you with study materials.

EDUCATION CENTERS/TESTING LOCATIONS:

In Monterey, contact the Education Center to schedule CLEP/DSST tests or for assistance in enrolling in non-DLIFLC courses: (831) 242-5325; Building 630, Monday-Thursday 0800-1700, Friday 0900-1700, Closed 1300-1400 for lunch.

Not in Monterey? Contact your local education center or find a testing location near you:

CLEP: <http://clep.collegeboard.org/search/test-centers> DSST: <http://getcollegecredit.com/institutions/search/>.

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

General information

- Students are responsible to ensure the AA Degree Office receives all documents. Due to the large number of applications, **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 may be contacted if there is a concern with your file.
- Only the AA Degree Office has the right to approve or disapprove general education transfer credit. Any other information provided by other offices or sources is for familiarization purposes only and does not enroll you in the program, approve your transfer credit or supersede any policies set by the AA Degree Office.
- Application and all official documentation (transcripts 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; however students must complete the DLIFLC language course credit requirements in residence at DLIFLC in Monterey, CA.
- Students no longer in Monterey, whose **applications are more than one year old**, will need to update their file by sending a current address and military ID or LES. Applicants with name changes or applications older than February 15, 2008 must complete a new application.
- Students **applying for more than one AA Degree** only need to send one set of official transcripts; however, an application is required for each language degree request.
- 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 Military Language Instructor (MLI) to ensure all credits will be completed.
- Three (3) **semester credits** (or 4.5 quarter credits) are required for each of the five General Education requirements (total of 18 semester credits). Service members have automatically earned three Physical Education (PE) credits; civilians may have to earn three semester credits in PE unless they were prior service (DD 214 required). Courses must be Freshman level or higher (no remedial/developmental courses accepted.)
- School **transcripts** already in student's possession are acceptable if still officially sealed. We can advise from unofficial transcript copies.
- Contact your local education center for assistance with **scheduling CLEP/DSST testing**, class enrollment, and tuition assistance, if applicable.

MILITARY TRANSFER CREDIT/MILITARY TRANSCRIPTS

- Students wanting to transfer military credit from their Joint Services Transcript (formerly SMART/AARTS) or CCAF must request official transcripts from these agencies to be sent to the AA Degree Office (see page 4).
- CLEP/DSST test scores may be transferred from Joint Services Transcript; however, CCAF transcripts do not show CLEP/DSST scores and must be requested from Prometric (see page 4).

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

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CLEP/DSST

- Not all CLEP/DSST tests may be available at all testing locations. All tests are pass/fail using the ACE recommended minimum score requirement. See CLEP or DSST 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 tests. Any student retaking the same test must wait six months and will be charged a fee.
- Students no longer in Monterey should make testing arrangements with their local education center or testing location. See the CLEP/DSST websites on page 2 to find a testing center near you.
- Official CCAF transcripts do not show CLEP/DSST scores.

CONTACT INFORMATION FOR TRANSFER SOURCES:

Advanced Placement (AP) - <https://apstudent.collegeboard.org/takingtheexam/score-reporting-services> DLI Code: **1963**

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

CLEP - <http://clep.collegeboard.org/> DLIFLC Code for CLEP: **8431**

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

CLEP/DSST transcript request form for military: <http://clep.collegeboard.org/military>

Tests taken as a **civilian** must be requested using the civilian form: <http://clep.collegeboard.org/about/score>

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

JOINT SERVICES TRANSCRIPT (JST) (Army/Navy/Marines) - <https://jst.doded.mil> Type “Defense Language Institute” when searching for our address to request on-line delivery of your JST transcript.

CCAF (Air Force) - <http://www.au.af.mil/au/ccaf/transcripts.asp> (CLEP/DSST do not show on official CCAF transcripts)

REQUESTING TRANSCRIPTS FROM OTHER SCHOOLS (PLEASE READ)

Students must provide official transcripts from the **ORIGINAL GRADE GRANTING** institute(s). Courses are not transferable from third party transcripts; transcripts must be from the institute where you actually took the class. Only CLEP/DSST and AP/IB scores may be transferred from third party transcripts at the discretion of the AA Degree Office. 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.

Transcripts must be sealed officially by the school or sent electronically. **Electronic transcripts** must be sent to aadegree@dliflc.edu directly from institutions using ONLY valid electronic transcript programs such as eScrip-Safe or National Student Clearing House. **Students whose school uses the Parchment Exchange system are no longer able to send electronic transcripts because this program is not compatible with military systems and will prohibit access to your transcript. These students must have their transcripts mailed.** If you are unsure what program your school uses, please ask them or request a mailed copy. If our office is not able to receive the electronic transcript format from your institution, it will be the student’s responsibility and financial obligation to ensure an official sealed paper copy is received by the AA Degree office. **No faxed transcripts or emails from individual persons accepted.**

Mail transcripts to:

Defense Language Institute
ATTN: AA Degree (ATFL-APO-AR)
597 Lawton Road, Bldg 634, Room 3
Presidio of Monterey, CA 93944-5006

All documentation submitted becomes property of the AA Degree office. Copies are not provided or allowed.

** **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.”*