

DLIFLC Associate of Arts Degree Plan and Information

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

PLEASE READ THIS ENTIRE DOCUMENT - How to Complete 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 are taking or have taken courses at DLIFLC in Monterey are eligible for this degree. Students no longer at DLIFLC must include copy of a current LES or military ID* (see General Information Form for eligibility requirements if no longer at DLIFLC). Contact ONLY the AA Degree office in Monterey for any questions related to the DLIFLC AA Degree program. Please do not contact other offices.

2. General Education (GE) Requirements Checklist: General Education is fulfilled through college level (Freshman/Associate level or higher) coursework/CLEP/DSST/AP/IB or select military credit. Use the table below to track your progress of 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) (See page 4 for instruction)	If GE Requirement is <u>NOT</u> Complete: Take a CLEP or DSST Test or Take a Class
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		

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. You are encouraged to check with the AA Degree 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 3; 831-242-6431/831-242-5825.

4. DLIFLC In-Residence Language Requirements:

In addition to the 15 semester credits of required General Education (18 for students with no prior military service), students must also meet the following requirements to be eligible for the AA Degree: DLPT R2/L2/S1+, a minimum GPA of 2.0 and no DLIFLC final end-of-semester grades below a D-. Students not meeting the 2/2/1+ while at DLIFLC, may be able to retest in the field to raise their score to be eligible for the AA Degree. However, an "F" in any DLIFLC final end-of-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/DSST tests or for assistance in enrolling in general education (non-DLIFLC) courses**, by phone or in-person: (831) 242-5325; Bldg 630, Mon-Thurs 0800-1700, Fri 0900-1700, Closed 1300-1200 for lunch. 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/DSST 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; 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. 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.

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: 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.

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 is not transferable. A course in Humanities may not be transferable.

5. Technology/Computers (TECH) – must be within 5 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.

PRACTICE TESTS:

➤ Free online practice tests available through Petersons - <http://www.petersons.com/dod>
(Set up user name and password. Access code: monterey45 if needed)

➤ DSST website offers practice tests at a minimal cost. www.getcollegecredit.com

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

General information

- Students are responsible to ensure the AA Degree Office receives all documents. Due to the high volume 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 will only be contacted if there is a question with your file.
- **ONLY DLIFLC AA Degree Advisors can answer questions related to the AA Degree Program** including enrolling in the program and answering questions about taking classes not listed on page 2. 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 automatically enroll you in the program or supersede any policies set by the AA Degree Office.
- Application and all official 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; however students must complete the DLIFLC language course credit requirements in residence at DLIFLC in Monterey, CA and **verify their active government service** before degree will be awarded.
- Applications are **inactive** after two years if documents are not received during this timeframe. Contact the AA Degree Office to reactivate.
- 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 MLI to ensure all credits will be completed.
- Contact your local education center for assistance with **scheduling CLEP/DSST testing**, class enrollment, and tuition assistance, if applicable.
- Three (3) **semester credits** (or 4.5 quarter credits) are required for each of the five General Education requirements (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). 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.
- Students must meet all DLIFLC course, DLPT and GE requirements. The complete DLIFLC AA Degree Requirements may be found at www.dliflc.edu.

MILITARY TRANSFER CREDIT/MILITARY TRANSCRIPTS

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

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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 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. DLIFC **AP Code: 1963**

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 their tests.
- Students no longer in Monterey should make testing arrangements with their local education center or testing agency. See the CLEP/DSST website to find a testing center near you.
- Only CLEP/DSST and AP/IB scores may be transferred from third party transcripts at the discretion of the AA Degree Office. CCAF and recent AARTS transcripts do not show CLEP/DSST scores.

CONTACT INFORMATION FOR TRANSFER SOURCES:

Advanced Placement (AP) - 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**

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

CLEP/DSST transcript request form for military (Tests taken while civilian use civilian form at the same website):

http://www.collegeboard.com/prod_downloads/student/testing/clep/clep-military-transcript-order-form.pdf

CLEP/DSST 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> (CLEP/DSST do not show on CCAF transcripts)

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

AA DEGREE OFFICE CONTACT INFORMATION:

e-mail: pres.aadegree@conus.army.mil * www.dliflc.edu * Phone: (831) 242-6431/5825 * Fax: (831) 242-5963
Monday-Friday 0745 – 1645 Building 634 Room 3

TRANSCRIPTS FROM OTHER SCHOOLS

Official transcripts must be from the ORIGINAL GRADE GRANTING institute(s). Credit will NOT be transferred from third party transcripts with the exception of CLEP/DSST/AP/IB credits 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.

Electronic transcripts must be sent directly from verified institutions/agencies to pres.aadegree@conus.army.mil. If our network is not able to process the electronic transcript format from your institution, it will be the student's responsibility to ensure an official sealed paper copy is received by the AA Degree office.

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.

** **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."*

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